

# Appendix Packet

This 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. Each application must include the Appendices to be considered for funding. All appendices must be submitted with the original signature of the applicant's highest elected official or other authorized representative.

<b>APPENDIX A:</b>	Authority to Participate
<b>APPENDIX B1:</b>	Determining Benefit to Low and Moderate Income Persons
<b>APPENDIX B2:</b>	Job Creation/Retention Forms
<b>APPENDIX B3:</b>	Low and Moderate Income Tables Part 1: Listing of LMI % by community Part 2: Listing of LMI Income Limits by census district
<b>APPENDIX C:</b>	Statement of Assurances and Certifications
<b>APPENDIX D:</b>	Environmental Statutory Checklist (Part 1) and Environmental Assessment Checklist (Part 2)
<b>APPENDIX E:</b>	Joint Application Agreement
<b>APPENDIX F:</b>	Cooperative Application Agreement
<b>APPENDIX G:</b>	Potential Project Permit Requirements
<b>APPENDIX H:</b>	Applicant/Recipient Disclosure/Update Report
<b>APPENDIX I:</b>	ADA Certification

## **Authority to Participate**

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**Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

**What is the purpose of this appendix?**

Every applicant for CDBG grant funds must submit a resolution, motion, or similar action granting Authority to Participate in the program. The Authority to Participate also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project.

On the following page is one suggested format for this Authority to Participate. You may change the format only to the extent that it does not eliminate the key components, including the amount of the grant funds requested, the project description, and the signatory authority.

# Authority to Participate

**RESOLUTION NUMBER** \_\_\_\_\_

**A RESOLUTION** of the (Council) \_\_\_\_\_  
authorizing participation in the Community Development Block Grant Program.

**WHEREAS**, the Council of the City of \_\_\_\_\_ wishes to provide a  
(Project) \_\_\_\_\_ for use in the community; and

**WHEREAS**, this entity is an applicant for a grant in the amount of \$\_\_\_\_\_ from the  
Alaska Department of Community and Economic Development (hereinafter "Department"), under the  
CDBG program;

**NOW, THEREFORE, BE IT RESOLVED THAT** the (usually Mayor) \_\_\_\_\_  
of the City of \_\_\_\_\_ is hereby authorized to negotiate and execute any and all  
documents required for granting and managing funds on behalf of this organization.

The (usually Mayor) \_\_\_\_\_ is also authorized to execute subsequent  
amendments to said grant agreement to provide for adjustments to the project within the scope of  
services or tasks, based upon the needs of the project.

**PASSED AND APPROVED BY THE** \_\_\_\_\_  
on \_\_\_\_\_, 20 \_\_\_\_\_.

**IN WITNESS THERETO:**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Appendix  
**B1**

## **Determining Benefit to Low and Moderate Income Persons**

**Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

**What is the purpose of this appendix?**

The national objective of the CDBG program is to benefit Low to Moderate Income families. Every applicant for CDBG grant funds must submit this appendix in order to verify that they meet this national objective.

On the following pages is a checklist, which addresses each way in which a project can meet the national objective. You must work through the checklist until one of the starred notations indicate you need go no further.

**Note:** If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit.

**Note:** Planning applications must demonstrate that at least 51% of the persons who would benefit from implementation of the plan, or a project which results from the plan, are low and moderate income.

## Section 1: LMI Area-Wide Benefit

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Complete Section 1 if you think your project meets the definition of an **Area-Wide Benefit** as defined on Pages 21 & 22 of the CDBG Handbook.

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1. Identify the community your project will serve. \_\_\_\_\_

*\* Note: If more than one community will be served, contact DCED for an LMI determination.*

2. Will your project serve the residents of the entire community?  Yes  No

3. If you answered Yes to question #2, refer to Part 1 of Appendix B. Is your community, identified by census data, as being at least 51% low and moderate income according to Part 1 of Appendix B?  Yes  No

**★ If you answered YES to both questions #2 and #3, your project most likely meets the criteria for providing an Area-Wide Benefit to Low and Moderate Income residents. You need go no further.**

4. If you answered Yes to question #2 above, but No to question #3 above, you will need to contact DCED for information on conducting a survey to show that the income figures provided by census data in Part 1 of Appendix B are no longer valid and that your community is in fact at least 51% low and moderate income.

5. Do the figures in Part 1 of Appendix B indicate that you must conduct a survey?  Yes  No

6. Have you contacted DCED for survey methodology and followed those instructions in conducting your survey?  Yes  No

7. Did you complete and include the survey materials in your application packet as required?  Yes  No

8. Did the survey results indicate that the residents of the entire community are at least 51% low and moderate income as defined by census data income guidelines in Part 2 of Appendix B?  Yes  No

**★ If you answered YES to questions #5, #6, #7, and #8, your project most likely meets the criteria for providing an Area-Wide Benefit to at least 51% low and moderate income residents. You need go no further.**

**Section 1: LMI Area-Wide Benefit**

Page Two

9. If you answered No to question #2, you will need to identify the specific area within your community which will be served by this project and contact DCED for information on conducting a survey to show that the residents of that area are at least 51% low and moderate income as defined by census data.

Specific area within the community to be served:

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10. After identifying the specific area within your community to be served by the project, have you contacted DCED for survey methodology and followed those instructions in conducting your survey?  Yes  No
11. Did you include the survey materials in your application packet as required?  Yes  No
12. Did the survey results indicate that the residents of the area to be served are at least 51% low to moderate income as defined by census data guidelines in Part 2 of Appendix B?  Yes  No

★ **If you answered identified the specific area to be served in question #9 and answered Yes to questions #10, #11 and #12, your project most likely meets the criteria for an Area-Wide Benefit to at least 51% low and moderate income persons. You need go no further.**

## Section 2: LMI Limited Clientele

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Complete Section 2 if you think your project meets the criteria for Limited Clientele as defined on Pages 22 & 23 of the CDBG Handbook.

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1. Will your project benefit one of the specific groups of people listed below?  Yes  No

If yes, please check the group to be served by this project:

- |   |   |
|---|---|
| <input type="checkbox"/> Abused Children  | <input type="checkbox"/> Severely disabled adults             |
| <input type="checkbox"/> Elderly Persons  | <input type="checkbox"/> Illiterate adults                    |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Migrant Farm Workers                 |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Persons living with the disease AIDS |

★ If you answered Yes to question #1 and checked the appropriated group, your project most likely meets the Limited Clientele criteria for serving 51% low and moderate income persons. You need go no further.

2. If you answered No to question #1, you will need to identify the specific group of people your project will serve and provide information to show that at least 51% of those persons have income at or below the income figures listed in Part 2 of Appendix B.

Specific area within the community to be served:

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3. Have you provided family size and financial information which shows that at least 51% of the persons who make up the group identified in question #2 above have income at or below that shown in the income tables in Part 2 of Appendix B?  Yes  No
4. Have you included this family size and income information with your application?  Yes  No

★ If you identified a specific group to be served in question #2 above and answered Yes to questions #3 and #4, your project most likely meets the Limited Clientele criteria for serving at least 51% low and moderate income persons. You need go no further.

## Section 2: LMI Limited Clientele

Page Two

5. Does your project impose income eligibility requirements, which limit the activity exclusively to low and moderate income persons as defined by census data in Part 2 of Appendix B?  Yes  No
6. Is your project of such a nature and location that it may be concluded that the activity's clientele will primarily be low and moderate income persons as defined by census data in Part 2 of Appendix B?  Yes  No
7. Does your project fall under one of the categories listed below?  Yes  No  
If yes, please check the appropriate category:
- Construction of a Senior Center
  - Public services for the Homeless
  - Meals on wheels for the Elderly
  - Construction of job training facilities for severely disabled adults
8. Does your project include special projects directed to removal of material and architectural barriers which 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?  Yes  No

★ **If you answered Yes to ANY of the questions asked in #5, #6, #7 OR #8, your project most likely meets the Limited Clientele criteria for serving at least 51% low and moderate income persons. You need go no further.**

### Section 3: LMI Housing Activities

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Complete Section 3 if you think your project meets the criteria for **Housing Activities** as defined on Page 23 of the CDBG Handbook.

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*Note: The State of Alaska CDBG Program does not target Housing Activities.*

1. Does your project include activities, which add or improve permanent residential structures which are either owner or renter occupied one-family or multi-family structures?  Yes  No
  
2. Upon completion of the residential units, will at least 51% of the units of the project be occupied by low and moderate income persons, with renter units available to low and moderate income persons at affordable rents?  Yes  No

**★ If you answered Yes to questions #1 and #2 above, your project most likely meets the Housing Activities criteria for serving at least 51% low and moderate income persons. You need go no further.**

3. Does your project include one of the following examples of potentially eligible housing activities:  Yes  No  
If yes, please check the appropriate category:
  - Acquisition of property for permanent housing
  - Rehabilitation of permanent housing
  - Conversion of non-residential structures into permanent housing
  - Eligible activities connected with new housing construction (e.g. site improvements, and “soft costs“)

**★ If you answered Yes to question #3 above and checked the appropriate activity, your project most likely meets the Housing Activities criteria for serving at least 51% low and moderate income persons. You need go no further.**

## Section 4: Job Creation & Retention

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Complete Section 4 if you think your project meets the criteria for **Job Creation & Retention** as defined on Pages 23 & 24 of the CDBG Handbook.

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**Note:** Planning Activities are not, in and of themselves, recognized by HUD as resulting in job creation or retention. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.

**Note:** If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit (Section 1).

1. Does your project create or retain jobs (as defined on pages 23 & 24 of the CDBG Handbook) which are held or which will be available to Low and Moderate Income persons?  Yes  No
2. Have you completed and signed the attached Job Creation and Retention Certification Forms?  Yes  No
3. Are you prepared to report monthly to DCED on your progress in meeting Job Creation and Retention requirements?  Yes  No

★ You are asked to identify the specific jobs to be created and/or retained in your CDBG Application under Project Impact.

Appendix  
**B2**

## **Job Creation/Retention Forms**

**Who must submit this appendix with their application?**

Any applicant for CDBG grant funds who is meeting the LMI Benefit in Appendix B1 through Job Creation/Retention activities. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.

**What is the purpose of this appendix?**

An applicant proposing to meet the LMI benefit through job creation/retention is committing to required job tracking criteria. The first page of this Appendix is to be filled out (indicate the number of jobs involved) and submitted with your application. The second and third pages are for your information, and need not be submitted at this time; these will be required reports during the life of your grant, if funded.

## Job Creation/Retention Certification

The Applicant, by signature and submittal of this application, acknowledges the requirement that, if awarded, this Community Development Block Grant Project will, during the life of the project or within two years of the start date of the project, whichever is less, result in either the creation of \_\_\_\_\_ (number) permanent, full-time equivalent jobs, 51% of which must be filled with persons of low and moderate income households, or the retention of \_\_\_\_\_ (number) permanent, full-time equivalent jobs held by LMI persons. Job titles and descriptions for those jobs expected to be created or retained are attached.

A full-time equivalent job is defined as one in which the incumbent works at least forty (40) hours per week on a year-round basis. Low to moderate household income is defined as 80% of the median household income for the employee's family size for the area in which the project is located. Median household income information for the area in which this project is located is identified on the Income Limits Table, which is a part of Appendix B. Updates to this income data will be provided by the Department to the applicant as made available through HUD.

The applicant acknowledges that in order to justify expenditure of CDBG funds as outlined in this application and any subsequent grant agreement, the applicant will be required to maintain and submit information to the Department **monthly** which documents Job Creation activities and progress in meeting placement goals for LMI persons. This documentation will include the following information, which will be collected through use of the attached **Employee/Job Applicant Certification Form**, attached:

1. Name, address, and social security number of each applicant for all jobs created by this project;
2. Household size for each job applicant;
3. Household income for each job applicant.

Copies of each Employee/Applicant Certification Form will be submitted to the Department monthly by the Grantee.

Additionally, the Applicant/Grantee will be required to submit a **Job Creation Monthly Report**, copy attached, which summarizes the specific jobs created during the monthly reporting period, as well as the name, household income, family size, and date of hire for new hires during the month being reported.

*The Applicant/Grantee further understands that failure to meet the job creation projections outlined in this certification and any subsequent grant agreement will result in withholding payment or a request for repayment of all or part of the grant funds.*

**Definitions: Income:** Income includes all money or its equivalent received by members of a household in exchange for labor or services, from the sale of goods or property, public assistance payments, or as profit from financial investments. For clarification of special circumstances, contact your Grant Administrator.

**Full-time equivalent:** A position in which the employee works at least 40 hours per week (2,080 hours per year) on a year-round basis. A full-time equivalent position can result, for example, from two part-time permanent employees working 20 hours per week each. For clarification of special circumstances, contact your Grant Administrator.

**Household/Family:** A household consists of all members of a family, both adults and children, regularly sharing a single dwelling.

## Employee Job Applicant Certification

The City/Borough to which you are now applying is the recipient of financial assistance through the State of Alaska's Small Cities Community Development Block Grant (CDBG) Program. As part of the program requirements, the City/Borough must report the number of jobs created for persons from low to moderate income households. This information is not part of the selection process and will not be used in determining which persons will be hired. This information is being requested to assist the City/Borough in satisfying the U.S. Department of Housing & Urban Development's requirements for documentation of the beneficiaries of CDBG assistance.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_

**Certification of Household Size & Income:** I certify that the number of persons in my household is \_\_\_\_\_, and that my total household earning for the past year (12 months) did not exceed \$\_\_\_\_\_.

**Affirmative Action Information:** The following information is collected for statistical purposes only. Your cooperation is appreciated.

<p><b>Date of Birth:</b> ____/____/____</p> <p><b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><b>Veteran Status:</b> <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran</p> <p><b>Handicapped Status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Race/Ethnic Origin (Check One)</b></p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Caucasian</p> <p><input type="checkbox"/> Eskimo <input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Black <input type="checkbox"/> Other</p>
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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of City/Borough

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

-----  
**Employer Only:**

Yes  No **Was Applicant hired?**  
 ➤ If no, stop here  
 ➤ If yes, employee's position title is \_\_\_\_\_

Yes  No **Is this a new position?**  
 ➤ If no, this position has been refilled, and was previously held by (name) \_\_\_\_\_  
 ➤ If previously filled, who terminated employment?  
 employee  employer

# Job Creation Monthly Report

**Grantee:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_

**Report Period:** From \_\_\_\_\_ To \_\_\_\_\_

- \_\_\_\_\_ Number of Permanent, Full-time Equivalent Jobs to be Created during life of grant per Grant Agreement
- \_\_\_\_\_ Number of New Permanent, Full-time Equivalent Jobs Created this report period
- \_\_\_\_\_ Number of Permanent, Full-time Equivalent Jobs in which Low to Moderate Income Persons were hired this report period
- \_\_\_\_\_ How many are new positions?
- \_\_\_\_\_ How many are refills of positions previously reported?
- \_\_\_\_\_ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement
- \_\_\_\_\_ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement which were filled by persons of low to moderate income households
- Yes     No    Are all jobs from previous reporting period(s) still in existence?
- Yes     No    Are all jobs from previous reporting period(s) currently filled?

**Identify the Job Title/Classification of each new Job Created this report period which was filled with a person from low to moderate income household (do not include any refilled, pre-existing positions):**

JobTitle/Classification	Name of Employee	Date Hired	Hours per Week Worked	Annual Household Income	Family Size
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Certification:** I certify that the above data is the most accurate available based upon current information and knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Appendix  
**B3**

## Low and Moderate Income Tables

**Who must submit this appendix with their application?**

Appendix B3 is for your information only, and need not be submitted with your application.

**What is the purpose of this appendix?**

Part 1 of Appendix B3 indicates whether your city(ies) meets the LMI benefit on an area-wide basis. This will assist you in completing Appendix B1. Part 2 of Appendix B3 indicates the median family income for your area.

# Part 1: Low and Moderate Income Percentages by Community

Community	% LMI	Community	% LMI	Community	% LMI
Anchorage Municipality	38.5%	Barrow city	37.2%	Dillingham city	37.4%
Aleutians East Borough	43.6%	Bear Creek CDP	34.1%	Diomedea city	71.5%
Aleutians West Census Area	32.6%	Beaver CDP	91.2%	Dot Lake CDP	44.4%
Bethel Census Area	67.4%	Beluga CDP	N/A	Dot Lake Village CDP	100.0%
Bristol Bay Borough	37.2%	Bethel city	42.2%	Dry Creek CDP	86.4%
Denali Borough	35.0%	Bettles city	14.9%		
Dillingham Census Area	53.1%	Big Delta CDP	46.8%	Eagle city	47.9%
Fairbanks North Star Borough	39.8%	Big Lake CDP	47.6%	Eagle Village CDP	88.5%
Haines Borough	47.2%	Birch Creek CDP	100.0%	Edna Bay CDP	32.7%
Juneau City and Borough	32.9%	Brevig Mission city	89.9%	Eek city	73.5%
Kenai Peninsula Borough	41.8%	Buckland city	65.7%	Egegik city	42.2%
Ketchikan Gateway Borough	40.1%	Buffalo Soapstone CDP	56.2%	Eielson AFB CDP	71.2%
Kodiak Island Borough	39.2%	Butte CDP	36.1%	Ekwok city	64.2%
Lake and Peninsula Borough	56.4%			Elfin Cove CDP	63.9%
Matanuska-Susitna Borough	39.3%	Cantwell CDP	51.6%	Elim city	69.7%
Nome Census Area	55.4%	Central CDP	50.7%	Emmonak city	68.6%
North Slope Borough	40.2%	Chalkyitsik CDP	94.7%	Ester CDP	30.7%
Northwest Arctic Borough	57.9%	Chase CDP	100.0%	Evansville CDP	32.6%
Prince of Wales-Outer Ketchikan Census Area	48.5%	Chefornak city	67.0%	Excursion Inlet CDP	75.0%
Sitka City and Borough	38.4%	Chenega CDP	45.5%		
Skagway-Hoonah-Angoon Census Area	47.4%	Chevak city	78.1%	Fairbanks city	50.2%
Southeast Fairbanks Census Area	50.3%	Chickaloon CDP	38.9%	False Pass city	34.7%
Valdez-Cordova Census Area	42.0%	Chicken CDP	0.0%	Farm Loop CDP	36.8%
Wade Hampton Census Area	75.5%	Chignik city	52.8%	Ferry CDP	38.0%
Wrangell-Petersburg Census Area	42.0%	Chignik Lagoon CDP	22.5%	Fishhook CDP	38.2%
Yakutat City and Borough	40.2%	Chignik Lake CDP	56.1%	Flat CDP	N/A
Yukon-Koyukuk Census Area	66.5%	Chiniak CDP	33.3%	Fort Greely CDP	64.7%
		Chisana CDP	N/A	Fort Yukon city	69.2%
		Chistochina CDP	69.5%	Four Mile Road CDP	34.7%
Adak CDP	32.6%	Chitina CDP	80.6%	Fox CDP	38.8%
Akhiok city	91.2%	Chuathbaluk city	75.6%	Fox River CDP	62.9%
Akiachak CDP	75.9%	Circle CDP	84.1%	Fritz Creek CDP	47.0%
Akiak city	73.2%	Clam Gulch CDP	53.8%	Funny River CDP	39.1%
Akutan city	63.4%	Clark's Point city	66.7%		
Alakanuk city	86.6%	Coffman Cove city	47.6%	Gakona CDP	55.9%
Alatna CDP	77.3%	Cohoe CDP	52.2%	Galena city	26.8%
Alcan Border CDP	37.5%	Cold Bay city	24.7%	Gambell city	74.2%
Aleknagik city	74.2%	Coldfoot CDP	60.0%	Game Creek CDP	89.3%
Aleneva CDP	98.9%	College CDP	29.0%	Gateway CDP	33.6%
Allakaket city	67.7%	Cooper Landing CDP	44.4%	Glacier View CDP	56.3%
Alpine CDP	N/A	Copper Center CDP	57.1%	Glennallen CDP	59.6%
Ambler city	60.4%	Copporville CDP	45.9%	Golovin city	60.0%
Anaktuvuk Pass city	* 67.9%	Cordova city	36.4%	Goodnews Bay city	97.0%
Anchorage Municipality	38.5%	Covenant Life CDP	58.1%	Grayling city	93.0%
Anchor Point CDP	47.2%	Craig city	44.4%	Gulkana CDP	79.5%
Anderson city	38.4%	Crooked Creek CDP	98.6%	Gustavus CDP	44.5%
Angoon city	74.3%	Crown Point CDP	0.0%		
Aniak city	52.2%	Cube Cove CDP	12.7%	Haines city (now CDP)	46.5%
Anvik city	79.2%			Halibut Cove CDP	0.0%
Arctic Village CDP	79.7%	Deering city	61.9%	Happy Valley CDP	54.4%
Atka city	60.0%	Delta Junction city	40.2%	Harding-Birch Lakes CDP	31.0%
Atmautluak CDP	59.9%	Deltana CDP	43.3%	Healy CDP	31.1%
Atkasuk city	*61.6%	Diamond Ridge CDP	37.4%	Healy Lake CDP	45.5%

# Part 1: Low and Moderate Income Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	% LMI
Hobart Bay CDP	0.0%	Lake Louise CDP	56.7%	Noorvik city	55.3%
Hollis CDP	39.3%	Lake Minchumina CDP	75.0%	North Pole city	44.6%
Holy Cross city	87.8%	Lakes CDP	25.4%	Northway CDP	46.5%
Homer city	43.4%	Larsen Bay city	63.6%	Northway Junction CDP	40.8%
Hoonah city	51.8%	Lazy Mountain CDP	39.3%	Northway Village CDP	73.2%
Hooper Bay city	79.4%	Levelock CDP	66.4%	Nuiqsut city	60.3%
Hope CDP	81.7%	Lime Village CDP	N/A	Nulato city	72.0%
Houston city	51.2%	Livengood CDP	69.2%	Nunam Iqua	84.6%
Hughes city	76.0%	Lowell Point CDP	46.3%	Nunapitchuk city	87.2%
Huslia city	77.8%	Lower Kalskag city	93.8%		
Hydaburg city	62.8%	Lutak CDP	50.0%	Old Harbor city	66.8%
Hyder CDP	76.5%			Oscarville CDP	100.0%
		McCarthy CDP	90.9%	Ouzinkie city	41.3%
Igiugig CDP	79.3%	McGrath city	51.3%		
Iliamna CDP	26.4%	McKinley Park CDP	24.5%	Palmer city	45.3%
Ivanof Bay CDP	23.3%	Manley Hot Springs CDP	48.6%	Paxson CDP	25.0%
		Manokotak city	70.1%	Pedro Bay CDP	64.0%
Juneau City and Borough	32.9%	Marshall city	72.5%	Pelican city	38.6%
		Meadow Lakes CDP	52.1%	Perryville CDP	28.0%
Kachemak city	40.0%	Mekoryuk city	79.8%	Petersburg city	39.4%
Kake city	52.9%	Mendeltna CDP	84.1%	Petersville CDP	50.0%
Kaktovik city	35.0%	Mentasta Lake CDP	85.9%	Pilot Point city	67.5%
Kalifornsky CDP	33.9%	Metlakatla CDP	45.5%	Pilot Station city	78.1%
Kaltag city	79.4%	Meyers Chuck CDP	0.0%	Pitkas Point CDP	52.9%
Karluk CDP	67.9%	Miller Landing CDP	69.7%	Platinum city	100.0%
Kasaan city	32.6%	Minto CDP	70.3%	Pleasant Valley CDP	50.0%
Kasigluk CDP	81.7%	Moose Creek CDP	43.1%	Point Baker CDP	90.2%
Kasilof CDP	38.4%	Moose Pass CDP	12.0%	Point Hope city	41.3%
Kenai city	42.9%	Mosquito Lake CDP	61.2%	Point Lay CDP	* 58.1%
Kenny Lake CDP	68.9%	Mountain Village city	75.0%	Point MacKenzie CDP	52.0%
Ketchikan city	47.2%	Mud Bay CDP	23.4%	Pope-Vannoy Landing CDP	100.0%
Kiana city	65.9%			Portage Creek CDP	100.0%
King Cove city	46.5%	Naknek CDP	35.9%	Port Alexander city	55.7%
King Salmon CDP	30.2%	Nanwalek CDP	71.8%	Port Alsworth CDP	36.7%
Kipnuk CDP	77.4%	Napakiak city	96.5%	Port Clarence CDP	N/A
Kivalina city	70.4%	Napaskiak city	79.5%	Port Graham CDP	56.8%
Klawock city	58.6%	Naukati Bay CDP	72.4%	Port Heiden city	47.3%
Klukwan CDP	81.7%	Nelchina CDP	80.8%	Port Lions city	61.9%
Knik-Fairview CDP	38.8%	Nelson Lagoon CDP	48.7%	Port Protection CDP	60.3%
Knik River CDP	41.1%	Nenana city	58.7%	Primrose CDP	3.3%
Kobuk city	77.0%	New Allakaket CDP	100.0%	Prudhoe Bay CDP	0.0%
Kodiak city	37.6%	Newhalen city	68.7%		
Kodiak Station CDP	52.7%	New Stuyahok city	80.4%	Quinhagak city	83.6%
Kokhanok CDP	80.9%	Newtok CDP	87.4%		
Koliganek CDP	44.9%	Nightmute city	74.5%	Rampart CDP	82.1%
Kongiganak CDP	72.5%	Nikiski CDP	41.7%	Red Devil CDP	100.0%
Kotlik city	73.4%	Nikolaevsk CDP	58.9%	Red Dog Mine CDP	N/A
Kotzebue city	46.0%	Nikolai city	90.8%	Ridgeway CDP	34.2%
Koyuk city	75.9%	Nikolski CDP	77.6%	Ruby city	76.9%
Koyukuk city	77.7%	Ninilchik CDP	51.0%	Russian Mission city	81.9%
Kupreanof city	43.8%	Noatak CDP	71.1%		
Kwethluk city	85.1%	Nome city	30.2%		
Kwigillingok CDP	84.5%	Nondalton city	85.3%		

## Part 1: Low and Moderate Income Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	% LMI
St. George city	36.4%	Takotna CDP	87.5%	Wainwright city	43.7%
St. Mary's city	58.8%	Talkeetna CDP	47.1%	Wales city	56.9%
St. Michael city	68.0%	Tanacross CDP	76.2%	Wasilla city	42.3%
St. Paul city	48.2%	Tanaina CDP	24.7%	Whale Pass CDP	23.1%
Salamatof CDP	47.1%	Tanana city	68.2%	White Mountain city	79.5%
Salcha CDP	32.0%	Tatitlek CDP	72.6%	Whitestone Logging Camp	7.9%
Sand Point city	41.7%	Tazlina CDP	33.8%	Whittier city	44.3%
Savoonga city	77.2%	Teller city	77.8%	Willow CDP	49.1%
Saxman city	59.9%	Tenakee Springs city	52.9%	Willow Creek CDP	58.2%
Scammon Bay city	79.8%	Tetlin CDP	87.4%	Wiseman CDP	100.0%
Selawik city	77.0%	Thoms Place CDP	65.5%	Womens Bay CDP	20.4%
Seldovia city	37.5%	Thorne Bay city	41.8%	Wrangell city	43.5%
Seldovia Village CDP	54.8%	Togiak city	69.5%		
Seward city	42.3%	Tok CDP	48.6%	Y CDP	60.7%
Shageluk city	86.6%	Toksook Bay city	72.9%	Yakutat CDP (not Borough)	40.0%
Shaktoolik city	68.3%	Tolsona CDP	100.0%		
Shishmaref city	74.3%	Tonsina CDP	55.8%		
Shungnak city	65.6%	Trapper Creek CDP	56.2%		
Silver Springs CDP	27.0%	Tuluksak CDP	92.0%		
Sitka City and Borough	38.4%	Tuntutuliak CDP	77.4%		
Skagway city	28.4%	Tununak CDP	93.0%		
Skwentna CDP	56.7%	Twin Hills CDP	79.1%		
Slana CDP	52.2%	Two Rivers CDP	23.8%		
Sleetmute CDP	85.9%	Tyonek CDP	80.1%		
Soldotna city	40.1%				
South Naknek CDP	64.6%	Ugashik CDP	50.0%		
Stebbins city	75.0%	Unalakleet city	48.9%		
Sterling CDP	42.1%	Unalaska city	26.0%		
Stevens Village CDP	97.6%	Upper Kalskag city	81.3%		
Stony River CDP	100.0%				
Sunrise CDP	0.0%	Valdez city	29.5%		
Susitna CDP	51.6%	Venetie CDP	80.8%		
Sutton-Alpine CDP	55.8%				

## Low and Moderate Income Limits by Census District FY 2004

STATE: ALASKA

-----MODERATE INCOME LIMITS-----

Prepared: 01-28-04	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>ANCHORAGE</b> FY 2004 Median Family Income: 78700	40250	46000	51750	57500	62100	66700	71300	75900
<b>ALEUTIANS EAST BOROUGH</b> FY 2004 Median Family Income: 50500	38200	43650	49100	54550	58900	63300	67650	72000
<b>ALEUTIANS WEST CENSUS AREA</b> FY 2004 Median Family Income: 78200	40250	46000	51750	57500	62100	66700	71300	75900
<b>BETHEL CENSUS AREA</b> FY 2004 Median Family Income: 46700	38200	43650	49100	54550	58900	63300	67650	72000
<b>BRISTOL BAY BOROUGH</b> FY 2004 Median Family Income: 67900	40200	45950	51700	57450	62050	66650	71250	75800
<b>DENALI BOROUGH</b> FY 2004 Median Family Income: 86200	40250	46000	51750	57500	62100	66700	71300	75900
<b>DILLINGHAM CENSUS AREA</b> FY 2004 Median Family Income: 54100	38200	43650	49100	54550	58900	63300	67650	72000
<b>FAIRBANKS N. STAR BOROUGH</b> FY 2004 Median Family Income: 69700	39050	44600	50200	55750	60200	64700	69150	73600
<b>HAINES BOROUGH</b> FY 2004 Median Family Income: 61900	38200	43650	49100	54550	58900	63300	67650	72000
<b>JUNEAU CITY &amp; BOROUGH</b> FY 2004 Median Family Income: 85000	40250	46000	51750	57500	62100	66700	71300	75900
<b>KENAI PENINSULA BOROUGH</b> FY 2004 Median Family Income: 67300	38200	43650	49100	54550	58900	63300	67650	72000
<b>KETCHIKAN BOROUGH</b> FY 2004 Median Family Income: 70600	39550	45200	50850	56500	61000	65500	70050	74550
<b>KODIAK ISLAND BOROUGH</b> FY 2004 Median Family Income: 68900	38600	44100	49600	55100	59550	63950	68350	72750
<b>LAKE &amp; PENINSULA BOROUGH</b> FY 2004 Median Family Income: 52300	38200	43650	49100	54550	58900	63300	67650	72000
<b>MATANUSKA-SUSITNA BOROUGH</b> FY 2004 Median Family Income: 69100	38700	44200	49750	55300	59700	64100	68550	72950
<b>NOME CENSUS AREA</b> FY 2004 Median Family Income: 50500	38200	43650	49100	54550	58900	63300	67650	72000
<b>NORTH SLOPE BOROUGH</b> FY 2004 Median Family Income: 83300	40250	46000	51750	57500	62100	66700	71300	75900
<b>NORTHWEST ARCTIC BOROUGH</b> FY 2004 Median Family Income: 58300	38200	43650	49100	54550	58900	63300	67650	72000
<b>PRINCE WALES-OUTER KETCH</b> FY 2004 Median Family Income: 53900	38200	43650	49100	54550	58900	63300	67650	72000
<b>SITKA CITY &amp; BOROUGH</b> FY 2004 Median Family Income: 75000	40250	46000	51750	57500	62100	66700	71300	75900
<b>SKAGWAY-HOONAH-ANGOON CA</b> FY 2004 Median Family Income: 56500	38200	43650	49100	54550	58900	63300	67650	72000
<b>SOUTHEAST FAIRBANKS CENSUS</b> FY 2004 Median Family Income: 61900	38200	43650	49100	54550	58900	63300	67650	72000
<b>VALDEZ-CORDOVA CENSUS</b> FY 2004 Median Family Income: 73400	40250	46000	51750	57500	62100	66700	71300	75900
<b>WADE HAMPTON CENSUS AREA</b> FY 2004 Median Family Income: 33800	38200	43650	49100	54550	58900	63300	67650	72000
<b>WRANGELL-PETERSBURG CA</b> FY 2004 Median Family Income: 63400	38200	43650	49100	54550	58900	63300	67650	72000
<b>YAKUTAT CITY &amp; BOROUGH</b> FY 2004 Median Family Income: 59900	38200	43650	49100	54550	58900	63300	67650	72000
<b>YUKON-KOYUKUK CENSUS AREA</b> FY 2004 Median Family Income: 39200	38200	43650	49100	54550	58900	63300	67650	72000

## Statement of Assurances and Certifications

**Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

**What is the purpose of this appendix?**

Every applicant for CDBG grant funds must certify that it is complying with and will continue to comply with certain federal laws and requirements relating to the CDBG program.

On the following page is the suggested format for this Statement of Assurances and Certifications. We would prefer that you sign and submit this form, rather than reproducing it.

# Statement of Assurances and Certifications

## The local government certifies to the State that:

1. It will minimize displacement of persons as a result of activities assisted with CDBG funds;
2. Its program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and it will affirmatively further fair housing;
3. It will fulfill the citizen participation requirements of the plan provided by DCED;
4. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
  - a. CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this subpart; or
  - b. For the purpose of assessing any amount against properties owned and occupied by persons of moderate income, the unit of local government certified to the State in a manner acceptable to the State, that it lacks sufficient CDBG funds to comply with the requirements of paragraph 4.a. of this section;
5. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 570.496a(b) and Federal implementing regulations at 49 CFR Part 24; the requirements in 570.496a(c) governing the residential antidisplacement and relocation assistance plan and the relocation requirements of 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.
6. It will comply with Section 104(d) of the Housing & Community Development Act of 1974, as amended, including a certification that it has passed, made public, and is following a residential anti-displacement and relocation assistance plan.
7. It has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdictional against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.
8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions — Appendix B to 24 CFR Part 24:
  - a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
9. Assurance and Certification:

The governing body has read and understands the foregoing and duly adopts or passes as an official act, a resolution, motion, or similar action authorizing the submission of this application, including all understandings, assurances and certifications contained herein, and directing and authorizing the signatory to act in connection with the application and to provide such additional information as may be required.

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Signature, Chief Elected Official (or Executive Officer)

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Printed Name of Official

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Title of Official

**Part 1: Environmental Statutory Checklist**  
**Part 2: Environmental Assessment Checklist**

**Who must submit this appendix with their application?**

*Part 1: Every applicant for CDBG funds, regardless of project or category.*

*Part 2: Any project which is not exempt or categorically excluded from environmental review. (Refer to page 26 of your Handbook.)*

**What is the purpose of this appendix?**

Every applicant for CDBG grant funds must obtain appropriate environmental clearances for their proposed activity, as required by the federal regulations which accompany expenditure of any federal funds. Applicants must submit Part 1 of this Appendix, from which the Department will make a determination regarding the environmental requirements of each project. *The applicant may not make this determination.*

**Note:** Following the checklists (pages 23-31) are copies of the checklists (pages 32-40) which are filled out with instructions indicating how to complete them. These instructions are included as guidance for completing your own checklists.

# Part 1

## Environmental Statutory Checklist

Project Name and Identification No. _____							
Area of Statutory-Regulatory Compliance	Not Applicable to this Project	Consultation Required*	Review Required*	Permits Required*	Determination of Consistency Approvals, Permits Obtained*	Conditions and/or Mitigation Actions Required	Provide compliance documentation  Additional material may be attached
Historic Properties							
Floodplain Management							
Wetlands Protection							
Noise							
Manmade Hazards Thermal/Explosive Hazards							
Airport Clear Zones							
Air Quality							
Water Quality – Aquifers							
Coastal Areas Coastal Zone Management							
Coastal Barrier Resources							
Endangered Species							
Farmlands Protection							
Wild and Scenic Rivers							

\*Attach evidence that required actions have been taken.

# Part 1 (continued)

## Environmental Statutory Checklist

Project Name and Identification No. _____							
Other Areas of Statutory and Regulatory Compliance Applicable to Project	Not Applicable to this Project	Consultation Required*	Review Required*	Permits Required*	Determination of Consistency Approvals, Permits Obtained*	Conditions and/or Mitigation Actions Required	Provide compliance documentation  Additional material may be attached
Water Quality							
Solid Waste Disposal							
Fish and Wildlife							
Environmental Justice							
Contaminated Sites							
State or Local Statutes (to be added by local community)							

**Prepared by:**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

# Part 2 Environmental Assessment Checklist

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	No Impact Anticipated	Potentially Beneficial	Potentially Adverse Requires Documentation Only	Potentially Adverse Requires More Study	Needs Mitigation	Requires Project Modification	Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Land Development</b>							
Conformance with Comprehensive Plans and Zoning							
Compatibility and Urban Impact							
Slope							
Erosion							
Soil Suitability							
Hazards and Nuisances, including Site Safety							
Energy Consumption							
<b>Noise</b>							
Effects of Ambient Noise on Project and Contribution to Community Noise Levels							

## Part 2 (continued)

# Environmental Assessment Checklist

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b> No Impact Anticipated	<b>2</b> Potentially Beneficial	<b>3</b> Potentially Adverse Requires Documentation Only	<b>4</b> Potentially Adverse Requires More Study	<b>5</b> Needs Mitigation	<b>6</b> Requires Project Modification	<b>7</b>  Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Air Quality</b>							
Effects of Ambient Air Quality on Project and Contribution to Community Pollution Level							
<b>Environmental Design &amp; Historic Values</b>							
Visual Quality - Coherence, Diversity, Compatible Use, and Scale							
Historic, Cultural, and Archaeological Resources							
<b>Socioeconomic</b>							
Demographic/Character Changes							
Displacement							
Employment and Income Patterns							
<b>Community Facilities &amp; Services</b>							
Educational Facilities							
Commercial Facilities							
Health Care							
Social Services							

## Part 2 (continued)

# Environmental Assessment Checklist

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	No Impact Anticipated	Potentially Beneficial	Potentially Adverse Requires Documentation Only	Potentially Adverse Requires More Study	Needs Mitigation	Requires Project Modification	Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Community Facilities &amp; Services (continued)</b>							
Solid Waste							
Waste Water							
Storm Water							
Water Supply							
Public Safety	Police _____						
	Fire _____						
	Emergency Medicine						
Open Space & Recreation	Open Space _____						
	Recreation _____						
	Cultural Facilities						
Transportation							

## Part 2 (continued)

# Environmental Assessment Checklist

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b> No Impact Anticipated	<b>2</b> Potentially Beneficial	<b>3</b> Potentially Adverse Requires Documentation Only	<b>4</b> Potentially Adverse Requires More Study	<b>5</b> Needs Mitigation	<b>6</b> Requires Project Modification	<b>7</b>  Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Natural Features</b>							
Water Resources							
Surface Water							
Floodplains							
Wetlands							
Coastal Zone							
Unique Natural Features And Agricultural Lands							
Toxic Chemicals/Radioactive Materials							
Vegetation and Wildlife							

## Part 2 (continued)

# Environmental Assessment Checklist

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Summary of Findings  
And Conclusions:

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Summary of Findings  
Environmental Conditions:

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Project Modifications and  
Alternatives Considered:

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## Part 2 (continued)

# Environmental Assessment Checklist

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1. Is project in compliance with applicable laws and regulations?  Yes  No
2. Is an EIS required?  Yes  No
3. A Finding of No Significant Impact (FONSI) can be made.  
Project will not significantly affect the quality of the human environment.  Yes  No

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# Part 1

## Environmental Statutory Checklist Instructions

Project Name and Identification No. _____							
Area of Statutory-Regulatory Compliance	Not Applicable to this Project	Consultation Required*	Review Required*	Permits Required*	Determination of Consistency Approvals, Permits Obtained*	Conditions and/or Mitigation Actions Required	Provide compliance documentation  Additional material may be attached
Historic Properties							Call SHPO at 269-8722 to request a "finding of no affect"; may need to provide a map description of the site & activity.
Floodplain Management							Call Christy Miller, DCED Planner at 269-4567 for a "floodplain determination."
Wetlands Protection							Call Army Corps of Engineers at 1-800-478-2712 to request a "jurisdictional determination."
Noise							Major noise sources in rural areas are airfields & diesel generators; provide distances from site to noisy areas.
Manmade Hazards Thermal/Explosive Hazards							Provide the distance from site to bulk fuel facilities and/or other explosive hazards, identify the capacity of the largest fuel tank and identify the safety measures included in the facility (such as diking).
Airport Clear Zones							Provide the distance from site to airfield; verify site is not within the airport clear zone.
Air Quality							Verify site is not within a non-attainment area per SIP (only Anch & Fbks are non-attainment areas); if activity generates air pollution you must contact DEC & EPA for clearance
Water Quality – Aquifers							Write "no sole source aquifers designated in state."
Coastal Areas Coastal Zone Management							Call OMB's Division of Governmental Coordination-the nearest office to you-to determine if you are in a coastal zone; if you are, you'll need to complete a CPQ and have a consistency review done on your project.
Coastal Barrier Resources							Write "none designated in state."
Endangered Species							Call nearest field office of the US Fish & Wildlife Service to verify that your project will not affect any endangered species.
Farmlands Protection							Write "no existing farmlands in area."
Wild and Scenic Rivers							If site is located near a river, call the US Forest Service to determine if it is designate "wild & scenic river."

\*Attach evidence that required actions have been taken.

# Part 1 (continued)

## Environmental Statutory Checklist Instructions

Project Name and Identification No. _____							
Other Areas of Statutory and Regulatory Compliance Applicable to Project	Not Applicable to this Project	Consultation Required*	Review Required*	Permits Required*	Determination of Consistency Approvals, Permits Obtained*	Conditions and/or Mitigation Actions Required	Provide compliance documentation  Additional material may be attached
Water Quality							If project affects wastewater and/or wells, contact nearest office of DEC for applicable permits.
Solid Waste Disposal							If project includes disposal of solid waste or hazardous material, contact nearest DEC office for permits.
Fish and Wildlife							If project involves salmon spawning rivers, lakes or streams, critical habitat area or state game refuge, call local DFG office for permit/approval.
Environmental Justice							Will this project have an adverse environmental effect, including human health or any economic and social effects, on any minority or low-income communities?
Contaminated Sites							Is the project within one mile of a dump or landfill? Is the site within one mile of an industrial facility which manufactures, stores or disposes chemicals or hazardous waste? Does the site/structure contain asbestos? Does the site show evidence of soils contamination?
State or Local Statutes (to be added by local community)							

**Prepared by:**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

# Part 2

## Environmental Assessment Checklist Instructions

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	No Impact Anticipated	Potentially Beneficial	Potentially Adverse Requires Documentation Only	Potentially Adverse Requires More Study	Needs Mitigation	Requires Project Modification	Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Land Development</b>							
Conformance with Comprehensive Plans and Zoning							Do you have land use plans & zoning in your community? If so, confirm that project is within requirements, such as "land is currently zoned for proposed activities." If not, write, "there are no land use plans or zoning."
Compatibility and Urban Impact							Identify distance from site to residential areas. Identify distance from site to other public buildings or write " project is in area adjacent to other public buildings
Slope							What is the status of the site; is it flat, will it require fill, will it impact adjacent land, does it have a gently slope, etc?
Erosion							If there is no evidence of erosion in the area, note that. If there is, identify plans to minimize it.
Soil Suitability							Identify type of soil (well-drained sandy soil, bedrock, gravel, clean sand, silt, etc.) and whether you'll need further soil study or "soil appears suitable for the proposed construction."
Hazards and Nuisances, including Site Safety							Are there any hazards or problems identified in the area? If not, write "No hazards or problems have been identified in the area."
Energy Consumption							Does your community generator have the capacity to handle the increased use? What kind of heating system will the facility have? Is it expected to decrease energy consumption?
<b>Noise</b>							
Effects of Ambient Noise on Project and Contribution to Community Noise Levels							See "Noise" instruction on Statutory Checklist

## Part 2 (continued)

# Environmental Assessment Checklist Instructions

Project Name and Identification No. _____							
Impact Categories	1 No Impact Anticipated	2 Potentially Beneficial	3 Potentially Adverse Requires Documentation Only	4 Potentially Adverse Requires More Study	5 Needs Mitigation	6 Requires Project Modification	7 Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Air Quality</b>							
Effects of Ambient Air Quality on Project and Contribution to Community Pollution Level							See "Air Quality" instruction on Statutory Checklist
<b>Environmental Design &amp; Historic Values</b>							
Visual Quality - Coherence, Diversity, Compatible Use, and Scale							Is the site adjacent to other public facilities? Is the project consistent with surrounding land uses? (If so, write that) What buildings are in the area? (single family residences, commercial facilities, open area – as in landfill sites)
Historic, Cultural, and Archaeological Resources							See "Historic Properties" instruction on Statutory Checklist
<b>Socioeconomic</b>							
Demographic/Character Changes							Will project change the character of the community? Is any demolition involved? Is the site adjacent to other public buildings?
Displacement							Is the existing site vacant? If so, write "None; existing site is vacant." Or, write "None; the renovation (if applicable) will occur at the existing site.
Employment and Income Patterns							How many people will be employed by the facility?
<b>Community Facilities &amp; Services</b>							
Educational Facilities							If the project will impact educational opportunities in your community, note how. If not, write "Site will have no impact on educational facilities."
Commercial Facilities							If the project will impact businesses in the community, note how. If not, write, "Site will not impact area businesses."
Health Care							If the project will impact health care services, note how. If not, write, "Site is not expected to impact health care services in the community."
Social Services							If the project will impact social services, note how. If not, write, "Site is not expected to impact social services in the community."

## Part 2 (continued)

# Environmental Assessment Checklist Instructions

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	No Impact Anticipated	Potentially Beneficial	Potentially Adverse Requires Documentation Only	Potentially Adverse Requires More Study	Needs Mitigation	Requires Project Modification	Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Community Facilities &amp; Services (continued)</b>							
Solid Waste							Identify whether project will increase solid waste in the community; identify lifespan for landfill.
Waste Water							Will the project create any wastewater? Have you obtained a DEC permit for discharge? Attach a copy of permit & any related correspondence.
Storm Water							Is the project expected to impact storm water runoff? Is the adjacent road equipped with drainage features?
Water Supply							Will this project impact the existing water supply? If not, write, "the city's existing water system will accommodate the facility without any negative impact."
Public Safety	Police						Identify the distance between the site and the police station or VPSO office; identify the response time to the facility.
	Fire						Identify the distance between the site and the fire hall; identify the response time to the facility.
	Emergency Medicine						Identify the distance between the site and the clinic; identify the response time to the facility. Do you have an ambulance or EMT's available in your community?
Open Space & Recreation	Open Space						Will the site impact open areas in your community? If not, write, "This project is not expected to impact open spaces."
	Recreation						Will the site be used for recreational use? If not, write, "Project site not used for recreation."
	Cultural Facilities						Will the site be used for any cultural uses, such as potlaches or other gatherings? If not, write, "Site will not be used for cultural activities."
Transportation							Is the site centrally located? Is the site easily accessible by the entire community?

## Part 2 (continued)

# Environmental Assessment Checklist Instructions

Project Name and Identification No. _____							
<b>Impact Categories</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	No Impact Anticipated	Potentially Beneficial	Potentially Adverse Requires Documentation Only	Potentially Adverse Requires More Study	Needs Mitigation	Requires Project Modification	Source or Documentation (Note date of contact or page reference)  Additional material may be attached
<b>Natural Features</b>							
Water Resources							Will the project contribute to water pollution? Is the project in compliance with DEC standards (if applicable)? Will the site be served by city water and sewer services?.
Surface Water							Is the site near a river, streams or any surface water? Is any increased runoff anticipated?
Floodplains							Identify whether site is located within a floodplain. If it is, obtain a floodplain determination by calling Christy Miller, DCED Planner at 269-4567. Attach documentation.
Wetlands							See "Wetlands Protection" instructions on Statutory Checklist. Attach jurisdictional determination.
Coastal Zone							See "Coastal Zone Management" instructions on Statutory Checklist. Attach consistency determination.
Unique Natural Features And Agricultural Lands							Write "There are no unique natural features or prime farmlands in the area."
Vegetation and Wildlife							See "Fish and Wildlife" instructions on Statutory Checklist.

## Part 2 (continued)

# Environmental Assessment Checklist Instructions

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Summary of Findings  
And Conclusions:

*Include a brief description of the project; note whether it's being built on a vacant site and whether the site is centrally located and/or adjacent to other public buildings.*

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*Include a description of increased services provided through the project (if applicable) and any positive effect the project will have on your community .*

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Summary of Findings  
Environmental Conditions:

*Identify specifics of the site, including size, location & soil description.*

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*Identify any applicable Environmental conditions and/or permits required.*

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Project Modifications and  
Alternatives Considered:

*Identify whether you considered other sites and if so, why those sites were rejected.*

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*Identify whether you modified the project and for what reason(s).*

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## Part 2 (continued)

# Environmental Assessment Checklist Instructions

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Additional Studies Performed  
(Attach Study of Summary)

*If you had any related studies prepared (such as an engineering study) include a brief summary of the findings here and attach a copy.*

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Mitigation Measures Needed:

*Do you have permafrost, for example, and need to get a soils study and have a foundation engineered to resolve potential problems?*

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*Does your project have to meet any special standards, such as DEC standards for waste water systems?*

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## Part 2 (continued)

# Environmental Assessment Checklist Instructions

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1. Is project in compliance with applicable laws and regulations?  Yes  No
2. Is an EIS required?  Yes  No
3. A Finding of No Significant Impact (FONSI) can be made.  
Project will not significantly affect the quality of the human environment.  Yes  No

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## **Joint Application Agreement**

**Who must submit this appendix with their application?**

If two or more eligible applicants are submitting a single application for CDBG funding, the Joint Application Agreement must be filled out, signed by all parties, and submitted with the application

**What is the purpose of this appendix?**

The Joint Application Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Joint Application Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

**JOINT APPLICATION AGREEMENT**

**CITY/BOROUGH RESOLUTION NUMBER \_\_\_\_\_**

An agreement by and between \_\_\_\_\_  
and \_\_\_\_\_.

**WITNESSETH:**

**WHEREAS,** \_\_\_\_\_ (has/have) identified need in the communi(ty/ties) to expand economic opportunities; and

**WHEREAS,** \_\_\_\_\_ contemplates submitting jointly with \_\_\_\_\_ an application for CDBG Grant Funds from the Alaska Department of Community and Economic Development for the purpose of meeting such needs; and

**WHEREAS,** \_\_\_\_\_ and \_\_\_\_\_ understand that \_\_\_\_\_ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, \_\_\_\_\_ will be the contact person for this project; and

**WHEREAS,** it is understood that \_\_\_\_\_ and DCED have access to all participants' grant records and authority to monitor all activities.

**NOW, THEREFORE,** pursuant to Alaska Statutes, \_\_\_\_\_ and \_\_\_\_\_ agree to cooperate in the submission of an application for such CDBG grant funds, and agree to cooperate in implementation of the submitted program, as approved by the Department of Community and Economic Development.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority, which it presently possesses.

**PASSED AND APPROVED BY THE** \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_.

**IN WITNESS THERETO:**

By: \_\_\_\_\_  
Signature and Title

Attest: \_\_\_\_\_  
Signature and Title

By: \_\_\_\_\_  
Signature and Title

Attest: \_\_\_\_\_  
Signature and Title

## Cooperative Agreement

**Who must submit this appendix with their application?**

If an eligible applicant(s) chooses to submit an application in cooperation with a non-municipal entity such as a non-profit corporation or a Native Village Council, a Cooperative Agreement must be filled out, signed by all parties, and submitted with the application. *Note: The eligible (municipal) entity is the applicant and the non-municipal entity is the Co-Applicant. Similarly, in the event the project is funded, the eligible entity will be the Grantee.*

**What is the purpose of this appendix?**

The Cooperative Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Cooperative Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.



## Potential Project Permit Requirements

**Who must submit this appendix with their application?**

Appendix G is for your information only, and need not be submitted with your application.

**What is the purpose of this appendix?**

Applicants for CDBG funding are required to obtain all necessary permits to facilitate the lawful carrying-out of the proposed project. With Appendix G, the Department is attempting to assist in this process by supplying the names, addresses, and phone numbers for various permitting agencies within the State and Federal Governments. This list is not intended to be all-inclusive. *It remains the responsibility of the applicant to assure compliance with all permitting requirements.*

# Potential Project Permit Requirements

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
School Construction	Authority of the Department of Education for review of construction documents for educational facilities.	<b>Department of Education &amp; Early Development</b> 801 W 10 <sup>th</sup> St., Suite 200 Juneau, AK 99801 (907) 465-6906 Tim Mearig
Solid Waste Disposal Permit Water Discharge Permit Plan Review and Approval of Sewerage or Sewage Treatment Works Plan Review and Approval of Public Water Systems Storage Tank Program Food Safety & Sanitation Program Plan Review and Health Inspections of Public Establishments	Permit needed for disposal of solid waste or hazardous material  Permit needed for the disposal of wastewater on land or in waters.  Plans for the construction, installation, modification or operation of a public water supply system must be approved prior to construction  Pre-operation inspection is required to ensure compliance with health and sanitation standards for food service establishments, schools, day-care and pre-elementary schools, hotels and motels, swimming pools and bathing areas, and public toilets.	<b>Department of Environmental Conservation</b> 410 Willoughby Avenue, Suite 105 Juneau, AK 99801-1795 (907) 465-5162 <b>or</b> 555 Cordova Anchorage, AK 99501 (907) 269-6289 Leah Guzman <b>or</b> 610 University Avenue Fairbanks, AK 99709 (907) 451-2101
Andromodous (Salmon Spawning) Fish Protection Permit Critical Habitat Area Permit State Game Refuge Permit	Approval for any work in or near anadromous rivers, lakes or streams.  Approval for any work or development in a critical habitat area.  Permit needed if proposing work or development within a designated state refuge or game sanctuary.	<b>Department of Fish &amp; Game Habitat Division</b> 1255 W 8 <sup>th</sup> /POBox 25526 Juneau, AK 99802-5526 (907) 465-4105  (or contact local office in Sitka, Anchorage, Fairbanks, Craig or Ketchikan)
Alaska Coastal Management Certificate of Consistency	Establishes coastal policies, rules, responsibilities; if no local program is approved, State standards will apply for projects in the coastal zone.	<b>Office of the Governor</b> Division of Governmental Coordination 550 W 7 <sup>th</sup> Ave., Suite 1660 Anchorage, AK 99501 (907) 269-7470
Hospital and Health Facility Construction	Authority of the Department of Health & Social Services for licensing and establishing standards for the construction of hospital and health facilities.	<b>Department of Health &amp; Social Services</b> Division of Medical Assistance 4730 Business Park Blvd. #18 Anchorage, AK 99503 (907) 561-8081
Unemployment Insurance  Worker's Compensation Insurance	Individuals, companies and organizations who have one or more workers in covered employment for any part of a day must register with the Department.  Any employer with one or more employees working within the state must buy a workers' compensation insurance policy and submit proof of insurance to the Department.	<b>Department of Labor &amp; Workforce Development</b> Employment Security Division PO Box 25509 Juneau, AK 99802-5509 (907) 465-2712  Any Licensed Insurance Broker or DOL Workers' Comp. Div. PO Box 25512 Juneau, AK 99802-5512 (907) 465-2790
Certification of Fitness – Electrical and Plumbing Certification of Pressure Vessels	Certifies the competency of electricians and plumbers.  To ensure that boiler and pressure vessels and elevator constructions, installation and operation conform to regulations.	Contractor Licensing Program PO Box 107021 Anchorage, AK 99510-7021 (907) 269-4931
Clearance regarding Prehistoric and Archaeological Resources	Determination of presence/absence of cultural resources on the building site.	<b>AK State Historic Preservation Office</b> 550 W 7 <sup>th</sup> Ave., Suite 1070 Anchorage, AK 99501-3579 (907) 269-8722

## Potential Project Permit Requirements (continued)

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
Rights-of-Way Easement	Authorization required for rights-of-way easement and construction or improvements on easements established on State lands.	<b>Department Natural Resources</b> Division of Mining, Land & Water 550 W 7 <sup>th</sup> Ave., Suite 900 C Anchorage, AK 99501-3579 (907) 269-8600
Water Rights Permit	Must obtain permit to use surface or ground water in Alaska	
Sand and Gravel Extraction	To obtain sand and gravel on State lands for use on the project.	
Life/Fire Safety Plan Check for Construction/Occupancy of Building	Approval of building plans is required for fire protection and safety. This applies to commercial, industrial business, institutional or other public buildings containing four or more dwelling units.  Construction, repair, remodel, addition or change of occupancy of any building/structure as listed above, or installation or change of fuel tanks must be approved by the State Fire Marshal's office prior to any work being started.	<b>Department of Public Safety</b> Division of Fire Prevention 5700 East Tudor Road Anchorage, AK 99507 (907) 269-5604 <b>or</b> PO Box 111200 Juneau, AK 99811-1200 (907) 465-4331 <b>or</b> 1979 Peger Road Fairbanks, AK 99709 (907) 451-5200
Handicapped Accessibility	Review and approval of plans for buildings and facilities with respect to handicapped access.	<b>Department of Transportation &amp; Public Facilities</b> Statewide D & E Services 6860 Glacier Hwy. Juneau, AK 99801 (907) 465-4540
Driveway Permit	Permit required to construct and maintain a driveway or approach road on highway right-of-way.	
Discharge of Dredged or Fill Material into U.S. Waters	Permit required for the discharge of any dredged or fill material in US waters, including wetland. Permit cost is \$100 for commercial use or \$10 for non-commercial use.	<b>Federal Agencies</b> <b>US Army Corps of Engineers</b> US Army Engineer District, AK PO Box 989 Anchorage, AK 99506-0898 (907) 753-2712
Structures or work in/or Affecting Navigable Waters	Permit required for any work or placement of structures in US waters.	
National Wildlife Refuge Land – Special Use Permit	Permit required for easements, roads or utilities in Wildlife Refuge Lands.	<b>US Fish &amp; Wildlife Service</b> Division of Realty 1011 East Tudor Road Anchorage, AK 99503 (907) 786-3490
Oil Storage Facilities – Spill Prevention Control Counter Measures Plans	Approval required for onshore and offshore oil storage facilities.  Also contact the Alaska Dept. of Environmental Conservation, Compliance Assistance Office at (800) 510-2332	<b>US Environmental Protection Agency</b> 701 "C" Street, Box 19 Anchorage, AK 99513 (800) 424-4372
Structures Which May Interfere with Airplane Flight Paths	Any construction or alteration of any structure, roadway, overhead wires and so on which may interfere with airplane flight paths must be reported to the Federal Aviation Administration.	<b>US Dept of Transportation</b> <b>Federal Aviation Administration</b> Alaskan Regional Office Air Traffic Division 222 West 7 <sup>th</sup> Avenue #14 Anchorage, AK 99513-7587 (907) 2715893

## **Applicant/Recipient Disclosure/Update Report HUD Reform Act, Section 102**

**Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

**What is the purpose of this appendix?**

This report is one part of the new HUD Reform Act (24 CFR Part 12, et al), designed to ensure greater accountability and integrity in the way in which HUD makes assistance available under its programs. Specific features of the Reform Act which are applicable to your application for funding include:

- Public inspection of documentation and other information adequate to indicate the basis upon which both HUD and assistance recipients provided or denied the assistance to their applicants.
- For assistance for specific projects or activities, disclosure by certain applicants seeking assistance from HUD, and from States and units of general local government, of assistance from other government sources to be used with respect to the activities to be carried out with the assistance, the financial interests of persons in the activities, and the sources of funds to be made available for the activities and the uses to which the funds are to be put.

**Note: This report consists of several pages. Detailed instructions will be given for each page.**

# Applicant/Recipient Disclosure/Update Report

## HUD Reform Act, Section 102

Every applicant for CDBG funding is required to fill out this page.

### Part I: Applicant/Recipient Information

Indicate whether this is an  Initial Report  
 Update Report

Social Security Number or  
Employer ID Number

1. Applicant/Recipient Name, Address, and Phone (include area code)

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2. Project Assisted/to be Assisted (Project/Activity name and/or number and its location by Street Address, City, and State, and description)

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3. Assistance Requested/Received

#### State of Alaska CDBG Program

- Community Development Grant  
 Special Economic Development Grant  
 Planning Grant

4. HUD Program

#### Community Development Block Grant

5. Amount Requested/Received \$ \_\_\_\_\_

★ It is important that you read the instructions for the following pages carefully. If you have any questions, please call CDBG program staff. Federal penalties and sanctions can be imposed for intentionally failing to correctly complete this form.

**Part II: Threshold Determinations - Applicants Only**

★  Yes  No

1. Are you requesting HUD assistance for a specific project or activity, as provided by 24 CFR Part 12, Subpart C, and have you received, or can you reasonably expect to receive, an aggregate amount of all forms of covered assistance from HUD, States, and units of general local government, in excess of \$200,000 during the Federal fiscal year (October 1 through September 30) in which the application is submitted?

**Instructions:** This is a 2-part question; while your answer to the first part is automatically “Yes,” you may check the “No” box for the entire question if your answer to the second part is “No.” The first part of this question asks, “Are you requesting HUD assistance for a specific project or activity, as provided by 24 CFR Part 12, Subpart C...”. Your answer is yes — this applies to the CDBG grant for which you are applying. The second part of this question asks, “...and have you received, or can you reasonably expect to receive, an aggregate amount of all forms of covered assistance from HUD, States, and units of general local government, in excess of \$200,000 during the Federal fiscal year (October 1 through September 30) in which the application is submitted?” This is the threshold amount which determines whether you will be required to fill out the remainder of the report. When answering this part, “all forms of covered assistance” includes any funds received by the applicant, whether for this project or not, from any of the following sources:

1. **Section 312 Rehabilitation Loans** under 24 CFR part 510, except loans for single family properties.
2. **Rental Rehabilitation Grants** for a specific project or activity under 24 CFR part 511.
3. **Title I of the Housing and Community Development Act of 1974** applications for grant amounts.
4. **Emergency Shelter Grants** under 24 CFR Part 576.
5. **Transitional Housing** under 24 CFR Part 577.
6. **Permanent Housing for Handicapped Homeless Persons** under 24 CFR Part 578.
7. **Section 8 Housing Assistance Payments** under 24 CFR Part 882.
8. **Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped**, Section 202, Housing Act of 1959.
9. **Loans for Housing for the Elderly or Handicapped** under section 202 of the Housing Act of 1959.
10. **Section 8 Housing Assistance Payments — Special Allocations** — under 24 CFR Part 886.
11. **Flexible Subsidy** under 24 CFR Part 219.
12. **Low-Rent Housing Opportunities** under 24 CFR Part 904.
13. **Indian Housing** under 24 CFR Part 905.
14. **Public Housing Development** under 24 CFR Part 941.
15. **Comprehensive Improvement Assistance** under 24 CFR Part 968.
16. **Resident Management** under 24 CFR Part 964, subpart C.
17. **Neighborhood Development Demonstration** under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
18. **Nehemiah Grants** under 24 CFR Part 280.
19. **Research and Technology Grants** under Title V of the Housing & Urban Development Act of 1970.
20. **Congregate Services** under the Congregate Housing Services Act of 1978.
21. **Counseling** under Section 106 of the Housing and Urban Development Act of 1968.
22. **Fair Housing Initiatives** under 24 CFR Part 125.
23. **Public Housing Drug Elimination Grants** under Section 5129 of the Anti-Drug Abuse Act of 1988.
24. **Fair Housing Assistance** under 24 CFR Part 111.
25. **Public Housing Early Childhood Development Grants** - Section 222, Housing & Urban-Rural Recovery Act of 1983.
26. **Mortgage Insurance** under 24 CFR Subtitle B, Chapter II.
27. **Supplemental Assistance for Facilities to Assist the Homeless** under 24 CFR Part 579.
28. **Shelter Plus Care Assistance** under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
29. **Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership** under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.
30. **Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units** under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing Act.
31. **HOPE for Elderly Independence Demonstration** under Cranston-Gonzalez Act Section 803.

★ If you answered **Yes** to question #1, you must complete the remainder of this report.  
If **No** you must sign the certification at right and answer the next question

<p><b>I hereby certify that this information is true</b></p> <p>Signature _____</p> <p>Date _____</p>
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2. Is this application for a specific housing project that involves other government assistance?  
 Yes  No

If **Yes**, you must complete the remainder of this report.  
If **No**, you must sign the certification at right.

<p><b>I hereby certify that this information is true</b></p> <p>Signature _____</p> <p>Date _____</p>
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**If your answers to both questions on this page are No, you do not need to complete Parts III, IV, or V, but you must sign the certification at the end of the report.**

**If you answered Yes to question #1 on the previous page, you must disclose the information requested on this and the following pages, indicated with an \*.**

\* Any other government assistance (including any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal Government, a State, or a unit of general local government, or any agency or instrumentality thereof).

<b>Part III. Other Government Assistance Provided/Requested</b>			
Department/State/Local Agency and Address	Program	Type of Assistance (i.e. Loan, Grant, etc)	Amount Requested/Provided

Is there other government assistance that is reportable in this Part and in Part V, but that is reported only in Part V?    Yes    No

If there is no other governmental assistance, you must certify below, that this information is true.

**I hereby certify that this information is true.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Continue to next page:** If you answered Yes to question #1 on the previous page, you must also disclose the information requested on the next pages.

\* Name and *pecuniary interest*\* in the project of developers; contractors; consultants involved in planning, development, application for, and implementation of the activity or project for which state CDBG funds are sought; any other entity (individuals, corporations, principal officers of a corporation) with a financial interest in the project which exceeds the lower of \$50,000 or 10% of the CDBG assistance sought. Continue on blank paper if necessary.

\*Pecuniary interest means any equity, share in profits or resale proceeds, assets or compensation received for any goods/services provided.

**Part V. Report on Expected Sources and Uses of Funds**

Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	Social Security Number or Employer ID Number	Type of Participation in Project/Activity	Financial interest in Project/Activity (\$ and %)

If there is no persons with a reportable financial interest, you must certify that this information is true.

**I hereby certify that this information is true.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Sources and uses of ALL funds in the project/activity.

**Part V. Report on Expected Sources and Uses of Funds**

**Source**

If there are no uses of funds, you must certify that this information is true.

I hereby certify that this information is true:

(Signature) \_\_\_\_\_

Date \_\_\_\_\_

**Use**

If there are no uses of funds, you must certify that this information is true.

I hereby certify that this information is true:

(Signature) \_\_\_\_\_

Date \_\_\_\_\_

**Certification**

**Warning:** if you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the Unites States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I hereby certify that this information is true:

(Signature) \_\_\_\_\_

Date \_\_\_\_\_

## **ADA Certification**

**Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

**What is the purpose of this appendix?**

Every applicant for CDBG grant funds must certify its compliance with the Americans with Disabilities Act, and specifically with the following applicable Titles of the Act:

- ? Title I - Employment
- ? Title II - Public Services
- ? Title II, Part 35 - New Construction and Alterations
- ? Title III, Part 36 - New Construction
- ? Title III, Part 36 - Alterations

On the following page is one suggested format for this Certification. You may change the format only to the extent that it does not eliminate the key components, including the amount of the grant funds requested, the project description, and the signatory authority.

# ADA Certification

## (Grantee, Applicant, Contractor) Notice

By signature on this form, the (Grantee, Applicant, Contractor) certifies that they will comply with regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of state funds for this state capital project. Also the (Grantee, Applicant, Contractor) assures and certifies:

1. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title I - "Employment." In accordance with Title I of that Act, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment.
2. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II - "Public Services." In accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.
3. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II, Part 35, Section 35.151 - "New Construction and Alterations," which provides as follows:
  - (a) Design and Construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
  - (b) Alteration: Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such a manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
  - (c) Accessibility Standards: Design, construction, or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR Part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 5.1.3(5) and section 4.1.5(j) of ADAAG shall not apply.
4. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.401 - "New Construction." Except as provided in paragraphs (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1992 that are readily accessible to and usable by individuals with disabilities.
5. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.402 - "Alterations," which provides as follows:
  - (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.
  - (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

Name of Applicant: \_\_\_\_\_

Printed Name and Title of

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_