

# Community Development Block Grant Program

## Community Development Block Grant

**CDBG Application Handbook FFY 2018**



**State of Alaska**  
**Bill Walker, Governor**

**Department of Commerce, Community, and Economic Development**  
**Mike Navarre, Commissioner**

**Division of Community and Regional Affairs**

Haines Borough Initial Meeting: September 24, 2018

Application Due: December 7, 2018

# CDBG Basics

- Mission of the State of Alaska CDBG Program is to enhance the quality of life for low and moderate income residents, particularly in rural Alaska. The CDBG Program fulfills this mission by acting upon its defined goals and objectives.
- Objective:  
Principally benefit persons of low and moderate income
- Eligible CDBG applicants are:  
*Any municipal government entity as defined by Title 29 of the Alaska Statutes, i.e., home rule, first, second, and third class boroughs, unified municipalities, and first and second class cities, which exercise powers consistent with the proposed project, except the Municipality of Anchorage.*

# CDBG Funding

- Approximately \$2.6 million for Alaska in federal CDBG program.
- The Haines Borough is eligible to apply as a municipal entity, and may submit an application in cooperation with a Native Village Council or nonprofit organization.
- The program requests a minimum 25% match to be provided from other sources. A nonprofit may request that the assembly commit matching funds out of the borough budget if sufficient match is not available.
- Note: 2007 – Haines Assisted Living, \$850,000 (max. amount)

# Low to Moderate Income

- Each CDBG grant activity proposed must meet the National Objective of benefiting populations or targeting areas which consist of at least 51% low and moderate income persons, as defined by census data and DCCED.

LMI Percentages by Community						
Haines	Skagway	Juneau	Klukwan	Sitka	Petersburg	Wrangell
35.2	33.7	34.3	35.7	39.5	42.5	52.8

LMI Income Limits by Census District FY2018								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low Income	\$17,050	\$20,580	\$25,980	\$31,380	\$36,780	\$42,180	\$47,580	\$52,980
Low Income	\$28,450	\$32,500	\$36,550	\$40,600	\$43,850	\$47,100	\$50,350	\$53,600
Mod Income	\$45,500	\$52,000	\$58,500	\$64,950	\$70,150	\$75,350	\$80,550	\$85,750

\*Haines, AK FY 2017 Median Family Income: \$73,200

# Limited Clientele

- Haines is not a low-income community under CDBG guidelines, and therefore must apply under the “Limited Clientele” category.
- *A Limited Clientele activity is one which benefits a specific group of people.*
  - abused children
  - battered spouses
  - severely disabled adults
  - migrant farm workers
  - elderly persons
  - homeless persons
  - illiterate adults
  - persons living with AIDS

# Material and Architectural Barriers

- The Borough also is eligible to apply for funding for a project that removes “material and architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit. The removal of material and architectural barriers must be in conjunction with a renovation project on the facility.”
- The Borough applied under this last year to seek funding for ADA improvements at the Public Safety Building.

# CDBG Match

- Ideally, a minimum 25% match will be provided from other sources.
- The maximum amount for Administrative Costs is 5% of the total amount of CDBG funds requested in the application.
- The “total project cost” includes the CDBG request, cash match and in-kind contributions.
- *Under no circumstances may costs incurred prior to an award of CDBG funds be eligible for reimbursement through this grant program.*

# Recent Projects

## FFY 17 CDBG Award List January 23-24, 2018

Applicant	Type	LMI	Project Title	CDBG Requested	Value of Projects	Score
City of Ouzinkie	CD	56.9%	Water Transmission Line Replacement Project	\$ 677,117.00	\$ 1,514,000.00	87
City of Pilot Point	CD	55.6%	Fire Truck Acquisition	\$ 170,000.00	\$ 227,400.00	82
City of Chignik	CD	60.6%	Chignik Dam Access Trail	\$ 548,344.00	\$ 702,930.00	82
City of Huslia	CD	90.2%	Youth & Elders Multipurpose Community Center	\$ 850,000.00	\$ 1,363,286.00	79
City of Fairbanks	CD	61.0%	Aerial Platform Truck Purchase	\$ 204,659.00*	\$ 1,300,000.00	78
<b>Total Amount:</b>				<b>\$ 2,450,120.00</b>	<b>\$ 5,107,616.00</b>	

\*This application was partially funded due to the amount of CDBG funds available. See notes on ASC Comment Sheet

Applications shaded in gray were not recommended for funding at this time

Applicant	Type	LMI	Project Title	CDBG Requested	Value of Projects	Score
City of Tanana	CD	52.2%	Multi-Purpose Community Services Center	\$ 850,000.00	\$ 1,600,000.00	77
City & Borough of Wrangell	CD	52.8%	Fire Station Exterior Envelope Rehabilitation	\$ 304,297.00	\$ 589,728.00	77
City of Pelican	CD	90.0%	Ice House Renovation	\$ 500,000.00	\$ 800,000.00	76
Haines Borough	CD	35.2%	Public Safety Building Accessibility Improvements & Exterior Upgrades	\$ 522,516.00	\$ 844,458.93	74
City of Quinhagak	CD	86.2%	Site and Foundation Stabilization of the Quinhagak Combined Utility Building	\$ 360,000.00	\$ 480,000.00	74
City of Port Alexander	CD	53.9%	Water Tank Replacement	\$ 850,000.00	\$ 902,167.00	73
City of Nondalton	CD	68.9%	New Water Storage Tank Project	\$ 850,000.00	\$ 1,671,218.00	70
City of Buckland	CD	68.4%	River Bank Erosion Control Design Project	\$ 427,407.00	\$ 569,875.00	65
City of Diomedea	CD	96.0%	Health Clinic	\$ 850,000.00	\$ 2,301,836.25	65
City of Kwethluk	CD	79.8%	Kwethluk New Port Facility Feasibility Study	\$ 210,000.00	\$ 425,745.00	56

# Application Scoring

- Project Description & Selection/Citizen Participation Plan **15**  
Project Plan/Readiness **25**  
Project Impact **25**  
Budget/Match/In-Kind **25**  
Administrative Capabilities **10**  
**Total Maximum Score: 100 Points**
- From CDBG application: Your budget numbers should be supported by documentation that shows how you calculated your budget.
- An example is: *Letters of commitment or municipal resolutions showing commitment of funds*
- Award announcement expected in February 2019

# Next Steps

- **5 p.m. Wednesday, October 3rd:** Project description, rationale and budget due for proposed projects (to [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us)) for inclusion in Haines Borough Assembly packet
- **6:30 p.m. Tuesday, October 9th:** Haines Borough Assembly meeting to include selection of preferred project (this may also be discussed at a committee meeting)
- **6:30 p.m. Tuesday, October 23rd, or 6:30 p.m. Tuesday, November 6th:** Proposed project to be presented at a public hearing, with adoption of an assembly resolution authorizing the application
- **Friday, December 7th:** Application due in Fairbanks (must be physically delivered to their office)

# Project Description, Rationale and Budget

- Due 5 p.m. Wednesday, October 3<sup>rd</sup> to [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us).
- No more than two pages (8.5 x 11) describing:
  - - Title of Project
  - - Scope of Work
  - - Rationale/Community Benefits
  - - Eligibility for CDBG Program
  - - Budget
  - - Matching Funds
- There is no page limit for supporting documents such as schematics, letters of support, etc.

# Public Hearings

- Each applicant must hold at least two public hearings.
- The first shall be held within six months prior to the original acceptance date of the application, with the purpose of reviewing the community's development and housing needs; accepting proposals, citizen views, and comments on the proposed project; and electing to seek CDBG funding for the chosen project.
- A second public hearing must be held during the term of the project to review program performance. Additional public hearings may be required in the event of a substantial change in purpose, scope, location or beneficiaries of the project. You must provide documentation of all public hearings related to the CDBG activity in the form of meeting minutes submitted to the State.

# Authority to Participate

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

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

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

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

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

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

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

IN WITNESS THERETO:

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Title

# Thank You!

- More on CDBG program: [www.commerce.alaska.gov](http://www.commerce.alaska.gov)
- Even if you do not have a proposed project, the Borough would appreciate your attendance or participation in this process and your willingness to submit a letter of support for a selected project. Please call or e-mail with any questions.

Krista Kielsmeier

Executive Assistant to the Manager

Haines Borough

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