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I.

Introduction

The primary purpose of this Final Statement is to provide general guidelines for the Fiscal Year (FY) 1993 Community Development Block Grant Program (CDBG). Its development and contents reflect a strong commitment by the State of Alaska, Department of Community and Regional Affairs, Community and Rural Development Division, to make the CDBG program responsive to local community needs, especially as they relate to the low and moderate income population. The State of Alaska Community Development Block Grant Program (CDBG) is a Competitive Grant Program. This statement describes that program.

The CDBG Competitive Grant Program is a flexible source of competitive funding for a broad range of community development activities. Grant funding is available for three categories of projects: Special Economic Development, Community Development, and Planning. An applicant may apply for up to \$100,000.00 in grant funds during a single annual competition to address eligible community needs.

II.

Program Goals & Objectives

A. National Objectives

Title I of the Housing and Community Development Act of 1974, as amended in 1987, identifies the three National Objectives listed below for the CDBG program. The State of Alaska has chosen to consider only those CDBG projects which meet the first objective.

- principally benefit persons of low and moderate income;
- prevent or eliminate slums or blight; or
- meet urgent community development needs which pose a serious and immediate threat to public health or safety.

B. State Goals & Objectives

The overall mission of the State of Alaska Community Development Block Grant Program is to enhance the quality of life for low and moderate income residents by expanding economic opportunities in rural Alaska. The CDBG Program fulfills this mission by acting upon its defined goals and objectives. The goals of the program are to:

- Ensure that the state's FY 93 funds will be used to principally benefit low and moderate income persons.
- Provide capital to assist in the creation or retention of jobs that primarily benefit low and moderate income persons.
- Provide financial resources to communities for Special Economic Development, public facilities, and planning activities which encourage community self sufficiency, reduce or eliminate conditions which are detrimental to the health and safety of local residents, and reduce the costs of essential community services.

The following objectives guide distribution and use of funds:

- To support activities which provide a substantial or direct benefit to low and moderate income persons.
- To support activities which demonstrate the potential for long-term positive impact.
- To support economic development activities which will result in business development and job creation or retention which principally benefit low and moderate income persons.
- To support economic development activities which will promote import substitution or export development.
- To support activities which encourage local community efforts to combine and coordinate CDBG funds with other available private and public resources whenever possible.
- To support activities which eliminate clear and imminent threats to public health and safety.
- To support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities.

The following objectives guide staff in program administration and in providing technical assistance to applicants and CDBG grantees:

- To provide staff assistance, primarily through the Department's REDI team of Economic Development Specialists, in the early planning of community development strategies.
- To provide staff support and encouragement, as well as information and referral, to communities engaged in developing local projects and activities which offer innovative and transferable solutions to community development problems.
- To provide staff support in addressing barriers to Special Economic Development in rural Alaska through identification of potential projects by outreach activities of Regional Office staff and REDI Economic Development Specialists and coordination of appropriate resources.
- To develop a simplified grant management system incorporating training, technical assistance, and other related services to ensure that projects are completed in a timely and efficient manner, within budget, and in conformance with applicable program requirements and solid management principles.
- To evaluate the program's design and implementation on an ongoing basis and make revisions where appropriate.

III.

Amount of Funds Available and Distribution

A. Funds Available

It is estimated that the State of Alaska will receive approximately \$1,800,000.00 in federal Small Cities Community Development Block Grant funding for the 1993 program year.

B. Proposed Use of Funds

Of the amount identified above, it is anticipated that, following the administrative set-aside, all of the funding will be utilized to support the CDBG Competitive Grant Program. The State of Alaska, Department of Community and Regional Affairs, reserves the right to revise the funding amounts, when relatively minor, without a formal amendment to this Final Statement.

Of the funds available under the CDBG Competitive Grant Program, the majority of project funds will be targeted toward **Special Economic Development** activities, including Planning activities which support potential future Special Economic Development activities. These activities will receive priority consideration for funding. Community Development activities and Planning activities which are not in direct support of Economic Development will receive consideration after all viable Special Economic Development projects have received support.

IV.

CDBG Competitive Grant Program

A. Amount of Funds Available

The amount of funding anticipated to be available during FY 93 for the CDBG Competitive Grant Program is \$1,800,000.00.

B. Application Guidelines

Applications must be received in one of the Department of Community and Regional Affairs offices by close of business on January 15, 1993 in order to be considered for funding during FY 1993. Awards are expected to be made by April 1993.

C. Eligible Applicants

For the CDBG Competitive Grant Program, eligible applicants are:

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

An eligible applicant, as defined in number 1 above, may submit a CDBG Competitive Grant Application in cooperation with a non-municipal entity such as a non-profit corporation organized under AS 10.20 which is in good standing with the State of Alaska, or a Native Village Council, if the proposed project will principally benefit low and moderate income residents of the municipal government entity. A Cooperative Agreement would be required among *all* parties.

Two or more eligible applicants, as defined in number 1 above, may submit a joint CDBG Competitive Grant Application if they have identified a mutual need which may be addressed more appropriately jointly rather than individually. Joint Applications may request up to a maximum of \$100,000.00 for each community which is party to the agreement. A Joint Application Agreement would be required among *all* parties.

D. Eligible Project Categories and Activities

The State of Alaska CDBG Competitive Grant Program may be used to fund projects in three categories: **Special Economic Development; Community Development; and Planning.** The following summary, identifying the most common types of eligible activities in each category, is excerpted from Title I of the Housing and Community Development Act of 1974, as amended in 1987.

Special Economic Development: CDBG Competitive Grant funds may be used for commercial or industrial improvements carried out by the grantee or a non-profit subrecipient, including acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements.

Under 570.203(b), CDBG Competitive Grant funds may be used to provide assistance (through the eligible applicant) to an *identified* private for-profit entity or entities, for an activity determined by the Department of Community and Regional Affairs to be "*necessary and appropriate*" to carry out an economic development project.

Community Development: CDBG Competitive Grant funds may be used for acquisition, construction, rehabilitation or installation of public facilities and improvements such as health clinics, daycare centers, water and sewer systems, solid waste disposal facilities, flood and drainage facilities, docks and harbors, and electrical distribution lines, fuel and gas distribution systems; transportation improvements including local service roads, trails, airports, barge facilities or subsistence access areas; removal of architectural barriers which bar handicapped and elderly persons from accessing public facilities and structures; acquisition or disposition of real property; clearance, demolition, or removal of buildings and improvements. This category also includes acquisition, design, construction, or rehabilitation of fire protection facilities, and purchase of fire protection equipment.

Planning: CDBG Competitive Grant funds may be used for conducting studies; collecting data; preparing analyses; preparing plans and identifying actions which will implement plans; conducting marketing and feasibility studies; preparing community economic development plans; preparing community land use plans; preparing capital improvement plans; or conducting updates of any of the above. Those Planning requests which support Special Economic Development activities will be given priority consideration for funding over those which are not in support of Special Economic Development activities.

Note: There is a limit, imposed by statute, on the percentage of funds which may be used for Planning.

The examples provided under each of the above three funding categories are for general information only and are not intended to be all-inclusive. Each community is encouraged to consult with CDBG Program Staff about project eligibility and structure. It is also important to note that Special Economic Development activities are the priority for the State of Alaska CDBG Competitive Grant Program.

E. Ineligible Project Activities

The following activities are not eligible for CDBG Competitive Grant funding:

Regular Government Operations: CDBG Competitive Grant funds may not be used to fund the ongoing responsibilities of general local government.

Maintenance and Operation: CDBG Competitive Grant funds may not be used for operation and maintenance expenses of public or community facilities.

Equipment: The purchase of motor vehicles, equipment, or furnishings not permanently attached to a building is ineligible except when such vehicles or equipment are utilized for fire protection.

Government Buildings: Government buildings such as courthouses, city halls, jails, borough administrative buildings, and other buildings used for the general conduct of government are not eligible for CDBG grant assistance except for the removal of architectural barriers.

Political Activities: CDBG Competitive Grant funds may not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

The above listing of ineligible activities is not intended to be all inclusive.

F. Special Requirements and Funding Limitations

The following special requirements and funding limitations apply to CDBG Competitive Grant funding. Actions necessary to address these special requirements are detailed in the Appendices and in the CDBG Competitive Grant Application Handbook as appropriate.

Minimum Benefit: Each CDBG Competitive Grant activity proposed must meet the National Objective of benefiting populations or targeting areas which consist of at least 51% Low and Moderate Income persons. See Appendix B for detailed instructions and forms for communities to use in determining if their project meets this requirement for serving at least 51% Low and Moderate Income persons. **Proposed projects will not be considered for funding if this requirement is not satisfied.**

Single Purpose Projects: CDBG Competitive Grant funds will address **single purpose projects only**. If more than one activity is proposed by an applicant, each must directly relate to the single need identified and be required to address it.

Adequate Funding Requirement: CDBG Competitive Grant Funds will be targeted toward projects which demonstrate, at time of application, that adequate funding to complete the project is both available and documented.

Phased Projects: If a project is to be completed in phases, each phase must be identified at the time of application for CDBG Competitive Grant funds. Potential and secured funding sources for each phase must also be identified. Phased projects may request CDBG support only one time. CDBG Competitive Grant funds will be targeted toward projects which demonstrate, at time of application, that adequate funding to complete the project is available. Planning requests which may later identify a need for implementation funds are not considered phased projects.

Past Recipients: A past recipient of CDBG Competitive Grant funds will not be considered for award of additional CDBG Competitive Grant funds until (a) a minimum of 75% of the non-administrative funds have been expended and, in the judgment of the Department the previously funded project is progressing satisfactorily, or (b) the project is completed.

Maximum Number of Applications: An eligible applicant may submit only one CDBG Competitive Grant Application in response to the FY 93 solicitation.

Maximum Grant Amount: An eligible applicant may apply for and receive a maximum of \$100,000.00 in CDBG Competitive Grant funds in response to the FY 93 solicitation. Joint applicants may be eligible for up to \$100,000.00 per eligible applicant which is party to the agreement.

Administrative Cost Limit: An applicant may apply for and receive not more than 10% of its total project budget for administrative costs. The Department reserves the right to negotiate a lesser amount.

Resolution With Certifications of Compliance: Each applicant must pass a resolution within a six-month period prior to submittal of a CDBG Competitive Grant application and certifying compliance with specific applicable state and federal requirements. See Appendix A, Authority to Participate Form.

Citizen Participation Plan and Public Hearing: Each applicant must hold at least one public hearing, no more than six months prior to the original submission date of an FY 93 CDBG Competitive Grant application, to accept citizen comment on the proposed project. Documentation of this public hearing, such as meeting minutes, must be submitted with the CDBG Competitive Grant application. The application instructions in the CDBG Competitive Grant Application Handbook contain detailed instructions for applicants to use in meeting this requirement.

Leverage: Each applicant for CDBG Competitive Grant funds must match each dollar requested from CDBG with a dollar from other non-CDBG sources if the application is to receive the maximum points in project review. A minimum of 25% of the match from other sources must be *cash*. The remaining 75% of the match may be in the form of *in-kind contributions*. The application instructions in the CDBG Competitive Grant Application Handbook contain detailed instructions for applicants in meeting this requirement.

Building Code and Standards Enforcement: Each CDBG Competitive Grant activity which includes construction, renovation, rehabilitation, expansion, or modification of buildings and facilities for public or commercial purposes, must be in compliance with pertinent state and federal building codes and standards. Applicants will be required to submit evidence of State Fire Marshal approval of facility plans, as well as compliance with the Alaska State Energy Standards.

Davis-Bacon Wage Requirements: Each CDBG Competitive Grant activity which includes construction, renovation, rehabilitation, expansion, or modification of buildings and facilities for public or commercial purposes; site development; major equipment installation or other similar activity which involves the use of contracted labor and services, must comply with Davis-Bacon and other federal labor standard requirements. The application instructions in the CDBG Competitive Grant Handbook contain detailed instructions on meeting this requirement.

Environmental Review Requirements: Each CDBG Competitive Grant activity must obtain appropriate environmental clearances as required by 24 CFR 570.495. Every applicant must complete and submit the Environmental Statutory Checklist (see Appendix D, Part 1) with the CDBG application so that a determination as to the status of the activity may be made. The application instructions in the CDBG Competitive Grant Handbook contain detailed instructions on meeting this requirement.

Site Control: Each CDBG Competitive Grant activity which involves the use of real property requires that the grant applicant document that he has the enforceable right to use the real property. This documentation may be in the form of a deed, lease (usually for not less than twenty years), easement, or similar formally executed document. The application instructions in the CDBG Competitive Grant Handbook contain detailed instructions on meeting this requirement.

HUD Reform Act, Section 102: Each applicant for CDBG-REDI funds must make certain disclosures if the applicant receives at least \$200,000.00 in federal funds from any source during the fiscal year in which the CDBG-REDI application is made. Applicants must disclose: Assistance from other government sources in connection with the project; The financial interests of persons in the project; and The expected sources and uses of funds that are to be made available for the project or activity. Applicants must update the disclosures required within 30 days of any substantial change during the period when an application is pending or assistance is being provided.

G. Method of Funding Distribution

a. Grant Selection

The application selection process consists of two stages: threshold review, and project rating and selection. During the threshold review process, CDBG staff screen all applications for eligibility without awarding points. An application must meet all of the threshold review requirements in order to qualify for the second stage of the selection process. The Application Checklist will be used by staff to determine if each application meets threshold requirements. If a "yes" answer can be provided to each question, the application will most likely pass threshold review and be eligible for rating and selection at stage two. The project rating and selection process, stage two, will be conducted by a review team, the Application Selection Committee (ASC), using the criteria described below. Applications will be evaluated in three separate groups corresponding with the three primary project categories: Special Economic Development, Community Development, and Planning. The ASC reserves the right to some flexibility in making specific funding recommendations, if those recommendations, in the opinion of the majority of ASC members, best serves the interest of the program and the program recipients.

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

1. Project Description & Selection/Citizen Participation Plan

25 Points

Note: The following questions will be considered by the ASC in scoring Project Description & Selection/Citizen Participation Plan for *all* applications submitted under the **Special Economic Development, Community Development and Planning** project funding categories:

- Did the applicant provide an adequate project description?
- Did the applicant describe the existing conditions, the nature of the proposed project, and what needs the project will address in the community?
- Did the applicant describe how the community decided on this project and why?
- Is there evidence of an active citizen participation plan which encourages citizen participation, provides reasonable access to public meetings, provides technical assistance to low and moderate income citizens in developing proposals?
- Did the applicant describe the public participation process and explain how low and moderate income residents had the opportunity to comment?
- Does this project demonstrate community consensus?
- Did the applicant attach minutes of at least one public hearing, held within six months of the submission of this application, which verifies community consensus?
- Does the applicant appear to have adopted a community development plan which identifies the proposed project as a community priority?

2. Project Plan/Readiness

25 Points

Note: The following questions will be considered by the ASC in scoring Project Plan/Readiness for *all* applications submitted under the **Special Economic Development, Community Development and Planning** project funding categories:

- Did the applicant provide a clear and reasonable plan for implementing the proposed project?
- Did the applicant identify specific timelines, goals, objectives, and expected outcomes?
- Does the applicant appear to have made substantial efforts to identify and seek other resources besides CDBG-REDI, to support this project?
- Has the applicant identified and addressed permitting requirements, site control, State Fire Marshal approvals if appropriate, Alaska State Energy Standards if appropriate, Cooperative/Joint Agreements if appropriate?
- Has the applicant identified other agencies which will be or should be involved with this project?

- Has the applicant completed the required Environmental Review forms contained in Appendix D of the CDBG Competitive Grant Application Handbook?
- Is the applicant ready to proceed with the proposed project upon notification of award?
- Has the applicant secured other funds which are needed to complete this project?
- Has the applicant obtained market assurances if appropriate?

3. **Project Impact**

25 Points

Note: The following questions will be considered by the ASC in scoring Project Impact for *all* applications submitted under the Special Economic Development, Community Development and Planning project funding categories:

- Does the applicant provide evidence that the proposed activities will provide a substantial or direct benefit to low and moderate income persons?
- Does the applicant demonstrate that the proposed activities have the potential for long-term positive impact?
- Does the applicant demonstrate that the proposed project is economically feasible and will have long-term viability?
- Does the applicant demonstrate that the proposed activities will support Special Economic Development activities which will result in business development and job creation or retention which principally benefit low and moderate income persons? (Refer to pages 20 and 21 of the CDBG Competitive Grant Application Handbook for definitions of jobs created and retained.)
- Does the proposed project support activities which encourage local community efforts to combine and coordinate CDBG-REDI funds with other available private and public resources whenever possible?
- Does the proposed project provide development or encourage development in underdeveloped rural areas?
- Does the proposed project promote self-sufficiency and diversification in local economies?
- Does the proposed project make use of local resources and/or improve existing production/delivery capacity?
- Does the proposed project remove impediments to economic development in the community or result in the attraction of other funds to support economic development in the community?
- Does the proposed project support Special Economic Development activities which will promote import substitution or export development?

Note: In addition to the above questions, the following questions will be considered by the ASC in scoring Project Impact *only* on applications submitted under the Community Development and Planning Project Funding categories:

- Does the proposed project support activities which develop infrastructure in support of Special Economic Development projects?
- Does the proposed project support activities which eliminate clear and imminent threats to public health and safety?
- Does the proposed project support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities?
- Does the applicant document the specific health and safety needs which will be addressed by this proposed project?
- Does the applicant identify and document how long these health and safety needs have existed and the extent of the need?

4. Budget/Match/In-Kind

15 Points

Note: The following questions will be considered by the ASC in scoring Budget/Match/In-Kind on *all* applications submitted under the Special Economic Development, Community Development, and Planning Project Funding Categories:

- Has the applicant completed all of the Budget Pages contained in the Application Packet?
- Has the applicant clearly identified and submitted their proposed budget according to the four budget components (CDBG-REDI Request, Cash Match, In-Kind Contributions, and Total Project Cost)?
- Has the applicant identified whether the proposed project will be Force Accounted or Contracted-Out, if appropriate?
- Has the applicant included and documented the required "dollar for dollar match"? In other words, if the CDBG-REDI component requests \$100,000.00, does the applicant have \$100,000.00 from other non-CDBG sources to contribute to the project?
- Is at least 25% of the "dollar for dollar match" in the form of *cash* and has the applicant documented that this match is committed to the project? Has the applicant identified the source and nature of this match?
- Has the applicant identified and documented all In-Kind Contributions including their source and nature? Are In-Kind Contributions no more than 75% of the total "dollar for dollar match"? Is the amount of the In-Kind Contributions what could be reasonably expected of the community, given their financial position? Does the

amount of In-Kind Contributions indicate that the community is committed to making this project happen and willing to contribute significantly to its support? Are the computations for In-Kind Contributions reasonable and supported with documentation?

- Has the applicant completed the Labor and Fringe Benefits computation chart contained in the Application Packet? Are the proposed wage rates appropriate and reasonable and do the rates take into account whether the project is Force Accounted or Contracted-Out? Are the Fringe Benefits appropriate and reasonable?
- Has the applicant identified costs and attached price quotes or cost estimates for materials, freight, equipment rental, equipment purchase, contractual, insurance, administration, and other line items for which CDBG funds are requested? Are these costs reasonable and appropriate?
- Are the administrative costs no more than the maximum 10% of the CDBG-REDI request?
- Is the overall Project Budget reasonable?

5. Administrative Capabilities

10 Points

Note: The following questions will be considered by the ASC in scoring Administrative Capabilities on *all* applications submitted under the Special Economic Development, Community Development, and Planning Project Funding Categories:

- Does the Application Packet and information provided therein support that the applicant has the Administrative Capability to properly manage CDBG-REDI funds and comply with all Federal and State requirements?
- Has the applicant identified who will have the day-to-day management responsibility and oversight for this project?
- Does the applicant have the cash resources to administer a cost reimbursable grant or have they identified an alternative course of action which will allow this project to proceed?
- Has the applicant successfully administered other Federal or State grants which have had requirements similar to the CDBG-REDI program?
- Did the applicant attach a copy of last year's audit with the Application Packet if appropriate? Does the audit identify findings? Have those findings been satisfactorily resolved?

Total Maximum Score for all five criteria

100 Points

b. Grant Award

When the rating process by the Application Selection Committee (ASC) is complete, applications will be listed in rank order within the three separate groups: Special Economic Development, Community Development, and Planning. Of the funds available under the competitive grant program, the majority of project funds will be targeted toward Special Economic Development activities, including Planning activities which support potential future economic development activities. These activities will receive priority consideration for funding. Community Development activities and Planning activities which are not in direct support of economic development will receive consideration after all viable Special Economic Development projects have received support.

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

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

c. Grant Initiation

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

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

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

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

CDBG-REDI grant agreements are administered on a *cost reimbursable* basis. Applicants are advised that if awarded a CDBG-REDI grant, they will be expected to pay for expenses as they are incurred and submit a billing at the end of each month for reimbursement by the Department. This requires that the grantee have the cash resources to cover at least thirty to forty-five day cash needs.

No CDBG funds may be released until the grant agreement has been fully executed and the Environmental Review process described in Appendix D of the CDBG Competitive Grant Handbook has been completed.

d. Grant Monitoring

CDBG Competitive Grant Agreements and project activities will be monitored on an ongoing basis by Department staff. The primary objectives of the Department's monitoring process are outlined below:

- To determine whether grantees are in compliance with all required procedures for project management, financial management and recordkeeping, and audit requirements;
- To determine whether the environmental reviews and related actions of grantees are technically adequate in determining the project's impact on the environment and the environment's impact on the project;
- To provide technical assistance to grantees in remedying problems and removing program deficiencies;
- To determine whether the obligations and costs incurred against the project are authorized by grant agreement and adequately documented;
- To determine whether labor standards requirements are being adequately met;
- To determine whether civil rights requirements are being adequately met;
- To determine whether acquisition/relocation provisions apply and are being adequately met;
- To determine whether project objectives, timelines, and goals are being met in a timely and efficient manner.

The Department's monitoring process consists of two levels of monitoring: (1) on-site and (2) in-house or desk monitoring. Because of the extremely high transportation costs in the state of Alaska and the remoteness of the majority of rural communities with which the Department contracts, not all projects will be monitored on-site by CDBG program staff. The Department will determine which projects will be monitored on-site and which will be monitored in-house, based upon such factors as the complexity of project activities; the administrative capability of the grantee as evidenced by past grant activity; the previous audit findings of the grantee; the financial management capacity of the grantee; and additionally, the cost effectiveness of sending a staff person on-site. It should be made clear that the Department employs a number of staff who often travel to remote areas of the state for various reasons. CDBG program staff will solicit the assistance of other Department traveling staff to review projects on-site whenever possible. This may include requesting that photographs be taken of project facilities or activities. Some projects may be monitored both in-house by CDBG program staff for some compliance areas, and on-site by either CDBG program staff or other Department staff for other compliance areas. Other projects may be monitored in-house only by CDBG program staff.

The Department will continue procedures whereby all grant agreements and project activities are monitored in-house on an ongoing basis by CDBG program staff. Grant files reflect that ongoing technical assistance and review of grant status is taking place. For example, the monthly status reports from grantees are carefully reviewed by staff, with feedback going to the grantee as needed. Financial reimbursement request forms are carefully reviewed and on a selective basis, grantees will be asked to provide source documentation with billings before payment is made. Files reflect that staff is in regular contact, both personally and telephonically with grantees.

If problems are encountered as a result of monitoring, either in-house or on-site, grantees will be notified in writing and corrective action will be required within a specified time frame. Staff will follow up on corrective action and verify completion.

The Department is committed to providing on-site monitoring to as many grantees as funding allows. In-house monitoring is viewed as a valuable alternative to on-site visits, but not one which will totally replace on-site visits by staff. If grants are in-house or desk monitored, the files will so reflect and will contain as much source documentation as the Department can reasonably obtain from the grantee to support any findings made.

The Department has developed procedures which outline minimum monitoring requirements and which outline specific monitoring timelines for CDBG staff.

e. **Grant Close-Out**

The State of Alaska, Department of Community and Regional Affairs believes that a good grant close-out system is fundamental to good grant management. The Department's grant close-out policies and procedures are outlined below:

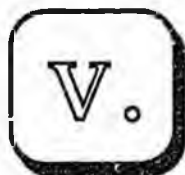
Close-out/Termination by mutual agreement upon completion of project activities and expenditure of funds: If the grantee successfully completes all project activities and expends funds as authorized, the grant will be closed/terminated by amendment to the original grant agreement, including completion of the CDBG Close-out Checklist.

Close-out/Termination by mutual agreement prior to completion of grant activities: A grant agreement may be terminated, in whole or in part, prior to completion of the grant project activities, when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Department will determine whether an environmental review of the cancellation is required under State and/or Federal law. The parties must agree on the termination conditions, including effective date and the portion of the grant activities to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Department shall make funds available to the grantee to pay for allowable expenses incurred before the effective date of termination.

Close-out/Termination for cause: If a grantee fails to comply with the terms and conditions of a grant agreement, or fails to use the grant for only those purposes set forth in the grant agreement, the Department may take the following actions:

Suspension: After notice in writing to the grantee, the Department may suspend the grant and withhold any further payment or prohibit the grantee from incurring additional obligation of grant funds pending corrective action by the grantee or a decision to terminate. Response from the grantee must be received within fifteen days of receipt of the written notice.

Termination: The Department may terminate a grant agreement in whole or in part at any time before the final grant payment is made. The Department shall promptly notify the grantee in writing of its decision to terminate; the reason for such termination; and the effective date of the termination. Payments made to the grantee or recoveries by the Department shall be in accordance with the legal rights and liabilities of the parties.



General CDBG Guidelines

A. Reallocated, Recaptured, and Unobligated Funds

Reallocated funds are those which HUD has recaptured from a grantee and reallocated to the State in accordance with the Community Development Act of 1974, as amended through 1987. Reallocated funds which are received by the State with the annual grant will be made available to eligible applicants in accordance with the Method of Distribution described in this Final Statement for the CDBG Competitive Grant Program.

Recaptured funds are those unspent funds which the Department recovers from grantees when it is clear that the recapture will not preclude the local ability to complete the approved activities or when the activities have been completed and funds remain in the grant agreement. Recaptured funds will either be reallocated to other existing grantees who can demonstrate a need for additional funds (not to exceed the cap of \$100,000.00 per project); or be reallocated to applicants between grant award cycles according to the criteria outlined for the year in which the funds are reallocated; or the funds will be held for award during the next regular grant cycle.

Unobligated funds are those funds which have not been, or are no longer intended to be, distributed according to the method of distribution for CDBG Competitive Grants. This may be an amount left over after awarding grants but too small to fully fund an additional application, for example. These unobligated funds will either be reallocated to existing grantees who can demonstrate a need for additional funds (not to exceed the cap of \$100,000.00 per project); or be reallocated to applicants between grant award cycles according to the criteria outlined for the year in which the funds are reallocated; or the funds will be held for award during the next regular grant cycle.

B. Program Income

Program income includes that income generated by the use of CDBG funds given to an eligible applicant or subrecipient. Program Income includes payments of principal and interest on loans made with CDBG funds; proceeds from the lease or disposition of real property acquired with CDBG funds; and interest earned on CDBG funds held in interest-bearing accounts.

Program income generated by CDBG Competitive Grant recipients prior to close out of the grant from which the income was generated will be authorized by the Department to be retained by the recipient for the purpose of continuing the activity from which the program income was derived, in accordance with applicable regulations.

A CDBG Competitive Grant recipient proposing to retain Program Income must retain the following records:

- Sources of program income
- Dates and amounts of program income deposits
- Interest earned
- Dates and amounts of program income disbursements
- Documentation that activities funded with program income constitute a continuation of activities from which income was originally generated

Program Income generated through principal and interest payments to the former Rural Development Fund Loan program will be treated as recaptured funds and will be either allocated to existing grantees under the Competitive Grant Program (not to exceed the cap of \$100,000.00 per project) or will be held for award during the next regular grant cycle. The Department may elect to reserve up to 2% of the program income generated through the RDF for CDBG Program Administration.

Application Checklist

Have you included the following in your application?

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | Will your Application Packet be received by January 15, 1993 at 4:30 p.m. in one of the DCRA offices listed on page 3? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Is your Application Packet signed by your community's highest elected official? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you included the Authority to Participate Form, (Appendix A)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you completed and included Appendix B, Determining Benefit to Low and Moderate Income Persons? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you determined that your project meets the requirement to benefit 51% low and moderate income persons? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you included the Statement of Assurances and Certification, (Appendix C)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you included the Environmental Statutory Checklist (Part 1) and Environmental Assessment Checklist (Part 2) if appropriate, (Appendix D)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you included a Joint Application Agreement, if applicable, (Appendix E)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you included a Cooperative Application Agreement, if applicable, (Appendix F)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you included a Citizen Participation Plan and Proof of Community Assessment (minutes of Public Hearing held within six months prior to application submission)? (See page 12). |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you included the Applicant/Recipient Disclosure/Update Report (Appendix H)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Have you included a copy of last year's audit? |
| <input type="checkbox"/> | <input type="checkbox"/> | | Is your project eligible for CDBG funding (see page 8)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are previous CDBG projects complete to the degree required (see page 12)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have Site Control, if applicable (see page 13)? |

**State of Alaska
Community Development Block Grant Program
Title I, Housing and Community Development
Act of 1974, as Amended**

Certifications by the State

I, Edgar Blatchford, Commissioner, authorized to act on behalf of the State of Alaska, certify that the State, with respect to units of general local government in non-entitlement areas:

- (1) is following a detailed citizen participation plan which:
 - (a) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
 - (b) provides citizens with reasonable and timely access to local meetings, information, and records relating to the state's proposed method of distribution, as required by regulations of the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
 - (c) provides for technical assistance to groups, representative of persons of low and moderate income that request such assistance in developing proposals, with the level and type of assistance to be determined by the grantee;
 - (d) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including, at least, the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
 - (e) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
 - (f) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

- (2) has, in a timely manner:
 - (a) furnished citizens, or, as appropriate, units of general local government information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans of the State for minimizing displacement as a result of such activities assisted with such funds and to assist persons actually displaced as a result of such activities;
 - (b) published a proposed statement in such a manner to afford citizens or, as appropriate, units of general local government an opportunity to examine its content and to submit comments on the proposed statement and on the community development performance of the State;
 - (c) held one or more public hearings to obtain the views of citizens on community development and housing needs; and
 - (d) made the Final Statement available to the public.
- (3) has consulted with local elected officials from among units of general local government located in non-entitlement areas of distribution of the Title I funds described in the Final Statement.
- (4) will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Fair Housing Act (42 USC 3601-20) and will affirmatively further fair housing.
- (5) has developed the method of distribution so as to give maximum feasible priority to activities which will benefit low- and moderate- income families or aid in the prevention or elimination of slums or blight, and the method of distribution may also include activities which the State will certify are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs, except that the aggregate use of the Title I funds received by the State during the period of one year shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period.
- (6) has developed a community development plan, for the period specified under certification (5) above, that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of Title I of the Housing and Community Development Act of 1974, as amended.

- (7) that the state's method of distribution with respect to housing activities is consistent with the state's HUD-approved CHAS.
- (8) will require each unit of general local government to be distributed Title I funds to identify its community development and housing needs, including the needs of low and moderate income persons, and the activities to be undertaken to meet such needs.
- (9) will not attempt to recover any capital costs of public improvements assisted in whole or in part with the Title I 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) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the State certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A).
- (10) will comply with the other provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with other applicable laws.
- (11) will require each unit of general local government to be distributed Title I funds to adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and 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 demonstrations within its jurisdiction.
- (12) will require each recipient to certify that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under section 570.496a(b) and Federal Implementing regulation at 24 CFR Part 24; the requirements in section 570.496a(c) governing the residential antidisplacement and relocation assistance plan under section 104(d) of the Act (including a certification that the recipient is following such a plan); and the relocation requirements of section 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.

In addition to the above certifications the State also makes the required attached certifications regarding Drug Free Workplace Requirements and Lobbying.

Dated at Juneau, Alaska this _____ day of _____, 19_____.

Edgar Blatchford, Commissioner
Department of Community and
Regional Affairs

CERTIFICATIONS REGARDING DRUG-FREE WORKPLACE REQUIREMENT

This certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

CERTIFICATIONS

- A. The grantee certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about -
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required in paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) abide by the terms of the statement; and
 - (2) notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under sub-paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - (f) Taking one of the following actions, within 30 days of receiving notice under sub-paragraph (d)(2), with respect to any employee who is so convicted;

- (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and,
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee shall insert in the space provided on the attached "Place of Performance" for the site(s) for the performance of work to be carried out with the grant funds (including street address, city, county, state, and zip code). The grantee further certifies that, if it is subsequently determined that additional sites will be used for the performance of work under the grant, it shall notify the U.S. Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.

Dated at Juneau, Alaska this _____ day of _____, 19_____.

Edgar Blatchford, Commissioner
Department of Community and
Regional Affairs

PLACE OF PERFORMANCE

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT

Name of Grantee: State of Alaska, Department of Community & Regional Affairs

Grant Program Name: Community Development Block Grant (CDBG) Program

Grant Number: _____

Date: _____

The grantee shall insert in the space provided below the site(s) expected to be used for performance of work under the grant covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

<u>DCRA Juneau Central Office</u>	<u>DCRA Fairbanks Office</u>
<u>150 Third Street</u>	<u>1001 Noble Street, Suite 430</u>
<u>Juneau, AK 99801-1291</u>	<u>Fairbanks, AK 99701</u>

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dated at Juneau, Alaska this _____ day of _____, 19_____.

Edgar Blatchford, Commissioner
Department of Community and
Regional Affairs

Appendices

FY 93 Final Statement

Appendix A: Authority to Participate

Appendix B: Determining Benefit to Low and Moderate Income Persons
Part 1: Low and Moderate Income Percentages by Community
Part 2: Low and Moderate Income Limits by Census District

Appendix C: (Reserved)

Appendix D: Part 1: Environmental Statutory Checklist
Part 2: Environmental Assessment Checklist

Appendix

A

Authority to Participate

The primary purpose of the Resolution/Motion or similar action is to demonstrate that the eligible applicant is authorized to participate in the CDBG-REDI Grant Program. It also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project.

SAMPLE

AUTHORITY TO PARTICIPATE

RESOLUTION NUMBER _____

A RESOLUTION/MOTION or similar action of the _____ authorizing participation in the Community Development Block Grant - Rural Economic Development Initiative (CDBG-REDI) program.

WHEREAS, the _____ wishes to provide a _____ for use in the community; and

WHEREAS, this organization is an applicant for a grant in the amount of \$_____ from the Alaska Department of Community and Regional Affairs (hereinafter "Department"), under the CDBG-REDI program;

NOW, THEREFORE, BE IT RESOLVED THAT the _____ of the _____ is hereby authorized to negotiate and execute any and all documents required for granting and managing funds on half of this organization.

The _____ 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 _____, 19_____.

PASSED AND APPROVED BY THE _____ on _____, 19_____.

IN WITNESS THERETO:

By: _____
Signature and Title

Attest: _____
Signature and Title

(Repeated for each Party to the Agreement)

Appendix

B

Determining Benefit to Low and Moderate Income Persons

Special Note: Planning applicants 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

Complete Section 1 if you think your project meets the definition of an Area-Wide Benefit as defined on Pages 18 & 19 of the CDBG-REDI Handbook.

1. Identify the community your project will serve. _____
2. Will your project serve the residents of the entire community? Yes No
3. If you answered Yes to question #1, 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 #1 and #2, your project most like meet 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 #1 above, but No to question #2 above, you will need to contact DCRA 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.
- * *Note: If more than one community will be served, contact DCRA for an LMI determination.*
5. Do the figures in Part 1 of Appendix B indicate that you must conduct a survey? Yes No
6. Have you contacted DCRA for survey methodology and followed those instructions in conducting your survey? Yes No
7. Did you 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 #4, #5, #6, and #7, your project most likely meets the criteria for an **Area-Wide Benefit** to at least 51% low and moderate income residents. You need go no further.

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 DCRA 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:

10. After identifying the specific area within your community to be served by the project, have you contacted DCRA 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 and moderate income as defined by census data guidelines in Part 2 of Appendix B? Yes No

★ If you identified the specific area to be served in question #8 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

Complete Section 2 if you think your project meets the criteria for **Limited Clientele** as defined on Pages 18 & 19 of the CDBG-REDI Handbook.

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:

Abused Children

Handicapped Persons

Elderly Persons

Illiterate Persons

Battered Spouses

Migrant Farm Workers

Homeless Persons

★ If you answered Yes to question #1 and checked the appropriate 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 which is at or below the income figures listed in Part 2 of Appendix B.

Specific group to be served by the project:

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.
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 the handicapped
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

Complete Section 3 if you think your project meets the criteria for **Housing Activities** as defined on Page 20 of the CDBG-REDI Handbook.

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 activity below:

- 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

Complete Section 4 if you think your project meets the criteria for Job Creation & Retention as defined on Pages 21 & 21 of the CDBG-REDI Handbook.

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.

1. Does your project create or retain jobs (as defined on pages 20 & 21 of the CDBG-REDI 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 DCRA 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-REDI Application under Project Impact.

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: _____ S.S.N.: _____
 Address: _____ Date: _____

Certification of Household Size & Income: I certify that the number of persons in my household is _____, and that my total household earnings 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.

Date of Birth: ____/____/____

Sex: Male Female

Veteran Status: Veteran Disabled Veteran

Handicapped Status: Yes No

Race/Ethnic Origin (Check One):

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Caucasian |
| <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Black | <input type="checkbox"/> Other |

Signature of Applicant _____
 Date _____

Signature of City/Borough _____
 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):

Job Title/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 B

Part 1: Low and Moderate Income Percentages by Community

Community	% LMI	Community	% LMI	Community	% LMI
Adak Station	30.8	Circle	68.5	Gakona	57.1
Akhiok city	51.0	Circle Hot Springs	78.5	Galena city	21.0
Akiachak city	45.4	Clam Gulch	65.4	Gambell city	66.5
Akiak city	61.9	Clarks Point city	66.6	Game Creek	85.8
Akutan city	58.5	Coffman Cove city	23.1	Glennallen	65.7
Alakanuk city	46.4	Cohoe	59.5	Golovin city	97.5
Alcan	0.0	Cold Bay city	13.4	Goodnews Bay city	66.9
Aleknagik city	60.9	College	30.7	Grayling city	58.4
Allakaket city	86.2	Cooper Landing	34.7	Gulkana	68.7
Ambler city	57.7	Copper Center	56.3	Gustavus	25.7
Anaktuvuk Pass city	57.3	Copporville	47.0		
Anchor Point	29.5	Cordova city	38.9	Haines city	38.7
Anchorage city	41.0	Covenant Life	100.0	Halibut Cove	0.0
Anderson city	8.4	Craig city	31.8	Happy Valley	67.0
Angoon city	46.8	Crooked Creek	48.5	Harding Lake	17.5
Aniak city	30.7	Crown Point	33.3	Healy	10.8
Annette	0.0	Cube Cove	4.4	Healy Lake	78.6
Anvik city	88.3			Hobart Bay	8.8
Arctic Village	85.9	Deering city	79.6	Hollis	51.6
Atka city	40.0	Delta Junction city	37.0	Holy Cross city	61.6
Atmautluak city	56.1	Dillingham city	23.8	Homer city	47.1
Atqasuk city	31.8	Diomedea city	79.3	Hoonah city	43.2
		Dora Bay	7.0	Hooper Bay city	46.7
Barrow city	30.6	Dot Lake	39.2	Hope	82.1
Beaver	52.1	Dry Creek	42.3	Houston city	53.4
Bethel city	20.9	Eagle city	83.5	Hughes city	70.6
Bettles city	0.0	Eagle Village	90.0	Huslia city	75.8
Big Delta	37.1	Edna Bay	96.0	Hydaburg city	84.6
Big Lake	52.2	Eek city	44.2	Hyder	63.2
Birch Creek	100.0	Egegik	54.2		
Brevig Mission city	76.7	Eielson AFB	63.0	Igiugig	8.0
Buckland city	76.3	Ekwook city	63.4	Iliamna	16.6
Butte	43.1	Elfin Cove	47.9	Ivanof Bay	62.2
		Elim city	63.1		
Cantwell	14.7	Emmonak city	33.9	Jakolof Bay	61.4
Central	44.5	English Bay	57.1	Juneau city	36.9
Chalkyitsik	63.7	Ester	30.4		
Chase	0.0	Evansville	61.6	Kachemak city	39.6
Chefornak city	55.4	Eyak	5.5	Kake city	50.5
Chenega	35.5			Kaktovik city	46.2
Chevak city	49.6	Fairbanks city	45.4	Kaktovik city	46.2
Chickaloon	39.2	False Pass city	65.3	Kalifornsky	36.2
Chignik city	13.0	Ferry	35.3	Kaltag city	68.3
Chignik Lagoon	41.2	Fort Greely	41.6	Karluk	72.1
Chignik Lake	76.8	Fort Yukon city	53.4	Kasaan city	47.3
Chiniak	52.1	Fox	35.3	Kasigluk city	38.3
Chistochina	64.4	Fox River	32.8	Kasilof	41.3
Chitina	76.8	Freshwater Bay	49.8	Kenai city	42.2
Chuathbaluk city	38.3	Fritz Creek	30.7	Kenny Lake	100.0

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

Community	% LMI	Community	% LMI	Community	% LMI
Ketchikan city	40.8	Naknek	43.2	Port Heiden city	33.3
Kiana city	43.2	Napakiak city	60.6	Port Lions city	39.0
King Cove city	15.3	Napaskiak city	55.0	Port Protection	70.5
King Salmon	24.4	Naukati Bay	16.1	Primrose	0.0
Kipnuk	77.5	Nelson Lagoon	35.5		
Kivalina city	42.3	Nenana city	37.6	Quinhagak city	60.6
Klawock city	33.5	New Stuyahok city	60.5		
Klukwan (Chilkat)	44.4	Newhalen city	50.1	Rampart	70.8
Knik	62.1	Newtok city	55.9	Red Devil	44.4
Kobuk city	61.1	Nightmute city	55.2	Ridgeway	30.0
Kodiak city	34.7	Nikiski	38.8	Rowan Bay	7.9
Kodiak Station	45.9	Nikolaevsk	86.3	Ruby city	53.3
Kokhanok	79.9	Nikolai city	72.4	Russian Mission city	41.6
Koliganek	89.1	Nikolski	89.4		
Kongiganak	35.6	Ninilchik	56.3	Salamatof	32.2
Kotlik city	35.8	Noatak	40.9	Salcha	39.8
Kotzebue city	27.3	Nome city	23.1	Sand Point city	29.5
Koyuk city	63.3	Nondalton city	51.0	Savoonga city	71.5
Koyukuk city	62.5	Noorvik city	39.2	Saxman city	72.8
Kupreanof city	25.0	North Pole city	47.4	Scammon Bay city	51.2
Kwethluk city	61.6	Northway	46.8	Selawik city	60.9
Kwigillingok	64.5	Northway Junction	12.0	Selawik city	60.9
		Northway Village	86.1	Seldovia city	51.3
Labouchere Bay	18.7	Nuiqsut city	70.3	Seward city	37.7
Lake Minchumina	0.0	Nulato city	59.3	Shageluk city	63.2
Larsen Bay city	35.1	Nunapitchuk city	59.0	Shaktoolik city	51.5
Lazy Mountain	47.5			Sheldon Point city	48.9
Levelock	64.0	Old Harbor city	68.1	Shishmaref city	61.0
Lignite	20.6	Oscarville	33.3	Shungnak city	50.0
Lime Village	100.0	Ouzinkie city	44.3	Sitka city	37.9
Long Island	0.0			Skagway city	35.4
Lower Kalskag city	76.6	Palmer city	43.4	Skwentna	100.0
Lutak	11.8	Paxson	53.9	Siana	83.5
		Pedro Bay	17.6	Sleetmute	84.8
Manley Hot Springs	46.1	Pelican city	44.5	Soldotna city	45.4
Manokotak city	41.5	Perryville	38.8	South Naknek	64.2
Marshall	18.2	Petersburg city	30.1	St. George city	58.5
McCarthy	100.0	Pilot Point	11.8	St. John Harbor	0.0
McGrath city	40.8	Pilot Station city	54.2	St. Mary's city	32.5
McKinley Park	38.4	Pitkas Point	55.2	St. Michael city	54.8
Meadow Lakes	52.3	Platinum city	59.1	St. Paul city	19.4
Mekoryuk city	60.0	Pleasant Valley	27.6	Stebbins city	61.6
Mendeltna	73.4	Point Baker	62.0	Sterling	33.9
Mentasta Lake	78.8	Point Hope city	51.1	Stevens Village	83.9
Metlakatla	44.4	Point Lay	27.6	Stony River	100.0
Meyers Chuck	69.3	Polk Inlet	14.1	Sutton	47.7
Minto	62.1	Port Alexander city	69.2		
Moose Creek	60.3	Port Alice	36.0	Takotna	57.0
Mosquito Lake	71.4	Port Alsworth	0.0	Talkeetna	71.9
Mountain Village city	31.6	Port Graham	51.6	Tanacross	74.3

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

Community	% LMI
Tanana city	54.3
Tatitlek	42.5
Teller city	35.8
Tenakee Springs city	76.3
Tetlin	64.3
Thorne Bay city	31.1
Togiak city	67.3
Tok	41.0
Toksook Bay city	45.4
Tonsina	30.7
Trapper Creek	48.5
Tuluksak city	45.9
Tuntutuliak	61.0
Tununak city	52.5
Twin Hills	64.0
Two Rivers	15.5
Tyonek	83.6
Unalakleet city	30.4
Unalaska city	6.8
Upper Kalskag city	50.5
Valdez city	19.7
Venetie	78.7
Wainwright city	65.9
Wales city	66.7
Wasilla city	46.5
Whale Pass	17.9
White Mountain city	65.2
Whitestone Logging Camp	15.8
Whittier city	47.4
Willow	44.4
Womens Bay	40.8
Wrangell city	45.5
Yakutat city	39.9

Appendix
B

Part 2: Low and Moderate Income Limits
by Census District

STATE: ALASKA PREPARED: 4-16-92	PROGRAM	I N C O M E L I M I T S							
		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
MSA : Anchorage, AK FY 1992 MEDIAN FAMILY INCOME : 49900	VERY LOW-INCOME LOW-INCOME	17450 27000	19950 30900	22450 34750	24950 38600	26950 41700	28950 44800	30950 47850	32950 50950
DISTRICT : AK ALEUTIAN I. FY 1992 MEDIAN FAMILY INCOME : 34900	VERY LOW-INCOME LOW-INCOME	15500 24000	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK BETHEL FY 1992 MEDIAN FAMILY INCOME : 25500	VERY LOW-INCOME LOW-INCOME	15500 24000	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK BRISTOL FY 1992 MEDIAN FAMILY INCOME : 60400	VERY LOW-INCOME LOW-INCOME	22700 27000	25950 30900	29200 34750	32450 38600	35050 41700	37650 44800	40250 47850	42850 50950
DISTRICT : AK DILLINGHAM FY 1992 MEDIAN FAMILY INCOME : 35100	VERY LOW-INCOME LOW-INCOME	15500 24000	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK FAIRBANKS FY 1992 MEDIAN FAMILY INCOME : 41600	VERY LOW-INCOME LOW-INCOME	15100 24150	17250 27600	19400 31050	21550 34500	23250 37250	25000 40000	26700 42750	28450 45500
DISTRICT : AK HAINES FY 1992 MEDIAN FAMILY INCOME : 40600	VERY LOW-INCOME LOW-INCOME	15500 24000	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK JUNEAU FY 1992 MEDIAN FAMILY INCOME : 62200	VERY LOW-INCOME LOW-INCOME	21750 27000	24900 30900	28000 34750	31100 38600	33600 41700	36100 44800	38550 47850	41050 50950
DISTRICT : AK KENAI-COOK FY 1992 MEDIAN FAMILY INCOME : 42300	VERY LOW-INCOME LOW-INCOME	15100 24150	17250 27600	19400 31050	21550 34500	23250 37250	25000 40000	26700 42750	28450 45500
DISTRICT : AK KECHIKAN FY 1992 MEDIAN FAMILY INCOME : 54000	VERY LOW-INCOME LOW-INCOME	18900 27000	21600 30900	24300 34750	27000 38600	29150 41700	31300 44800	33500 47850	35650 50950
DISTRICT : AK KODJUK FY 1992 MEDIAN FAMILY INCOME : 30800	VERY LOW-INCOME LOW-INCOME	15500 24000	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK KODIAK FY 1992 MEDIAN FAMILY INCOME : 49100	VERY LOW-INCOME LOW-INCOME	18500 27000	21150 30900	23800 34750	26450 38600	28550 41700	30700 44800	32800 47850	34900 50950
								050192	144549

Appendix
B

Part 2: Low and Moderate Income Limits
by Census District

STATE: ALASKA PREPARED: 4-16-92		I N C O M E L I M I T S							
DISTRICT	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
DISTRICT : AK MATANUSKA-SU FY 1992 MEDIAN FAMILY INCOME: 40100	VERY LOW-INCOME LOW-INCOME	15100 24150	17250 27600	19400 31050	21550 34500	23250 37250	25000 40000	26700 42750	28450 45500
DISTRICT : AK NOME FY 1992 MEDIAN FAMILY INCOME: 28700	VERY LOW-INCOME LOW-INCOME	15500 24800	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK NORTH SLOPE FY 1992 MEDIAN FAMILY INCOME: 56100	VERY LOW-INCOME LOW-INCOME	19650 27000	22450 30900	25250 34750	28050 38600	30300 41700	32650 44800	34800 47850	37050 50950
DISTRICT : AK PH. OF WALES FY 1992 MEDIAN FAMILY INCOME: 40700	VERY LOW-INCOME LOW-INCOME	15500 24800	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK SITKA FY 1992 MEDIAN FAMILY INCOME: 57200	VERY LOW-INCOME LOW-INCOME	20000 27000	22900 30900	25750 34750	28600 38600	30900 41700	33200 44800	35450 47850	37750 50950
DISTRICT : AK SKGWI-YKTT-A FY 1992 MEDIAN FAMILY INCOME: 41100	VERY LOW-INCOME LOW-INCOME	15500 24800	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK SE FAIRBANKS FY 1992 MEDIAN FAMILY INCOME: 23900	VERY LOW-INCOME LOW-INCOME	15100 24150	17250 27600	19400 31050	21550 34500	23250 37250	25000 40000	26700 42750	28450 45500
DISTRICT : AK VLDZ-CORDOVA FY 1992 MEDIAN FAMILY INCOME: 49400	VERY LOW-INCOME LOW-INCOME	17400 27000	19900 30900	22350 34750	24850 38600	26850 41700	28850 44800	30800 47850	32800 50950
DISTRICT : AK WADE HAMPTON FY 1992 MEDIAN FAMILY INCOME: 22200	VERY LOW-INCOME LOW-INCOME	15500 24800	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
DISTRICT : AK WRNGLL-PIRBR FY 1992 MEDIAN FAMILY INCOME: 40500	VERY LOW-INCOME LOW-INCOME	17000 27000	19400 30900	21800 34750	24250 38600	26200 41700	28150 44800	30050 47850	32000 50950
DISTRICT : AK YKN-KOYKK FY 1992 MEDIAN FAMILY INCOME: 25300	VERY LOW-INCOME LOW-INCOME	15500 24800	17700 28350	19950 31900	22150 35450	23900 38250	25700 41100	27450 43950	29250 46800
							050192	144549	

Appendix

C

Reserved for Later Use

Appendix

D

**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							
Noise							
State or Local Statutes (to be added by local community)							

Prepared by _____

Title _____

Date _____

Part 2: Environmental Assessment Checklist

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.
Land Development							
Conformance With Comprehensive Plans and Zoning							
Compatibility and Urban Impact							
Slope							
Erosion							
Soil Suitability							
Hazards and Nuisances, Including Site Safety							
Energy Consumption							
Noise							
Effects of Ambient Noise on Project and Contribution to Community Noise Levels							

Part 2 (continued): Environmental Assessment Checklist

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.
Air Quality							
Effects of Ambient Air Quality on Project and Contribution to Community Pollution Level							
Environmental Design & Historic Values							
Visual Quality - Coherence, Diversity, Compatible Use, and Scale							
Historic, Cultural, and Archaeological Resources							
Socioeconomic							
Demographic/Character Changes							
Displacement							
Employment and Income Patterns							
Community Facilities & Services							
Educational Facilities							
Commercial Facilities							
Health Care							
Social Services							

Part 2 (continued): Environmental Assessment Checklist

Project Name and Identification No. _____							
Impact Categories	1	2	3	4	5	6	7
	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.
Community Facilities & Services (continued)							
Solid Waste							
Waste Water							
Storm Water							
Water Supply							
Public Safety	Police						
	Fire						
	Emergency Medicine						
Open Space and Recreation	Open Space						
	Recreation						
	Cultural Facilities						
Transportation							

**Part 2 (continued):
Environmental Assessment Checklist**

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.
Natural Features							
Water Resources							
Surface Water							
Floodplains							
Wetlands							
Coastal Zone							
Unique Natural Features and Agricultural Lands							
Vegetation and Wildlife							

**Part 2 (continued):
Environmental Assessment Checklist**

Summary of Findings
and Conclusions:

Summary of
Environmental Conditions:

Project Modifications and
Alternatives Considered:

**Part 2 (continued):
Environmental Assessment Checklist**

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 _____



HOUSE COMMUNITY AND REGIONAL AFFAIRS

DATE: 2/16/93

PLACE: Rm. 124

SUBJECT OF MEETING:
 CSBG FY93 Plan
 CDBG FY93 Statement

NAME	REPRESENTING	BUSINESS/PERSONAL MAILING ADDRESS	ZIP	(H) PHONE	(W) PHONE	DO YOU WANT TO TESTIFY?	WHAT SUBJECT/ WHICH BILL?
BRUCE GERAGHTY	DCRA	JUN.			4700	(Y) N	
Benny McDonagh	DCRA	JUN			5539	Y (N)	
Melanie Antioquia	DCRA	Jun			5541	Y (N)	
JOHN M WALSH	"	"			4740	Y (N)	
						Y N	
						Y N	
						Y N	
						Y N	
						Y N	
						Y N	
						Y N	

Div. of Energy

Dept. C&RA

Overview

1-18-94



HOUSE COMMUNITY AND REGIONAL AFFAIRS

SUBJECT OF MEETING:

Overview: Division of Energy

DATE: 1/18/93

PLACE: Rm 124

NAME	REPRESENTING	BUSINESS/PERSONAL MAILING ADDRESS	ZIP	(H) PHONE	(W) PHONE	DO YOU WANT TO TESTIFY?	WHAT SUBJECT/ WHICH BILL?
Cheryl Davis	Rep Medean	Rm 507		48	4833	Y	(N)
BRUCE GERRIGITY	DCRA	JUN.			41700	(Y)	N
EDGAR BLANCHFORD	DCRA					Y	N
Linda Thomas	DCRA, DOE	Anchorage)		269	269-4500	Y	N
Robert E Harris	D: F	"			"	Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N

**DIVISION OF ENERGY, DEPARTMENT OF
COMMUNITY AND REGIONAL AFFAIRS**

Presented for House Community & Regional Affairs Standing Committee

January 18, 1994

Anchorage, Alaska

Robert E. Harris, Director

Linda Thomas, Deputy Director

Division of Energy, Community and Regional Affairs

Division of Energy Overview

- New Division of DCRA created by 1993 Alaska State Legislature
- Assumed Rural Alaska programs from Alaska Energy Authority
- The mission of the Division of Energy, DCRA, is to assist in the development of safe, reliable and efficient energy systems throughout Alaska that promote economic development, are financially viable and independent of state subsidies, and are environmentally sound.

Operation, Technical, & Emergency Assistance

● Rural Technical Assistance

- Technical assistance evaluating energy system deficiencies is provided either through grants or a contract. Preliminary engineering designs and cost estimates may be provided for technically feasible proposals.

● Rural Utility Training

- Support Rural operator Training through Alaska Vocational Technical Center (AVTEC)
- Shifting larger role to Circuit Rider Contracts

Operation, Technical, & Emergency Assistance (continued)

● Metering and Data Acquisition

- Instal meters to meet regulations, gather data for system upgrades, and to allow remote monitoring.

● Emergency Prevention

- Respond to impending emergencies with materials, emergency generators or technical assistance. Avoids disaster declaration.

● Operations Support

- Warehouse facility at 3rd and Commercial Drive - used to store equipment and materials. Also preparations for projects in Rural Alaska.

Bulk Fuel

- Bulk Fuel Emergency Repairs
- Bulk Fuel System Upgrades
 - \$3 million in FY94 and same amount proposed for FY95
- *Rural Bulk Fuel Task Force Preliminary Report to the Governor - Policy Recommendations*
11/25/93
 - Recommended actions by Division of Energy
 - MRAD staff that worked on task force
 - Excellent example of multi-agency approach and cooperation

CIRCUIT RIDER PROGRAM

- **Circuit Rider Maintenance and Training**
 - 10 regions with a contract awarded for each region
 - Scope of work includes
 - quarterly inspections for assisting and overseeing preventive maintenance, monitoring generator performance and metering data, and training utility operators.
- **Circuit Rider Emergency Response**
 - Contractors available for travel when power needs restored. This will not include major repairs and will be authorized on a case-by case basis.

Alternate and Applied Energy

● Coal

- Low Rank Coal Water Fuel Test
 - joint research between U.S. Department of Energy
- Small scale coal-fired generation
 - Design of a site-specific coal-fired power plant for rural Alaska.

● Wind

- Wind resource monitoring is done to evaluate the feasibility of wind-powered generation as a diesel alternative.

Alternate and Applied Energy (continued)

● Biomass

- Federal funds matched by State funds sponsor the Alaska Bioenergy program.
- Active projects include:
 - Installing a turbine at the Sitka solid waste incinerator
 - Energy from wood waste in the South Tongass area
 - Solid waste to energy planning in Fairbanks
 - Wood waste to energy at the Seward Sawmill
 - Heat recovery and distribution at the Juneau solid waste incinerator

Rural Power Systems Upgrades

- System Upgrades identified through rural technical assistance program, or circuit rider maintenance, local community or legislator.
 - Efficiency improvements
 - Line assessments
 - Repairs to generation and distribution systems
 - Compliance with National Electric Safety Code standards
- 19 proposed projects in FY94 totaling \$2 million.
- Priority given to:
 - Communities and utilities that contribute at least 25% matching funds.
 - O&M covered in future without additional State aid.

Additional Programs at DOE

- **Life, Health, and Safety Improvements**
 - Electrical system hazards threatening life, health, and safety in rural Alaska are addressed with this program.
- **Electric Service Extension Grant Program**
 - This is a matching grant program that provides 60% of allowable costs for extending electrical service to customers not currently served.
- **Alaska Electric Power Statistics**
 - *Alaska Electric Power Statistics* and an *Electric Utilities At A Glance* published annually in cooperation with Alaska Systems Coordinating Council (ASCC)

Additional Programs at DOE

- **Rural Utility Regionalization, Consolidation, and Business Management**
 - Goal of creating self-supporting utilities in rural Alaska.
Accomplish goals by:
 - Partnerships formed between large and small utilities
 - Consolidation into a regional utility
 - training of utility operators and managers

- **Waste Heat**
 - Division of Energy continues to look at feasibility of projects that install waste heat recovery equipment and then pipe this heat for use in a community building.

Power Cost Equalization (PCE)

- Purpose of PCE is to equalize the cost of power statewide
- PCE amounts of approximately \$18 million are made each year to 66,000 rural Alaskans
- Many programs at Division of Energy help utilities reduce their costs, increase revenues and thus reduce the required PCE payments.

Loan Programs

- **Bulk Fuel Revolving Loan Fund**
 - Loans for bulk fuel purchases are available to rural communities in amounts up to \$50,000.
- **Power Project Fund**
 - Loans to local utilities and eligible government units for:
 - Small-scale power production facilities
 - facilities for conservation
 - bulk fuel storage
 - Transmission or Distribution
 - Potable water supply projects
- **Rural Electrification Revolving Loan Fund**
 - Administration of outstanding loans only.

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Copies of minutes listed below were originally included in this file. The minutes are available on the legislative computer database. In order to save space copies of minutes have not been left in the files.

Mary Pagenkopf

House C & RA 1-18-94