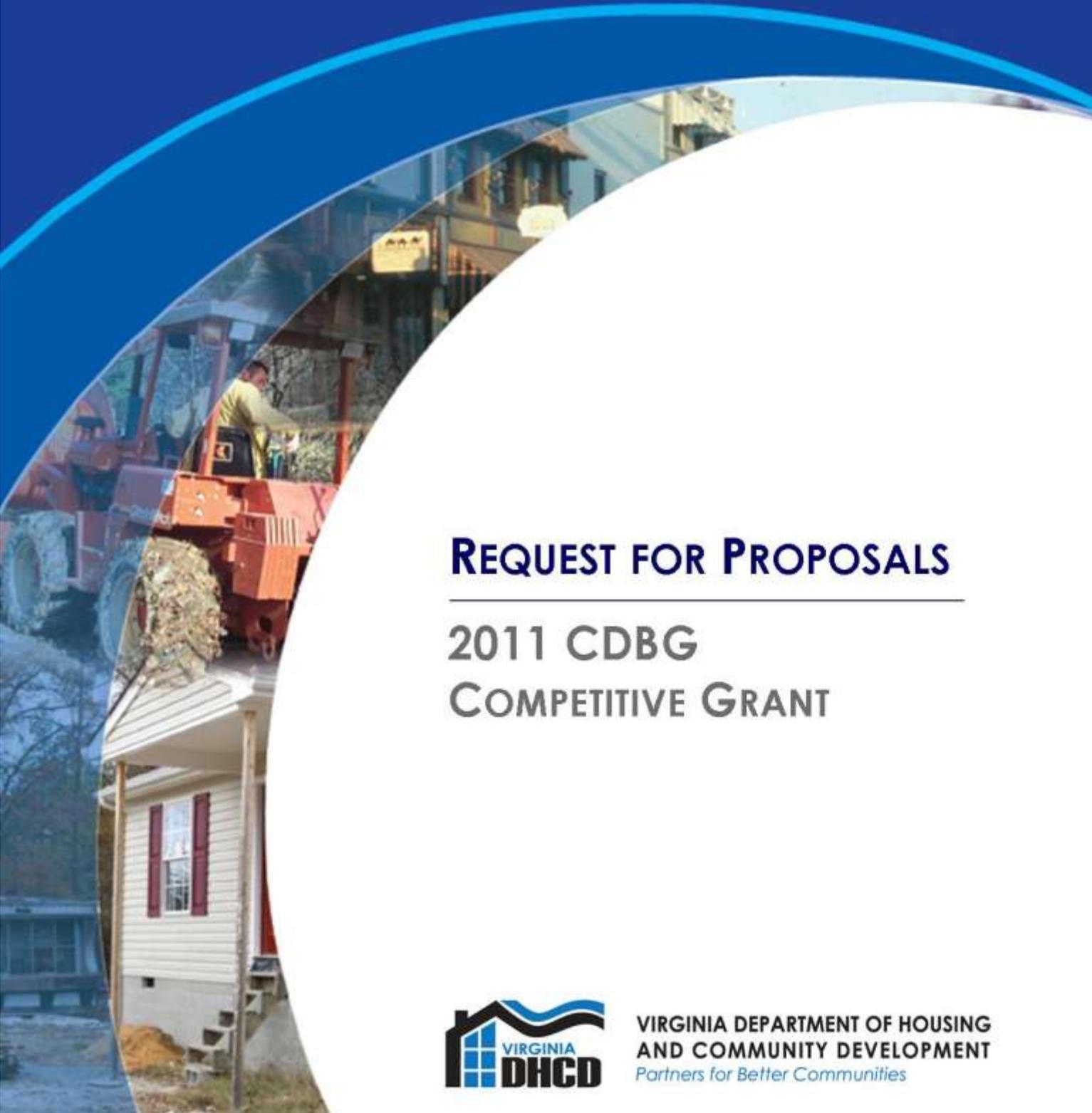


Project Management Office



REQUEST FOR PROPOSALS

**2011 CDBG
COMPETITIVE GRANT**



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities

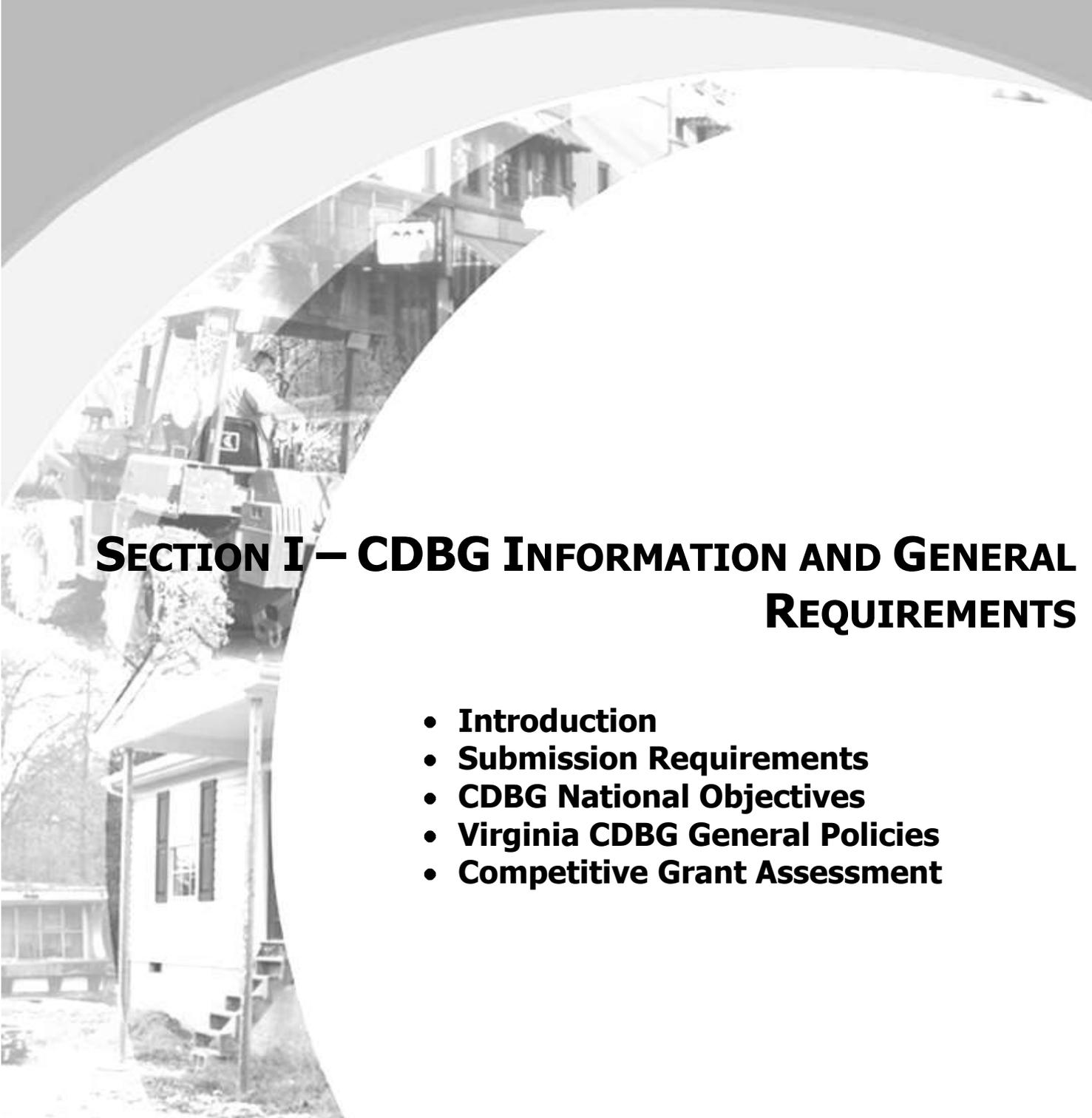
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2011 CDBG COMPETITIVE GRANT REQUEST FOR PROPOSALS



SECTION I – CDBG INFORMATION AND GENERAL REQUIREMENTS

- **Introduction**
- **Submission Requirements**
- **CDBG National Objectives**
- **Virginia CDBG General Policies**
- **Competitive Grant Assessment**

INTRODUCTION

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

CDBG Community Improvement Grants (CIGs) are designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs while maximizing citizen participation.

There are five types of CIG assistance:

- Competitive Grants,
- Community Development Innovation Fund Grants,
- Community Economic Development Fund Grants,
- Construction-Ready Water and Sewer Fund Grants, and
- Urgent Need Open Submission Grants

The largest category of CIG funding is Competitive Grants. Competitive Grants, as the name suggests, are available annually on competitive basis. Competitive Grant assistance is available to Virginia Community Development Block Grant eligible localities (see **APPENDIX A** for a listing).

There are five general project types under the Competitive Grant program:

- **Comprehensive Community Development,**
- **Economic Development,**
- **Housing,**
- **Community Facility, and**
- **Community Service Facility.**

Each Competitive Grant proposal must target at least one project type with all activities meeting a CDBG National Objective. The total amount of funding available for Competitive Grants in 2011 is expected to be approximately \$13,705,000 (please note this amount will be reduced at the time funding decisions are made to provide funds for previously awarded multi-year projects).

Questions regarding Competitive Grant proposal development or about this RFP should be directed to:

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Chris.Thompson@dhcd.virginia.gov
(804) 371-7056

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**Virginia Department of Housing and
Community Development
Project Management Office
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Richmond, Virginia 23219
(804) 371-7061
Fax (804) 371-7093
711 TDD
<http://www.dhcd.virginia.gov>**

SUBMISSION REQUIREMENTS

All Competitive Grant proposals and supporting information must be submitted to the Department of Housing and Community Development (DHCD) by **5:00 PM on MARCH 30, 2011 OR POSTMARKED BY THIS TIME AND DATE FOR DELIVERY** via Federal Express, United Parcel Service, Priority Mail via the U.S. Postal Service or any other carrier for delivery within 2 business days following the proposal deadline. Proposals not delivered or mailed accordingly may be disqualified.

An ORIGINAL and SIX copies of ALL proposals must be submitted. ALL pages of the proposal must be numbered.

All proposals must be assembled using binder clips and NOT three-ring binders, booklet binding or other methods. Please contact DHCD with any formatting questions about your proposal.

DHCD intends to begin review of the 2011 CDBG Competitive proposals early in April, 2011. The announcement of competitive grant offers is anticipated by July of 2011.

This Request for Proposals and all other guidance on CDBG proposal development must be used in conjunction with the 2011 CDBG Program Design. The Program Design is the final statement of Virginia's community development objectives, its projected use of funds, its method of fund distribution to local governments, and to present the core CDBG elements for the Virginia Consolidated Plan.

REQUEST FOR PROPOSALS

This Request for Proposals (RFP) provides specific guidance for the application process, including when proposals are accepted, funding limits by program and project type, eligible activities, thresholds, selection criteria and other requirements.

This RFP is divided as follows:

- Section I – General CDBG information and requirements.
- Section II – Competitive Grant project type descriptions.
- Section III – Proposal Requirements.
- Section IV – Forms and Certifications
- Section V – Appendices

In general, Sections I and II will provide you with information on what is allowable under CDBG funded projects in the respective categories and Sections III and IV provide specific items to respond to in the proposal. Applicants should be aware that, due to the wide range of eligible funding activities through CDBG, all relevant information for their proposal may not be covered by the response items. Please review the relevant information in Sections I and II closely and provide additional information needed to make the best justification for your project.

Project types identified in this RFP are general categories for Competitive Grant funding and may not always adequately reflect an appropriate CDBG project. Applicants are encouraged to consult information from other sections and respond to items from other project types to better describe their projects.

COMMUNITY DEVELOPMENT BLOCK GRANT NATIONAL OBJECTIVES

Community Development Block Grant (CDBG) funding was established by the *Housing and Community Development Act of 1974*. In accordance with Section 104(b)(3) of the Act, the use of CDBG funding must:

1. *Give maximum feasible priority to activities which will benefit low- and moderate-income families,*
2. *Aid in the prevention or elimination of slums and blight, and*
3. *May also include activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community.*

The Virginia CDBG Program makes funding available to units of local government for planning and implementing community development projects in non-entitlement localities, which are those not receiving CDBG assistance directly from the U.S. Department of Housing and Urban Development (HUD). Each project and each activity within a project which will utilize CDBG funding must meet a national objective. Projects may contain activities which meet different national objectives.

The three CDBG National Objectives are further defined as follows:

ACTIVITIES BENEFITING LOW- AND MODERATE-INCOME PERSONS

Individuals or households whose household income is equal to or less than the Section 8

lower income limit established by HUD are determined to be low- and moderate-income. The Section 8 income limits are published annually by HUD. The income limit represents 80 percent of the area median income (AMI) for like-sized households or 80 percent of the median income of the entire non-metropolitan area of the State, whichever is higher. No project will receive funding which benefits moderate-income persons (80 percent AMI) to the exclusion of low-income persons (50 percent AMI or less).

Activities benefiting low- and moderate-income (LMI) persons must meet one of the following tests:

- Benefits are available to all of the residents in a particular area, wherein at least 51 percent of the residents are LMI;
- At least 51 percent of the benefits are provided to LMI persons;
 - Benefits will be provided to a clientele presumed to be principally LMI persons; or,
 - If jobs are created or retained in a project, at least 51 percent of the permanent, full time jobs (including permanent, full time equivalent jobs) will be held by or made available to LMI persons.
- In the case of a project providing relevant, direct outcome-based services, the following classes of people are considered LMI:
 - Abused children,
 - Battered spouses,
 - Elderly persons,

- Severely disabled persons (persons meeting the Bureau of Census' definition),
- Homeless persons,
- Migrant farm workers,
- Persons with AIDS, and
- Illiterate adults.

ACTIVITIES WHICH AID IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT

An activity will be considered to address prevention or elimination of slums and blight in an area if:

- The delineated area meets a definition of a slum, blighted, or deteriorated or deteriorating area and is formally designated a slum or blighted area in accordance with State law. In Virginia, this definition and procedure for designation is available in Title 36, Article 7 of the *Code of Virginia*; and,
- Throughout the area, there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration; and,
- The activity addresses one or more of the conditions which contributed to the deterioration.

ACTIVITIES DESIGNED TO MEET COMMUNITY NEEDS HAVING A PARTICULAR URGENCY

An activity will be considered to address this objective if the following conditions are met:

- The activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community; and,
- The conditions are of recent origin or recently became urgent. Recent is defined as within the preceding 18-months; and,
- The locality is unable to finance the project on its own and no other funding is available to address the problem; and,
- There exists a current declaration of emergency by the Governor of Virginia or a declaration of a severe health threat by the State Health Commissioner.

Project Modification

The Virginia Department of Housing and Community Development reserves the right to reclassify both activities and projects in terms of national objective as is appropriate. Projects which do not meet at least one of the three national objectives will not be considered for funding. Any activity within a project not shown to meet at least one of the three national objectives will not be considered for funding.

VIRGINIA CDBG PROGRAM GENERAL POLICIES

There are a number of policies which are applicable to all assistance available under the Virginia Community Development Block Grant Program, except where noted:

Any activity within a project not shown to meet at least one of the three national objectives will not be considered for funding.

National Objectives

All proposals and all project activities must address one of the three national objectives as detailed in the earlier section entitled Community Development Block Grant (CDBG) National Objectives. Projects which do not meet at least one of the three national objectives will not be considered for funding.

Prioritization

Localities submitting proposals should first develop a methodology to prioritize the highest community development needs within the locality. It is expected that all CDBG competitive grant proposals will include activities that address items that are among the locality's highest identified community development needs.

Eligible Applicants

Non-entitlement units of local government, as listed in **APPENDIX A**, are the only eligible recipients of Virginia CDBG funding, but these local governments may contract with Planning District Commissions, non-profit organizations, and other competent entities to undertake project activities.

Citizen Participation Requirements

All applicants must provide citizens an adequate opportunity to participate in the development of proposals for CDBG assistance, particularly Community Improvement Grant proposals. Notwithstanding important, ongoing, informal organizational efforts, each applicant for Community Improvement Grant funding must hold two public hearings to notify citizens of details of its past use of CDBG funding and of the activities, level of funding, and level of benefit targeted by its current application. In regional proposals, all participating local governments must hold these public hearings. Additional citizen participation requirements are detailed in the 2011 Virginia Community Development Block Grant Citizen Participation Plan for Local Government Applicants which is included as **APPENDIX B**.

Eligible Activities

All activities listed as eligible in the Community Development Block Grant regulations under 24 CFR Part 570, Subpart C are eligible for funding under the Virginia CDBG Program. These regulations are available via the World Wide Web at the following address:
http://www.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html.

Open CDBG Contracts

Prior to the award of any CDBG funds, a review of all open CDBG projects will be conducted. In instances where performance or project issues have been identified, DHCD may withhold new CDBG funds until these deficiencies are corrected.

Multi-Contract Limitations

Annual requests for CDBG assistance far exceed the amount of funding available. Although CDBG assistance is targeted for those localities which will have the greatest impact on significant community development needs, localities with multiple current contracts for CDBG assistance will not receive additional assistance until the activities under the old contracts have been completed.

Localities are limited to \$2.5 million in open CDBG contracts. Open contracts are those in which all required funding has not been expended, all contractual obligations have not been met, and/or required closeout forms have not been submitted to and physically received by DHCD. For 2011 applications for funding, Competitive grant applicants must have received administrative close-out from DHCD on any open grants by March 1, 2011 in order for the open grant to NOT count against the \$2.5 million limit. This means that all CDBG-funded activities must be complete and all CDBG funds must be drawn down and spent. This limitation includes Community Economic Development Fund contracts, Urgent Need Open Submission contracts, Planning Grant contracts, and Community Development Innovation Fund contracts. Contracts for Self-Help, and Regional Competitive Economic Development projects are exempted from the \$2.5 million limitation.

A locality which finds itself in a position to apply for a critical Urgent Needs Open Submission or Community Economic Development project and is currently at or near the \$2.5 million limit MAY, at DHCD's discretion, be granted a temporary waiver of the cap limit. The locality should contact DHCD to discuss a possible waiver prior to submittal of the proposal. If the waiver is approved, the Urgent Need or Community Economic Development funds will count towards the cap limit once other CDBG projects are closed.

A locality is expected to be the applicant when the majority of benefits will occur within the jurisdictions boundaries. Towns should serve as the applicant when the project will primarily benefit residents within the Town limits. At least 65% of all CDBG project funds must be spent in the locality that is applying for assistance. Projects that cannot meet this threshold may designate a lead locality and apply jointly for a regional project. In cases where project activities do encompass two or more localities, CDBG funds will be attributed to each participating locality based on the proposed activities, and each locality will be held to the \$2.5 million limit on open CDBG contracts.

Regional Projects

For regional projects, one local government must be designated the lead locality. The lead locality and all participating localities must, prior to receiving a contract with DHCD, enter into a legally binding cooperative agreement to ensure equitable project implementation and compliance with all applicable regulations. Almost any project type may be considered regional if planning or implementation activities occur in or concern each of the participating localities. Regional projects targeting

physical improvements must be contained to a single area which includes portions of adjacent CDBG-eligible localities. Each locality participating in a regional project will be held responsible for having dollar value capacity under the Multi-Contract Limitations. Regional projects are limited to the grant maximum listed for that project type, unless specified otherwise.

Regional infrastructure projects are limited to \$2,000,000 of CDBG assistance. These projects will be considered regional in the event that the involved localities are either creating a new entity to manage the infrastructure system or are combining systems under a single entity. Projects that simply extend utility lines from one jurisdiction to another or create interconnections between currently existing systems will not be considered regional.

Regional infrastructure projects must document:

- A significant need to be addressed through services within each locality's borders for the benefit of its residents, including investment by each locality,
- Equity in rates charged to users who are directly benefited by the CDBG investment,
- Assurances that system improvements will be adequately maintained, and
- Consolidation of two or more existing utility systems into a single operating entity, such as a Regional Service Authority, or creation of a new operating entity that serves the region with at least 51% of CDBG expenditures devoted to new service or a significant upgrade in service.

Competitive Economic Development projects that are non-industrial and will have a significant regional impact are eligible for up to \$1,200,000 in CDBG assistance.

These projects must result in job creation and must directly relate to a strategic economic restructuring effort. Benefit projections must be deemed reliable and credible for the number of jobs to be created, and the jobs must clearly be documented. CDBG participation will be limited to \$50,000 per job created.

Program Income

Income generated by a CDBG project is Program Income and must be returned to DHCD except in cases where a Program Income Plan has been approved. These Plans will, in general, only be approved when the income will be reinvested in the same activity that generated the income and in the same geographic location from which it was generated. Program Income received by DHCD will be used to fund additional eligible CDBG projects.

Contract Negotiation

Following announcement of the award of a grant, DHCD will schedule a Contract Negotiation Meeting with a locality to further discuss the terms of the grant offer and to identify actions which must be taken by a locality, generally within a 90 day period, in order to receive a contract from DHCD. Failure on the part of a locality to complete identified actions will result in revocation of a grant offer by DHCD. Such actions typically include, but are not limited to, completion of Federal requirements, drafting and execution of other contracts and agreements, resolution of issues from previous contracts with DHCD, and completion of certain management planning activities.

Facility Control

Any facility built or improved with CDBG funding must be controlled for at least 20 years through ownership or lien by the local government and maintained for the intended use OR the facility or the amount of CDBG funding invested in the facility must be returned to the local government to utilize for other CDBG-eligible activities authorized by DHCD.

For Community Service Facility or Housing Production projects, the locality must have control of the property during the time of CDBG funded improvements. Generally this control will be either ownership or lease of the property. Alternative methods of legal control can be negotiated on a case-by-case basis.

Anti-Displacement

Localities must minimize the displacement of individuals, families, businesses, organizations, and farms in implementing projects using CDBG funding. This includes direct displacement resulting from real property acquisition, rehabilitation, demolition, and conversion and any indirect displacement.

Localities targeting CIG funding must certify that displacement will be minimized at the local level and that a Residential Anti-displacement and Relocation Assistance Plan, which includes a one-for-one replacement provision, will be followed. Each recipient of Community Improvement Grant funding must provide financial benefits and advisory services to any individual or entity involuntarily and permanently displaced as a result of a CDBG-assisted activity. This assistance must be provided on an equitable basis.

Acquisition

Proper federal regulatory procedures must be followed when acquisition is identified as a potential project activity and CDBG funds will be utilized. CDBG funds will only pay up to the fair market value established by a formal appraisal and review appraisal.

Project Enhancements

Additional funding of up to 10% or \$100,000 of the CDBG award *may* be made available to Community Improvement Grant projects for project enhancements. The provision of funding for enhancements may be included in CIG proposals and budgeted accordingly or discussed at the contract negotiation meetings which follow the announcement of CIG awards. Funding will only be authorized for the actual costs of those enhancements which will be consistent with and add measurable value to the original CIG activities. Examples of possible enhancements include the provision of construction skills training to residents of a neighborhood targeted by a Comprehensive project, the creation of a homeownership creation program in support of a Housing Rehabilitation project or addition of an entrepreneurial component, such as a micro-loan fund, in a Business District Revitalization project.

Project Modifications

DHCD reserves the right to adjust requests for CDBG assistance and the terms of this assistance to optimize the provision of benefits, ensure that activities and improvements are eligible for CDBG assistance, and otherwise promote efficient utilization of available funding. DHCD further reserves the right to reclassify both activities and projects in terms of national objective as is appropriate.

Payment for Performance

All CDBG Grant Agreements are performance-based contracts. The administrative section of the Project Budget must be based on activities completed or milestones achieved rather than for time and materials. These payment thresholds are negotiated between DHCD and the Grantee and will outline the respective tasks and how much DHCD will pay upon the completion of each task.

Project Administration

CDBG funding may be used to cover administrative costs in Community Improvement Grants of all types. CDBG-eligible administrative costs are limited to 10 percent of the total CDBG award with limits depending upon project type. Such costs are limited to:

Project Type	Up to
Community Facility	\$ 75,000
Business District Revitalization	\$ 80,000
Community Service Facility	\$ 60,000
Competitive Economic Development Grants	\$ 50,000
Housing	\$ 80,000
Two-Activity Comprehensive	\$ 80,000
Three-Activity Comprehensive	\$100,000

Administrative cost targets may be modified during contract negotiations. CDBG funding generally may not be used for administrative costs in Planning Grant projects unless the locality receiving the Planning Grant award has never received prior CDBG assistance.

Exceedingly complex projects that involve the significant leveraging of private funds and merit on-going professional project management skills may be eligible for an additional administrative line-item, separate

from the CDBG administration limit, to support the cost of these contractors.

Administrative Bonus

A 10% administrative bonus, over and above the limits expressed for each project type, is available to Comprehensive, Downtown and Housing Rehabilitation projects when these projects are completed within the original contracted period of time. Any extension to the original contract date will render the project ineligible for receipt of the 10% administrative bonus. The administrative bonus will be drawn from:

Funds leftover in the grant at closeout of the grant; or, should no such funds be available, Returned funds to the Virginia CDBG program during the program year in which the project was completed.

Administrative bonuses will only be available at the end of the project following the completion of **all** activities. Completion of a project is defined as having all work 100% complete at the original termination date of the contract. In projects where housing rehabilitation and/or façade improvements are a component, the housing/façade program must be complete with no more work scheduled and no more demand for work to be done. In such cases, 90% of all housing/façade work must be complete in order for the locality to claim the project is complete and therefore access the administrative bonus. The funds may only be expended on eligible CDBG administrative or construction cost items.

Letters Of Intent

For projects where it is apparent that, because of the timing of the availability of other funding sources or similar factors, project implementation will not commence following an award of CDBG funding,

DHCD reserves the option of offering such a project a Letter of Intent for future CDBG funding. Such future funding may be a commitment from a current or future year's CDBG allocation. Decisions to issue Letters of Intent will be made during the proposal review process. Applicants will receive notice of an award of a Letter of Intent at the same time other applicants receive notices of awards of funding.

Letters of Intent will generally be provided only to Competitive Grant proposals and will be limited in cumulative value to 30% of any one year's CDBG allocation. Letters of Intent issued during 2011 will expire on May 1, 2011 or a prior date determined by DHCD. DHCD reserves the right to establish an alternative Letter of Intent expiration date between May 1 and September 30, 2011 to accommodate exceptional circumstances. A locality receiving a Letter of Intent can receive a funding offer if it executes formal agreements with all outstanding funding sources, resolves any outstanding issues, and takes formal steps to begin project implementation, such as publication of an invitation to bid for a project involving construction activities.

No extensions of a specified Letter of Intent termination date will be permitted. Letters of Intent for which all outstanding issues have not been addressed by this date will be voided, terminating all potential future funding obligations related to the original proposal submission. Localities impacted by a voided Letter of Intent will be eligible, multi-contract rule permitting, to submit a proposal for the same project in subsequent CDBG funding competitions.

Contracts and Payments

DHCD reserves the option of funding projects under more than one performance-based contract and from more than one year's CDBG allocation. DHCD reserves the option of canceling additional contracts due to non-performance on initial contracts.

DHCD will make prompt payments under current contracts pending confirmation that performance expectations are being met. DHCD reserves the option of withholding payments for non-performance under any particular CDBG project and for non-performance under any other DHCD programs.

DHCD Technical Assistance

DHCD will provide technical assistance to local governments and their agents in preparing and submitting proposals and otherwise pursuing assistance under the Virginia CDBG Program. This assistance will generally occur via telephone, facsimile transmission, electronic mail, formal meetings, and occasional site visitation.

Environmental Consideration for Construction Projects

Applicants will be advised to contact the Department of Historic Resources (DHR) early in the project planning process. DHCD staff will advise applicants on how to incorporate DHR's comments into the Environmental Review process.

Planning District Commission Review

Local governments must comply with the *Code of Virginia* §15.2-4213. This section of the Regional Cooperation Act requires that Planning District Commissions be

notified by local governments of applications for state or federal aid. As this notification is for informational purposes only, it may take many forms during the pursuit of CDBG assistance. Notification may be more standardized for those CDBG assistance offerings with formal proposal submission requirements.

Survey Guidance

HUD has released recommendations for applicants to follow when conducting income surveys. This guidance includes an overview of the types of acceptable surveying methods, recommendations for improving research techniques, procedures for conducting random sample surveys, and a review of acceptable rates of return for surveys. This guidance will be included as an Appendix in the CDBG Competitive Grant Request for Proposals and should be utilized to the extent possible.

Conflict of Interest

In accordance with Virginia and federal conflict of interest requirements (including Title 24 CFR Part 570.611) no work can be done on the property of any person, or his/her immediate family, who has or had decision-making power in the CDBG program from the time the application was planned, developed and submitted to DHCD to the grant's execution and implemented without DHCD's prior written approval regardless of any prior approval of a Program Design. This includes any elected and appointed officials, employees of the

grantee, and Housing or Façade Board Members.

Design-Build Projects

Design-build projects do not readily lend themselves to compliance with federal and state procurement requirements, particularly open bidding requirements; therefore, DHCD reserves the right to deny funding based on this type of project structuring. If design-build is currently the only option a locality is considering, DHCD should be contacted early in the project development stage to provide advice on alternatives.

Project Selection and Criteria

Request for Proposal (RFP) packages are available for each CDBG program. These packages contain specific guidance for the application process, including when proposals are accepted, funding limits by program and project type, eligible activities, thresholds, selection criteria and other requirements. These packages can be requested from DHCD or downloaded from the DHCD website.

Efficiency Program Recommendation

All projects requesting CDBG funding are encouraged to consider a community's sustainability in their development. "Green" building techniques are encouraged to be made a part of all appropriate CDBG projects.

COMPETITIVE GRANT ASSESSMENT AND EVALUATION

Competitive grant proposals received by DHCD are evaluated qualitatively and quantitatively scored according to a 1,000 point scale based on the items identified below. This method is used for all categories of grants under the competitive round of funding; however, the scoring of some items differs depending on the project category and the national objective being addressed. The section below provides a breakdown of the different scoring items and, where relevant, identifies differences among the categories of projects.

Proposals are ranked based upon the score that is assigned. The highest ranking proposals are recommended for funding. Proposals are funded, in order of the ranking, to the greatest extent allowed by available funding. Following the closing date of the non-competitive programs, any funds remaining in the non-competitive programs and any program income received during the year are recaptured and made available to fund the next highest ranking competitive proposals. The next highest ranking additional proposals are funded to the greatest extent allowable by available funding.

All competitive proposals are scored on a scale of 1000 points with the following point values:

Composite Fiscal Stress (Maximum of 180 points)

The relative fiscal stress of the local governments submitting proposals is derived from the most recent Composite Fiscal Stress Index Scores table generated by the

Virginia Commission on Local Government. Composite Fiscal Stress scoring is calculated by developing a listing of localities submitting proposals and extracting scores for each locality with County scores used for Towns submitting proposals. The highest score among applicant localities is multiplied by some factor to reach a sum of 180 (highest number of allowable points). Each locality that submitted a proposal has their score multiplied by the SAME factor to determine the points awarded for this item.

Regional Priorities (Maximum of 50 points)

All Planning District Commissions (PDC's) are requested to complete a *List of Project Types / Activity Categories and Ranking Worksheet* that is submitted to them after they have received the final Program Design. PDC's rank the nine categories into one of three priority groups of highest, middle, or lowest priority.

Proposals submitted that fall in the highest priority group receive 50 points. Those in the middle priority group receive 30 points. Those in the lowest priority group will receive 15 points.

Project Needs and Outcomes (Maximum of 145 points)

This item considers the needs the proposed project will address, evaluates the relationship of the project activities to underlying needs, and assesses the likelihood these activities will be carried out in a timely fashion to both meet these needs and have measurable long-term impact on

the community. Applicants must address issues such as: How does this fit within the locality's overall community development needs? What is the NEED? How was it QUANTIFIED and what is the SEVERITY? Who are the stakeholders and how were they involved? Are the PRODUCTS and OUTCOMES clearly presented and measurable?

Points are awarded based on the following considerations up to the maximum available 145 points:

- Clearly defined and distinct project or service area, up to 10 points;
- Well defined and documented project needs and demands, up to 60 points;
- Clearly presented project products, up to 35 points;
- Clear, concise, quantifiable outcomes, up to 40 points.

Costs and Commitment (Maximum of 145 points)

This item considers whether project costs are reasonable and supportable and the level of financial participation in project activities offered by local and other non-CDBG resources. Are cost estimates recent and account for recent increases in construction costs? What are the per benefit costs and are these within the acceptable guidelines? For housing projects, will rents be affordable or for new homeownership opportunities, are there qualified clients identified and are mechanisms—such as downpayment assistance—in place to help assure affordability. For economic development projects, is job creation targeted to for low- to moderate- income persons? For blight removal, have business owners committed to participate in a façade program?

Points are awarded based on the following considerations up to the maximum available 145 points:

- Non-CDBG Funds (including Local) versus Total Project Cost: Proposals are placed in one of six priority groups based on percentage as compared to those of other proposals, maximum of 35 points;
- Local Funds versus Total Project Cost: Proposals are placed in one of six priority groups based on percentage as compared to those of other proposals, maximum of 35 points;
- Complete cost information, up to 3 points;
- Reasonable methods, up to 3 points;
- Current data, up to 10 points;
- Costs highly appropriate, up to 14 points;
- Total amount of CDBG funding requested/number of benefits, compared with other proposals, up to 10 points;
- Incorporation of “green” efficiency improvements, up to 10 points.
- Appropriate affordability, up to 25 points.

Readiness and Capacity (Maximum of 150 points)

This item considers whether the applicant demonstrates that adequate resources and personnel will be committed to a project and demonstrates that it has the political will and sense of urgency to implement the project in the near future. This item looks beyond whether a project is needed to determine if it is, in fact, a high priority for the applicant. This item will also examine whether an applicant has taken appropriate measures to get ready to implement a project's products and / or has demonstrated an understanding of what needs to be done to ready for implementation.

Points are awarded based on the following considerations up to the maximum available 150 points:

- Project can begin as soon as funded, up to 85 points;
- Environmental Review status, up to 15 points;
- Capacity: Roles are filled by available/experienced persons and high levels of enthusiasm, up to 50 points.

Impact (Maximum of 130 points)

This item considers the proportion of needs that will be met and whether viable activities are targeted. For example, in housing projects, the number of homes that need rehab is compared to the number identified as receiving rehabilitation assistance. For downtown projects, has a realistic restructuring plan been developed that describes the strategies for revitalization? Has a comprehensive needs analysis been conducted and are all needs that were identified addressed? Are user agreements in place to assure that new services will be utilized?

Points are awarded based on the following project type based considerations up to the maximum available 130 points:

Comprehensive Project Type

- Thorough, comprehensive needs assessment, up to 30 points;
- Project area is a distinct neighborhood or community. Appropriate details provided about physical and demographic features. Reasonable selection process used. Area has disproportionate severity of needs, up to 20 points;
- Significant resident and potential beneficiary involvement, up to 30 points;
- Total Alleviation of Need, up to 50 points.

Housing Project Type

- Proportion of Housing Rehabilitation Needs Met, up to 80 points;
- Efforts to Provide Non-Rehabilitation Neighborhood Services, up to 50 points;
- Housing Production: Type, Location, Affordability, and Demand, up to 80 points;
- Housing Production: Housing Project Management appropriate, up to 50 points;

Economic Development Project Type

- Thorough, comprehensive assessment of needs, up to 30 points;
- Clear, focused, and relevant project target, up to 20 points;
- Proposed Beneficiary Involvement, up to 30 points;
- Total Alleviation of Need, up to 50 points.

Community Facility Project Type

- Impact on community facilities, up to 40 points;
- Independent Confirmation of Need, up to 15 points;
- Facility User Demand and Agreements, up to 25 points;
- Total Alleviation of Need, up to 50 points.

Community Service Facility Project Type

- Essential need for facility services, up to 50 points;
- Strong demand for facility, up to 30 points;
- Facility Management and Operation, up to 30 points;
- Facility Design, up to 20 points.

Meeting a National Objective (Maximum of 200 points)

This item considers the extent to which a project will benefit low- and moderate-income persons or result in the elimination of slums and blighting conditions. For slum

and blight projects, is the target area well-defined and will all blighting influences be removed. For LMI projects, how direct is the proposed benefit?

Points are awarded based on the following considerations for each national objective up to the maximum available 200 points:

- Benefit to LMI Persons Overall based on percentage of LMI persons served, up to 60 points;
- Benefit to LMI Persons Through Benefit Units, up to 60 points;
- Level of Benefit, up to 40 points;
- Directness of LMI Benefit, up to 40 points.
- Addressing Physical Blight, up to 80 points;
- Addressing Economic Blight, up to 80 points;

- Level of Benefit, up to 40 points.

Depending on the number and type of proposals received, proposals may be grouped with other proposals targeting similar community development needs for initial scoring. Following initial scoring, proposal groupings will be eliminated and all proposals will receive a final evaluation. Proposals will be ranked based on scoring with the highest scoring proposal receiving the highest ranking. Grant offers will be made to local governments which submitted the highest-ranking proposals to the extent of the approximately funds available.

DHCD RESERVES THE RIGHT TO MODIFY THE EVALUATION CRITERIA.

2011 CDBG COMPETITIVE GRANT REQUEST FOR PROPOSALS

SECTION II – PROJECT TYPE DESCRIPTIONS

- **Comprehensive Community Development**
- **Economic Development**
- **Housing**
- **Community Facilities**
- **Community Service Facility**

COMPREHENSIVE COMMUNITY DEVELOPMENT

For eligibility as a Comprehensive project, applicants must target the completion of improvements to an appropriate level of benefit in relation to needs identified through a recent client-based needs assessment of the neighborhood or target area. This assessment should include analysis of a full range of need areas including housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police protection, fire protection, and other neighborhood-specific items.

The emphasis of Comprehensive Community Development (CCD) projects is addressing the housing conditions of the community. Other activities may be undertaken as appropriate and as identified through a neighborhood needs assessment. These projects are not intended to primarily focus on deferred maintenance of infrastructure.

All CCD projects must target at least two significant activities. Furthermore, this significance must be demonstrated by category, such as housing, sewer, or water, rather than by component, such as owner-occupied housing rehabilitation or substantial reconstruction.

CCD eligibility provisions are based on the number of significant activities, as outlined below. For the purpose of eligibility, a

significant activity is defined by the percentage of the total CDBG project cost.

Projects with two significant activities:

- Eligible for up to \$1,000,000 in CDBG assistance;
- Significant activities will be those which have a representation in the project budget no lower than 20% and no higher than 70% of the CDBG project cost; and
- Activities with a budgetary representation of less than 20% can be included in the project and may be eligible for CDBG funding pursuant to typical eligibility factors and provided funding remains under the \$1,000,000 limit.

Projects with at least three significant activities:

- Eligible for up to \$1,400,000 in CDBG assistance;
- Significant activities will be those which have a representation in the project budget no lower than 10% and no higher than 60% of the CDBG project cost; and
- Activities with a budgetary representation of less than 10% can be included in the project and may be eligible for CDBG funding pursuant to typical eligibility factors and provided funding remains under the \$1,400,000 limit.

	Eligibility	Significant Activities not more than	Significant Activities not less than
Two Activity Comprehensive	\$1,000,000	70% of CDBG	20% of CDBG
Three or More Activity Comprehensive	\$1,400,000	60% of CDBG	10% of CDBG

Street improvements will be eligible for CDBG assistance where:

- Specific street sections are targeted for improvement through a client-based needs assessment;
- The targeted sections are not built to VDOT or community standards and are not part of a current public maintenance system;
- All higher priority community needs will be addressed using CDBG or other funding; and,
- The applicant locality can provide documentation that no other funding is available to address these improvements.
- The improved streets will be taken into the VDOT system for continued maintenance. If this is not possible, the locality must have a reasonable plan in place for the continued maintenance of the streets.

The CDBG investment for the installation or improvement of water / wastewater services for CCD projects may not exceed an average of \$25,000 per household for combined water and sewer costs. If the project contains water only or sewer only, CDBG participation will be limited to an average of \$12,500 per household.

All activities targeted for CDBG assistance in CCD projects must be designed in accordance with the policies established in this Program Design for such activities. Where justified and feasible, CCD projects may include Economic Development and Community Services Facility activities. As described under PROJECT ENHANCEMENTS on page 8, additional CDBG funding may be available for additional project activities.

All CCD proposals must include complete responses to items in the Competitive Proposal section as well as complete responses to items in all sections which represent SIGNIFICANT activities in the project. For example, if housing activities are proposed, the proposal sections and housing supporting documentation mentioned below must also be included in the proposal. *Also remember to complete the appropriate tables for other sections as necessary.* If a particular activity is MINOR (such as a small number of incidental water and sewer connections), the proposal does not have to include responses to all items in the related section. When in doubt about whether an activity is MINOR or SIGNIFICANT, include a response.

Needs Assessment

A Neighborhood Needs Assessment is critical to the preparation of a CCD proposal. This Assessment will synthesize the input received from residents and other stakeholders from surveys and public meetings and the findings of professionally-prepared assessments of area physical conditions into a single, detailed written summary of overall area needs. This Assessment must include information on general neighborhood characteristics and the condition of housing, water, sewer, streets, and drainage facilities. It should also include pertinent information on sidewalks/pathways, solid waste/garbage, debris removal, street lighting, recreation, police protection, fire protection, and any other areas of need whether educational, cultural, or environmental.

It is recommended that the needs assessment be in the form of a narrative that includes information from surveys, public / stakeholder meetings, PERs, and project

area site review by professional engineers and planners, and others. A checklist version of a Neighborhood Needs Assessment is included in **APPENDIX E**. This version may be used as a starting point for creating the detailed written summary

required, but will not be sufficient alone. A survey of project area residents does not fulfill the needs assessment requirement. **ATTACH A COPY OF THE NEEDS ASSESSMENT IN ATTACHMENT #5.**

ECONOMIC DEVELOPMENT

The primary purposes for providing CDBG assistance to economic development activities are as follows:

- Create job and business opportunities for low- and moderate-income persons, particularly in the most economically-disadvantaged, CDBG-eligible areas of the Commonwealth; and,
- Eliminate blighting conditions in deteriorated areas as a means of creating better environments for future economic activities.

CDBG assistance is available for economic development activities under the following categories: Job Creation and Retention, Business District Revitalization, Site Redevelopment, and Development Readiness.

Most economic development projects will focus on one activity category. Some projects may focus on two or more. Projects targeting one category are eligible for up to \$700,000 in CDBG assistance. Projects targeting two or more categories are eligible for up to \$1,000,000. However, no single activity within a multi-activity economic development project may represent more than \$700,000.

DUNS Number

A Data Universal Numbering System (DUNS) number is a requirement for any business that receives CDBG assistance. If a business does not have one, it can obtain one by calling the DUNS number line at 1-866-705-5711.

When completing the proposal, provide information on whether the businesses included in the proposal currently have a

DUNS number or will need to obtain one at the start of the project.

LMI BENEFIT PROJECTS

For all Economic Development projects involving job creation (except micro loan pools), an irrevocable Letter of Credit, bond, or other guaranteed form of security will be required in the amount of the grant. This security must remain in place until all program requirements are satisfactorily met.

DHCD reserves the right to adjust requests for CDBG economic development assistance and the terms of this assistance to accommodate only appropriate improvements. These adjustments, if applicable, would be made following competitive evaluation of all Community Improvement Grant proposals.

Projects assisting a basic industry should be submitted through the open submission, Community Economic Development Fund. Projects that will benefit a commercial enterprise, sheltered-workshop, or other non-basic industry must be submitted as a Competitive Economic Development project.

The Community Economic Development Fund is a reservation of \$2,500,000 for projects targeting job creation by basic industries.

Regional Economic Development

Competitive Economic Development projects that are non-industrial and will have a regional impact are eligible for up to \$1,200,000 in CDBG assistance. These projects must result in job creation and must directly relate to a strategic economic restructuring effort. Benefit projections must be deemed reliable and credible for the number of jobs to be created, and the jobs must clearly be documented. CDBG participation will be limited to \$50,000 per job created. These regional projects are exempt from the \$2.5 Million limit. DHCD must be contacted in advance for any project that will be submitted under this category.

JOB CREATION AND RETENTION

CDBG funding is available in support of the creation or retention of permanent, full-time jobs where at least 51% of the jobs involve the employment of LMI persons. Each CDBG Grant Agreement will specify the percentage threshold particular to that project. Only projects involving commercial development or that will benefit a commercial enterprise, sheltered-workshop, or other non-basic industry should be submitted as a Competitive Economic Development project.

The availability and amount of CDBG funding will depend upon the number of jobs projected to be created. In general, CDBG participation will be limited to \$10,000 per job. In situations where the local economy is diversified CDBG participation may be allowed up to \$25,000 per job. **Applicants seeking to apply for funding under the Local Diversification**

criteria must contact DHCD prior to the submission of a request for funding.

CDBG funding is available for both off-site assistance and on-site assistance.

Off-site Assistance

CDBG funds may be invested for installation or expansion of off-site public infrastructure that is serving a site where an industry is locating or expanding. Applicants must prove a clear need for the off-site improvements and show justification for their scope and scale through a Preliminary Engineering Report and other analyses.

On-site Assistance

CDBG funding is available for certain on-site improvements in support of a business creating jobs and completing private investment in an eligible locality. On-site CDBG assistance is offered to localities in the form of a loan and the locality is responsible for making the assistance available as a loan to assisted businesses.

Competitive Grant proposals with on-site improvements are subject to underwriting (as assistance would be in the form of a loan to the applicant locality). Any locality applying for on-site assistance must complete an Appropriate Determination package and submit it to DHCD by February 19, 2011. This package will provide detailed information on the background, financial position, and local development plans of the business to be assisted, and will be submitted to independent underwriters for review. This package is available from DHCD upon request.

Documenting Job Creation or Retention

Industries must provide a listing of specific jobs to be created by numbers and Economic Development Authority job classifications at the start of the project. Federal regulations allow one of two methods to be used to document that the Grantee and Industry have met the requirements. They are *Held-by LMI Persons* and *Made Available to LMI Persons*.

Held-by LMI Persons

With this job counting process, the industry must agree, as part of the Industry Agreement, to allow the Grantee or an agent of the Grantee to document that the Industry has employed LMI persons in at least 51% of all new positions created.

Made Available to LMI Persons

This job counting process is expected to be used by applicants unless otherwise approved by DHCD. With this job counting process, the industry must agree to only hire from a pool of applicants, of which at least 51% are LMI, which is referred to the industry by a third-party referring agency such as VEC.

Job counting may not start without prior approval from DHCD. Regardless of the documentation method used, job creation *must* occur within two (2) years of the date of completion of the private investment. The private investment must occur within two (2) years of the commencement date of the CDBG Grant Agreement. Job counting must be recorded until construction is completed and the project is administratively closed out.

Job Creation and Retention proposals must include documentation supporting the need

for CDBG assistance versus other types of financial assistance.

DEVELOPMENT READINESS

This category allows for the completion of improvements which will result in the future creation of businesses and job opportunities providing primary benefit to low- and moderate-income persons. The focus of this category is on removing barriers to economic investment, particularly in areas of distress. Two such barriers are as follows:

- The existence of previously used sites and structures for which reuse for economically beneficial activities is not cost effective in comparison to development or construction on a new site.
- The lack of building space to accommodate business location or expansion and the prohibitive cost of constructing or adaptively reusing space, especially for small businesses.

This category seeks to address these barriers directly by making resources available for site redevelopment and for commercial building development. In instances where the proposed site or building is publicly owned, eligible activities include:

- Acquisition,
- Site preparation,
- On-site and incidental off-site infrastructure,
- Architectural and engineering costs,
- Building rehabilitation or construction, and
- Administration.

All CDBG funding spent on these projects, save for administrative costs, must be recovered upon sale or long-term lease of

the site or building to a private sector entity which will create the required jobs. Full recovery of the funds must occur within two years of the completion of construction activities.

Failure to secure a private sector entity to purchase or lease the improvements within the required time period will result in the administrative **and** construction costs being repaid by the locality. Recovered funds will be regarded as disallowed costs and will be subject to the Program Income policy outlined on page 7.

Only CDBG-eligible localities may secure funding for development readiness activities. These localities may implement these activities directly using available funding or may lend these funds to a local or regional non-profit economic development entity which will implement the activities. Such an entity must have the capacity to borrow and administer Federal funds for economic development purposes.

In all such efforts, there must be direct links to an entity with the capability and willingness to administer a formal marketing program. Requests for CDBG funding should be accompanied by a comprehensive marketing strategy for growing and/or attracting businesses and creating employment, primarily through basic industries. The strategy must identify one or more sectors or industries at which marketing efforts will be aimed. The CDBG assisted site or building should have a prominent position in the strategy. The strategy must be supported by a marketing program and an organization that is financially and technically capable of conducting the marketing.

Applicants for development readiness assistance must demonstrate that public

benefit will result from the CDBG investment and that there is a clear relationship between the proposed site or building improvements and existing economic development strategies. If an Economic Development proposal targets physical improvements in the public domain in support of a business or otherwise, the proposal must include a Preliminary Engineering Report (see the Community Facility section) or the architectural equivalent if the target is a building. To help demonstrate the long-term viability of a proposed downtown revitalization project, an Economic Restructuring Plan must be included. This plan will discuss the strategies that will be implemented to address economic blight.

Only under the Development Readiness category are somewhat speculative physical improvements permitted since these improvements are treated as loans to the locality. All Development Readiness projects must have an irrevocable Letter of Credit, bond, or other guaranteed form of security will be required in the amount of the CDBG grant. This security must remain in place until all program requirements are satisfactorily met. Physical improvements under all other economic development categories must be consistent in scope and scale with the underlying needs identified.

SLUM AND BLIGHT PROJECTS

These two categories are designed to improve the economic environment of a locality by enabling the removal of slums and blighting conditions which threaten the health, safety, and welfare of the community as a whole and have an adverse impact on the value of real property which, in turn, adversely impacts community wealth. By addressing these blighting conditions,

localities can eliminate hazardous conditions and halt disinvestment.

BUSINESS DISTRICT REVITALIZATION

Under this option, an applicant may target the revitalization of a downtown or other commercial district. An applicant must clearly delineate the boundaries of its district and provide its rationale for this delineation. Boundaries are commonly delineated using both physical considerations, such as where land uses transition from commercial to residential and where a river or railroad run adjacent to an area, and social considerations, such as public perceptions of boundaries.

Economic Restructuring Plan

Applicants must have in place an Economic Restructuring Plan to help ensure the long-term success and viability of the project. This plan must include clear-cut steps for implementing recommended strategies. Through the planning process, applicants will undertake activities which are designed to identify opportunities to improve the economic and physical conditions within the community. A key outcome of this process will be the development of an *Economic Restructuring Plan* that will identify the means by which the locality can implement economic improvement strategies that will help ensure the long-term sustainability of the community, particularly the downtown business district.

Area Determination

The CDBG regulations require that blight removal activities occur in an area designated as blighted under state law. Virginia's law governing blighted area determination is found in Title 36, Article 7 of the Code of Virginia. A core provision of Virginia's law is the ability to exercise

powers of eminent domain, typically through Redevelopment and Housing Authorities. In most CDBG-funded blight removal projects, funding is targeted for property acquisition in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This Act requires acquisition at the fair market value of a property. In CDBG-funded blight removal projects involving acquisition, where such acquisition is to be completed using the Uniform Act, a locality need not formally create a Redevelopment or Conservation Area prior to submitting a proposal. These localities must, however, exhibit knowledge of Title 36, Article 7 and provide evidence of local political will to develop and implement such a plan if required during implementation.

Eligibility

Applicants must demonstrate that business district revitalization is the **highest** community development need. Applicants must provide an analysis of housing and other community needs, how these needs have been addressed, and how any remaining unmet needs will be handled.

In order to be eligible for construction funding, applicants must demonstrate that at least 25 percent of the properties in the potential project area are physically blighted or have at least a 50% vacancy rate.

Physical and Economic Blight

Applicants must identify all elements of physical and economic blight within the defined business district. These are defined as follows:

- Physical Blight - The deteriorated conditions or states of disrepair of district infrastructure, buildings, and other physical elements which detracts from the overall appearance and identity of the district and, in turn, depress

property values and the ability to market and attract investment.

- **Economic Blight** - The existence of vacant, disinvested, or underutilized buildings and parcels which represent unrealized commercial potential and project a negative image that harms efforts to attract new investment.

Applicants must provide a clear definition of what criteria they are using to classify “blight” and clearly show where the blight removal will take place within the project area.

Applicants must address all blighting conditions using CDBG funding and other resources. CDBG funding targeted for real property acquisition and demolition or transformation must be linked to the designation of a Redevelopment or Conservation area under Virginia law.

Demolition of buildings should be programmed only as a last resort. Efforts should be made to minimize the displacement of residents and businesses.

Main Street

An active downtown organization, that generally follows the Main Street principles, must be in place in order to continue with CDBG funding. CDBG funds cannot be utilized for the maintenance of revitalization efforts through business development assistance, marketing, infrastructure maintenance and improvements, or continuance of general Main Street approach.

Available Funding

Once the planning process has been satisfactorily completed, the locality may apply for up to \$700,000 to carryout the final design and construction / implementation activities. If a Business

District Revitalization project will also include activities such as downtown housing, job creation, establishing a loan pool, or other economic revitalization efforts, and / or business district amenities, the locality may request up to \$1,000,000 in total funding (with the **PRIOR** concurrence of DHCD).

Up to 5% of the CDBG funds awarded may be used for marketing expenses that are a part of the Business District’s economic restructuring effort. Up to an additional \$15,000 or 5% of the CDBG-funded construction budget for façade improvements, whichever is less, may be used to develop design guidelines for the downtown district.

CDBG funding may be targeted for implementation of other elements of a Revitalization Plan, including providing support for a business district organization, for marketing efforts to secure private investments, and for minimal cosmetic improvements to non-blighted elements. Entrepreneurship development activities are eligible as an addition to Business District Revitalization projects.

Applicants intending to use CDBG funding under Business District Revitalization projects to add additional units of housing must demonstrate a clear local need for the additional housing, provide evidence of significant local demand for the additional units, and target the development of housing units of a quality and quantity which will meet local needs and demands. If housing units are to be added applicants should contact DHCD early in the process and will need to provide detailed information on the market, how affordability was determined, and, if units are developed using other funding, the revenues and expenses to be included in the project.

Stakeholder Participation

All revitalization activities must include significant participation by district stakeholders, including property owners, business owners, local government officials, and concerned citizens. This participation should follow a modified Main Street approach to business district revitalization. Potential applicants should contact DHCD for additional information on this approach. This participation should, in part, lead to the development of the Revitalization Plan. Specific requirements to ensure continued participation include:

- Requirement that grantee enact and enforce an ordinance that requires all buildings improvements from the time of the grant forward to be done in a manner consistent with established design guidelines. The ordinance must be in effect for a minimum of ten (10) years. Once this ordinance is in effect, DHCD will fund development of design guidelines. DHCD will allow up to \$15,000 or 5% of the CDBG-funded construction budget for façade improvements, whichever is less, to be used to develop design guidelines for the downtown district.
- Grantee must adopt minimum design and maintenance standards (building or property code standards may be acceptable) for those not willing to participate. These standards must be approved by DHCD and must be enforced for a minimum of ten years.
- Commitment to a *Redevelopment Plan* which gives the locality the authority to take and condemn blighted properties if the property owners do not commit to participate.

Phased BDR Approach

DHCD reserves the right to offer funding for BDR projects based upon a phased implementation approach. Projects which

may be likely candidates for this approach will have successfully completed the BDR planning process and developed an appropriate economic restructuring plan, but have legitimate barriers to securing all resources necessary to complete the entire BDR project within the timeframe of a CDBG contract. Under this option, available funding will be based on the prioritized and phased implementation of activities with CDBG funds initially only available for activities identified as the highest priority. Funding for subsequent activities will be released following the prompt and successful completion of the highest priority CDBG funded activities and all agreed upon leverage activities.

It is anticipated that under this option funding may be offered under multiple years of CDBG funding. The specific prioritization of activities will be negotiated between DHCD and the locality prior to execution of a grant award. Funding for activities addressing major concentrations of blighted properties (beautification efforts, decorative sidewalks, installation of benches, gateways, signage, overhead relocation, etc...) will only be released on a performance basis once the physical and economic blighting elimination activities have been completed. This option is intended to address the challenges very small localities face in leveraging significant resources and is not intended to provide for implementation of BDR projects that have not adequately completed the planning and preparation process. It is expected that applicants pursue other sources of funding to fully implement their economic restructuring and physical improvement plans.

Be aware, this approach is at the discretion of DHCD. Applicants must complete all requested project information.

SITE REDEVELOPMENT

This project category option targets sites which have been rendered unmarketable or unusable by previous uses and which have conditions having an impact beyond the boundaries of the site. CDBG assistance may be utilized to correct identified conditions, provided they are justified as blight in accordance with earlier guidance.

Applicants must detail the conditions and demonstrate local consensus that the conditions, real or perceived, exist and that addressing these conditions is a local priority. Treatment of these conditions must result in increased potential for investment on and surrounding the site. Applicants must show the difference in the property value, before and after the project, with pre and post appraisals, unless an alternative method is negotiated with and approved by DHCD. In the event the post appraisal does not support the increase in value of the property, DHCD reserves the right to request other measures of the values, including, but not limited to, the sales price, additional appraisals, etc., in order to determine if undue or inappropriate benefit of public funds is likely to accrue to a private, for-profit entity.

All CDBG funding spent on these projects, save for administrative costs, must be recovered upon sale or long-term lease of the site or building to a private sector entity which will create the required jobs. Full recovery of the funds must occur within two years of the completion of construction activities.

Activities may include:

- Modification to or demolition of structures existing on these sites;
- Targeting more than one site under a single project if it can be demonstrated that the accumulation of these sites has a single identity and/or each individual site has conditions which impact beyond its boundaries.

As with business district revitalization, site conditions and corrections for these conditions should be determined through stakeholder participation. Eligible activities beyond elimination of blighting conditions may include:

- Real property acquisition ;
- Future use planning

HOUSING

Housing activities are eligible for CDBG assistance to improve the living conditions of low- and moderate-income (LMI) persons. CDBG funding may be used to rehabilitate LMI-occupied housing units or in support of the development of new housing units which will be occupied by LMI persons.

There are two categories of assistance under the housing project type:

- Housing Rehabilitation
- Housing Production

HOUSING REHABILITATION

CDBG assistance is provided to improve LMI-occupied housing units to DHCD Housing Quality Standards. Assistance is made available under Comprehensive Community Development projects, to units lacking indoor plumbing in Community Facilities projects, and as a single activity Housing project.

Housing projects targeting housing rehabilitation activities:

- Are eligible for up to \$1,000,000 in CDBG assistance.
- Must target housing rehabilitation needs within a single, well-defined project area.

As rehabilitation activities will not begin simultaneously on all eligible housing units, DHCD reserves the right to fund such projects under more than one performance-based contract and from more than one year's CDBG allocation. DHCD reserves the right to cancel additional contracts due to non-performance on initial contracts.

Up to 10 percent of the total housing rehabilitation activity budget may be used for Rehabilitation Specialist services such as inspections, specifications, and bidding. Additionally, crucial non-housing activities or non-construction housing support activities that will clearly complement the housing improvements taking place in the project area and will meet a national objective **may be included** in a housing rehabilitation project with prior DHCD approval. CDBG participation in these activities **shall not exceed 15 percent** of the total amount requested.

*Applicants that are participating in a housing rehabilitation project **MUST** agree to send all responsible parties to the annual Housing Rehab Workshop. Applicants must either agree to pay for these costs or include this item as an administrative activity in the project budget.*

CDBG funds cannot be used to rehabilitate Section 8 or tax credit properties. CDBG funds cannot be used to rehabilitate housing that has undergone DHCD-funded Housing Quality Standard repairs within the past 10 years.

Rehabilitation assistance is available for both owner-occupied and investor-owned properties.

Owner-occupants

- Owner-occupants may incur a monthly financial obligation following receipt of CDBG rehabilitation assistance which is based on the monthly amortization of rehabilitation costs over a 10 year period at 0 percent interest. Owner-occupant

monthly payments must be determined by ability-to-pay calculations which take into consideration income, expenses, and other household considerations.

Investor-Owners

- Investor-owner participation in rehabilitation must include execution of a legally-recorded commitment to provide the improved housing units to LMI households for no less than ten years at affordable rents. Rent levels shall not be increased between the Community Improvement Grant submission date and the date of announcement of CIG awards. Investor-owners may not increase rents beyond actual direct cost increases, such as taxes and insurance, for at least the term of the loan. The rent amount must be clearly established in the rehabilitation contract.
- Investor owned units should not make up more than 50% of the units targeted for assistance. In the event investor owned units are planned for demolition and permanent relocation for the tenants, in addition to meeting the minimum requirements of the Uniform Relocation Act, applicants are encouraged to evaluate the needs of the renter and evaluate the options that best addresses their needs.

Vacant Units

No vacant unit shall be rehabilitated with CDBG funding unless the house has a history of being consistently occupied over the last five years and was rented for at least six months of the year preceding the proposal submission, the unit was purchased by an LMI household, or the unit is owned by a locality, housing authority, or non-profit and will be sold to or lease-purchased by an LMI household.

Rehabilitation Assistance Security

As a result of the Secure and Fair Enforcement of Mortgage Licensing Act of 2008 (SAFE Act) legislation, **CDBG**

Grantees must choose one of three options in housing rehabilitation security instruments for all rehabilitation assistance.

- 1. Option one: The Grantee must have a person on staff who is a licensed Mortgage Loan Originator in order to recapture the investment from beneficiaries of housing improvement assistance.**
- 2. Option two: The Grantee can opt to contract for all mortgage loan origination services with a licensed Mortgage Loan Originator.**
- 3. Option three: The Grantee can opt to operate the program as a grant and only recapture the rehabilitation investment if the property is transferred or sold to someone other than the original beneficiary within ten years of the completion of construction.**

The Ability-to-Pay calculations, detailed below, are only applicable to Grantees using option 1 or option 2.

Ability-to-Pay

- The Ability-to-Pay (ATP) calculation will determine the amount the household could afford monthly towards repayment of the CDBG rehabilitation assistance received. The difference between the total monthly amortization amount and the amount paid by the homeowner must be forgiven. This forgiveness must occur on a monthly basis, not in one lump sum write-off.

HUD's Utility Allowance guidance must be used when calculating a household's ability-to-pay. See **APPENDIX H** for the template for completing the Ability-to-Pay calculations and the Utility Allowance worksheets.

- ATP calculations will be based on 25 percent of household income.
- ATP calculations must also be made for the tenant households of investor-owned properties. These calculations permit evaluation of rent affordability. Affordable rent is defined as:

A cost of occupancy that, including tenant-paid utilities, does not exceed 35 percent of total household income. If a project includes assistance from other programs which require a more stringent definition of rent affordability, this more stringent standard must be applied.

Allowable Costs

Applicants may utilize up to \$25,000 or \$35,000 of CDBG funding to rehabilitate eligible housing units, not including mobile homes, to DHCD Housing Quality Standards and up to \$40,000 to substantially reconstruct housing units determined to be unsuitable for rehabilitation.

In addition to the base rehabilitation cost, Housing Rehab applicants may utilize up to up to \$1,000 per household for temporary relocation costs and \$20,000 for the following exceptions:

- Installation of a well and/or septic systems or water and/or sewer connections CDBG funds may not be used to install "pump and haul" systems;
- Provision of ramps and other accessibility features;
- Provision of one or more additional bedrooms to relieve an overcrowded

situation in which more than two bedrooms are necessary or other changes to a unit's footprint;

- Actual laboratory costs for evaluation of lead dust tests;
- Construction of a bathroom; and,
- Rehab Floodproofing Solutions

Rehab Floodproofing Solutions are defined to include:

- House elevations;
- Elevation / Relocation of Utilities;
- Basement Sump Pumps with Backup Generators;
- Reinforcement of Basement Doors; and
- Dry Floodproofing Methods as appropriate with the building code.

Applicants with situations where extensive and critical floodproofing measures are appropriate may be allowed additional amounts for this exception on a case by case basis.

Houses that require alternative septic systems are eligible for an additional \$5,000 in exceptions (up to a maximum of \$25,000) for additional costs for the design and installation of an alternative septic system. An additional exception of up to \$800 in CDBG funds (in addition to the maximum allowable cap for exceptions) is allowable to cover the costs of the initial asbestos inspection and related test samples.

Manufactured home rehabilitation is limited to \$10,000, plus \$10,000 for exceptions for water and wastewater. No other exceptions apply.

Asbestos

All demolition work must be preceded by an asbestos inspection. DHCD recommends that Grantees complete an asbestos inspection prior to the Rehab Specialist developing a write-up for a property. Since

the handling of asbestos requires a specific certification contractors need to know if it is present to develop their bids appropriately. DHCD will allow an exception of up to \$800 for asbestos inspection and testing.

Applicants can consult Virginia DEQ for info on disposing of asbestos containing materials. Applicants can also consult Virginia DPOR for certification and licensure requirements for contractors and inspectors and consult Virginia DOLI for guidance on worker safety and the safety of the general public.

Relocation

In the event investor owned units are planned for demolition and permanent relocation for the tenants, in addition to meeting the minimum requirements of the Uniform Relocation Act, applicants are encouraged to evaluate the needs of the renter and evaluate the options that best addresses their needs.

When a CDBG project includes relocation, the proposal must contain evidence of the applicants' preparation to complete this activity. A Relocation Assistance Plan should be included in the proposal. This plan should provide a detailed explanation of how these relocations will be addressed. Applicants are advised to provide evidence of having assessed the needs of the households to be relocated, having a plan to locate appropriate housing options to that would be available to the households at this time, and having adequately budgeted for the potentially staff intensive requirements of relocation.

For specific guidance on eligible costs, owner and landlord requirements, costs limits, and other policies for housing rehabilitation projects, please see the CDBG Grant Management Manual, located online at:

http://www.dhcd.virginia.gov/CommunityDevelopmentRevitalization/Community_Development_Block_Grant_Program.htm

Proposal Requirements

Housing Rehabilitation proposals must include documentation that each unit targeted for rehabilitation has been inspected to some extent to assess potential rehabilitation costs. Housing inspections can range from a walk-through inspection of systems and components to a detailed, checklist-driven inspection of the entire house. The documentation appropriate for walk-through inspections is a table or spreadsheet identifying the house and the total estimated cost of rehabilitation overall and by system / component. The documentation appropriate for detailed DHCD Housing Quality Standard (HQS) inspections is a construction write-up and detailed cost estimate. Proposals with the most current cost estimates will be in a more credible position as DHCD evaluates the authenticity of project costs.

At least one write-up (not more than two) and cost estimate based on detailed inspection must be included in any proposal targeting housing rehabilitation activities. DHCD views these write-ups and cost estimates as providing better evidence of rehabilitation costs than walk-through inspections and estimates.

A sample of a Summary of Walk-Through Inspections is included in **APPENDIX F. A**

Sample of a Write-Up and Cost Estimate is included in **APPENDIX G**.

Housing Rehabilitation proposals must identify which of the three options allowable under the SAFE Act will be utilized. For projects utilizing option 1 or 2, the proposals must also include completed Ability-To-Pay (using the HUD Utility Allowance Schedule for guidance) calculations for as many probable housing rehabilitation beneficiaries as possible. These calculations provide evidence of owner-occupants' capacity for repaying CDBG assistance and of tenant-occupants' capacity for rent modifications resulting from CDBG participation by their landlords. A blank Ability-To-Pay worksheet is included in **APPENDIX H**.

Housing Rehabilitation proposals should include documentation of the willingness of owner-occupants and investor-owners to participate in housing rehabilitation activities. Such documentation may take the form of a User Agreement (see the Community Facility section below) modified to state the terms of assistance and, for investor-owners, the requirement that rents be held at levels affordable to tenants, or any other form which documents willingness to participate.

HOUSING PRODUCTION ASSISTANCE

CDBG assistance is available in support of the development of new single- and multi-family housing units targeted for low- and moderate-income persons. CDBG funding is applicable to most project costs, including final design and construction costs, in projects which will adaptively reuse existing structures for housing. These projects are eligible for up to \$700,000 in CDBG assistance.

In new construction projects, CDBG assistance is limited to the design and construction of site improvements. Funding for new construction must generally be obtained from local or other resources. Generally, CDBG funding cannot be used for the construction of new housing. If a locality is seeking to use CDBG funds for construction of new units it must contact DHCD in advance to discuss the limited exceptions available for this. CDBG funds can be used for construction related soft costs of a housing production project, but participation will be limited.

DHCD reserves the right to work only with select Housing Production projects that demonstrate true need and demand and which clearly show CDBG as an appropriate and necessary source of funds. There are other funding sources that more appropriately align with the production of rental housing units, and CDBG funding is only appropriate when it is a clear community development priority and benefit, and long term LMI benefit, to the applicant locality.

Housing Production applicants should contact DHCD early in the process and will need to provide detailed information on the market, how affordability was determined, and the revenues and expenses to be included in the project. Project evaluation will reward those projects which result in the greatest number of quality units at the lowest cost per unit.

For Housing Production projects, the locality must have control of the property during the time of CDBG funded improvements. Generally this control will be either ownership or lease of the property. Alternative methods of legal control can be negotiated on a case-by-case basis.

Where CDBG funds will be used for the creation of new affordable housing units and will be utilized for onsite improvements, CDBG funds will only be available as a loan. The loan terms for projects using other funding mechanisms will be negotiated between the applicant and DHCD. Payback on the loan will generally commence upon the opening of the facility, with any Program Income due to DHCD.

Projects involving housing rehabilitation and/or housing production assistance may secure additional funding for additional needed project activities as described in Project Enhancements on page 8.

CDBG funds cannot account for more than 50% of downpayment assistance for a qualified client.

Program Recommendations

Applicants pursuing projects that will create new owner-occupied affordable housing are encouraged to develop strategies that will result in mixed-income homeownership opportunities, not housing that only targets low- to moderate- income persons.

Proposal Requirements

Housing Production proposals must include a Market Study which, among other items, identifies the target population of the housing units proposed and those within this population which will, or have expressed a strong interest in, taking occupancy of these units once completed.

All housing production projects must demonstrate a clear local need for additional housing units, provide evidence of significant local demand for the additional units, and target the development of housing units of a quality and quantity which will meet local needs and demands.

Housing Production proposals must show specific examples of various financing scenarios. These scenarios must demonstrate the impact on the LMI tenants' rent using differing terms for the CDBG funds in the project, including grant funds, loans at different rates and different terms, etc.

COMMUNITY FACILITIES

Community facilities include water services, wastewater services, drainage improvements, and street improvements. CDBG assistance under this option is generally targeted to projects involving water and wastewater improvements, particularly those involving new services to low- and moderate-income persons. Community Facility projects are eligible for up to \$1,000,000 of CDBG funding.

An applicant undertaking a water and sewer project is required to address the indoor plumbing needs of project area residents. Benefit to a particular household will not be accepted unless the unit currently has or will be provided with indoor plumbing facilities. Housing units receiving indoor plumbing facilities must also meet DHCD Housing Quality Standards. CDBG funding may be used to improve these units to standard condition. CDBG participation in indoor plumbing or related housing activities shall not exceed 15 percent of the total amount requested.

Applicants which include water and/or sewer service activities in the design of a project, regardless of the project type, must meet the following requirements:

- Service must be made available to any house within the project area that is occupied by an LMI household located within 200' of the distribution (water) or collector (sewer) line provided the cost of installing said connection line does not exceed \$3,500. This service must be made available to said LMI household without cost to the household. This requirement does not apply to the monthly user fees based on the rates applicable to all customers.

- Water meters are required for each customer that connects to the CDBG supported utility line (mobile home park owners are considered a single customer);
- The CDBG investment per utility connection may not exceed an average of \$12,500.

Low- and moderate-income persons cannot be charged an access fee for facilities developed using CDBG funding and neither are these fees CDBG-eligible expenses. The actual physical costs of connections will be eligible for CDBG funding. To the extent feasible, public water service proposals must include a project design which accommodates appropriate fire protection measures in the project area.

The reasonableness of user charges will be considered in evaluating any revenue-producing project, particularly water and sewer projects. DHCD reserves the right to reduce in a proportional manner grant requests from applicants where utility rates charged by an entity are below the state average.

For projects which extend utility lines from one jurisdiction to another, utility rates must be the same throughout the CDBG project area unless it can be documented that the locality which owns or is served by the CDBG-supported utility line is subsidizing water rates with its general fund. In such cases a disparity in rates may exist between the involved localities. However, in no case can "out-of-town" rates exceed one-and-a-half (1½) times the "in-town" rates.

CDBG funds will not be invested in systems that can or will provide redundancy to a

customer base that would be more efficiently served by another entity. Instead, it is expected that jurisdictions will cooperate to identify the best possible system and entity for providing service to a specified customer base.

CDBG assistance cannot be used to exclusively fund the cost of service lines (i.e., lines that run from the house to the water distribution or wastewater collection lines). Service lines are an eligible CDBG expenditure provided it is appropriately proportional to the expenditures on other features of the project.

Project needs in community facility projects will best be determined through surveys of project area residents and through gathering of documentation from regulatory and other agencies.

User Agreements

The demand for services must be established through obtaining signed user agreements from the proposed beneficiaries or documenting a local mandatory hook-up policy and its history of enforcement.

Water projects should target obtaining user agreements from at least 80% of all households that state the commitment to use the new system. The locality must obtain these user agreements prior to the submission of a proposal. Of the total households in the project area, the percentage must be ACTUAL users (not just have availability of new service). Of the ACTUAL users, at least 51 percent must be low- to moderate- income. A sample User Agreement is included in **APPENDIX K**.

Wastewater projects should target obtaining user agreements from 75% of all households at the time of proposal. It is expected that 75% of households will

have signed user agreements prior to contract execution for a wastewater project. Wastewater projects are expected to be ready at the time of submission with user agreements in place, easement locations identified, and a plan for obtaining easements. Outstanding user agreements and easements should be addressed after proposal submission to ensure the project is ready to begin at the conclusion of the pre-contract period.

Preliminary Engineering Reports

Project activities are established through completion of preliminary engineering work. If a PER was completed, at least three copies of it must accompany the community facility proposal. If Virginia Department of Health (VDH) and/or Department of Environmental Quality (DEQ) approval is required for a project's plans and specifications, the project PER must be submitted prior to submission of the project proposal to DHCD.

A PER includes information on existing conditions pertaining to one or more infrastructure elements, design alternatives for improvements to existing conditions including costs, and a recommendation for selection of one of the alternatives including justification for the recommendation. Additional guidance on what a Preliminary Engineering Report should contain is included in an outline in **APPENDIX J**. Please note, PER costs do not count as leverage on a project.

Private Multifamily

In projects involving the provision of water, sewer, or other community facility services to privately-owned, multi-tenant properties as a contributing factor towards meeting the required LMI benefit, CDBG assistance will be eligible for expenditure on those features of the project which provide substantial

benefit to current LMI tenants. DHCD will safeguard the provision of benefits to current LMI tenants as follows:

CDBG funding will be provided to match current LMI needs.

Property owners will be prohibited from creating additional tenant spaces which would dilute a project's LMI benefit. Assistance may be prorated to oversized service or distribution lines. Participation in pump stations, storage tanks, or other

features will also be dependent upon the level of LMI benefit in the project.

Savings produced by the CDBG investment must translate to direct LMI benefit.

Generally, each LMI unit receiving services must be individually metered with billing being a responsibility of a local public agency. No private property owners may charge LMI tenants a connection fee or a surcharge on service usage.

COMMUNITY SERVICE FACILITIES

CDBG assistance is available up to \$700,000 for Community Service Facilities which are physical facilities targeting the provision of important services to low- and moderate-income persons and the greater community. Such facilities include day care facilities, facilities for protected populations such as the elderly and disabled, community centers, health clinics, hospitals, and skill-building facilities for youth and the unemployed.

All Community Service Facility proposals must demonstrate that facility development is a clear local community development priority. Localities submitting proposals should first develop a methodology to prioritize the localities' highest community development needs. It is expected that all competitive CDBG proposals submitted will include activities that address items that are among the locality's highest identified community development needs. Applicants must describe other community development priorities and their positions relative to facility development.

Applicants for Community Service Facility projects must clearly demonstrate the local need for the services to be provided. The most reliable information on these needs will result from surveys of potential users and existing service providers. Census information and other statistical information, although useful, provide less reliable justification for the need for a facility. The user surveys should, at a minimum, confirm potential user LMI status, and the need for and interest in the services proposed for the facility. To confirm the need for many types of services, surveys of individual potential users are a better indicator of need than surveys of households. Surveys of existing

service providers will permit, at a minimum, identification of gaps between service need and service availability.

Applicants must also provide documentation of the demand for services. For some types of services, strong preferences obtained through surveying may suffice. For other services, demand may best be represented by the actions of individuals, beyond survey participation, to receive a service, such as the completion of an application or other intake documentation.

Following determination of need and demand, applicants must target the development of a facility to accommodate the new or expanded services. For facilities which will clearly provide needed services to low- and moderate-income persons, applicants may seek to maximize CDBG participation in the development of the facility. For facilities which will provide of a variety of services to LMI and non-LMI persons, CDBG participation should be sought in proportion to the level of services being targeted primarily towards LMI persons. Community Service Facility projects that include a construction element are encouraged to adhere to green building practices, where appropriate.

Exclusions

CDBG funds are not to be used to construct office and/or service delivery space for local or state operated entities (like DSS, VDH, etc.). Generic "community centers", such as facilities which offer recreation and general community meeting space, are a low priority for Virginia's CDBG Program. While eligible, these types of projects usually do not rank well in our competitive evaluation

process. Projects must provide targeted, directed services and programs, for which there is documented need and demand, to predominately low and moderate income persons. We look for these types of projects and the services they provide to deliver palpable, measureable, positive change in the lives of the participants.

Medical Facilities

Proposals for medical clinics should provide rural areas with new services or services that otherwise meet a specific identified need. CDBG funds are not intended to fund general practice clinics or extensions of hospitals. Appropriate projects will provide care to specific pathologies or specialized services, such as dental, neonatal, psychiatric, etc., which are identified as areas of need. Please note, benefits of medical service projects are based on the count of unduplicated persons (persons who utilize the facility) and not encounters (total number of visits to the facility).

LMI Benefit

In addition to the factors outlined above, the evaluation of Community Service Facility projects will include an assessment of the directness of the benefits to be provided to LMI persons. This assessment will be guided by the following questions:

- *Will the services be available exclusively to LMI persons or predominantly to LMI persons?*
- *Will the services provide palpable, measurable changes in the lives of the participants?*
- *Will the services have any impact on LMI persons becoming non-LMI persons?*

Property Control

For Community Service Facility projects, the locality must have control of the property during the time of CDBG funded improvements. Generally this control will be either ownership or lease of the property. Alternative methods of legal control can be negotiated on a case-by-case basis.

2011 CDBG COMPETITIVE GRANT REQUEST FOR PROPOSALS

SECTION III – PROPOSAL ELEMENTS

- **Competitive Grant General Requirements**
- **Financial Summary**
- **Comprehensive Community Development**
- **Economic Development**
- **Housing**
- **Community Facilities**
- **Community Service Facility**

COMPETITIVE GRANT GENERAL REQUIREMENTS

COVER SHEET

All proposals must include a complete Cover Sheet. The design of this Cover Sheet is shown on page 87. The Proposal Summary, Common Proposal Elements, Project Type Proposal Elements, and ATTACHMENTS are to be affixed to this Sheet. A fill-able template for this cover sheet will be available from DHCD via the website and How-to-Apply materials.

Applicant

Provide the name of the applying unit of local government. A listing of eligible applicants is included in the **APPENDIX A**. If this is a Regional application, enter the name of the lead applicant (only one locality may be listed as the official lead applicant).

Chief Elected Official

Provide the name of the Chief Elected Official (CEO) of the applicant locality.

Local Government Address

Provide the mailing address and telephone number of the applicant locality. Also provide the name and phone number of the Chief Administrative Officer.

Project Name

Provide the local name and /or applicant's title for the project which reflects either its physical location and project type or purpose (i.e., Lowground Road Housing Rehabilitation Project), or its service area and project type or purpose (i.e., Severn Business Incubator Project or Petsworth Workforce Training Center Project).

Project Type

Identify the proposal's project type. It must be one of the following: Comprehensive Community Development, Economic

Development, Housing, Community Facility, or Community Service Facility.

Contact Person

Provide the name, phone number, and email address of a person who can provide additional information about the proposal, **PREFERABLY** the person who prepared the proposal.

Project Cost

List the sources of funding in the project in terms of the categories shown. These sources **MUST BE CONSISTANT** with those shown in the Sources Budget (see page 50).

Non-Local

Non-CDBG funding expended on or after **July 1, 2010** for design and construction activities directly related to the project **MAY** be counted for leveraging, but will not be reimbursed.

Local

Non-CDBG funding (actual or in-kind) for design and construction activities and some supporting activities directly related to the project **MAY** be counted for leveraging, if expended on or after **July 1, 2009**.

Project Description

PLEASE COMPLETE THIS SECTION AFTER COMPLETING THE CORE PROPOSAL. This description should identify the location of the proposed project, should include a summary of the products / activities to be completed, including sizes and quantities, and the level of benefit to be provided. This benefit level should be expressed in either number of total and LMI

persons served and/or percentage of blight eliminated. An example:

The City will improve the Dovetown neighborhood through construction of approximately 4,000 linear feet of eight-inch water line, rehabilitation of 12 owner-occupied and four investor-owned housing units, substantial reconstruction of four housing units, demolition of four dilapidated structures, and clearance of debris and inoperable vehicles. This project will benefit 70 persons, 55 of whom are low- and moderate-income.

Preparer

Provide the name and phone of the person who actually prepared this application.

National Objectives

Provide a description of which National Objective (LMI benefit, prevention and/or elimination of slums/blight, or urgent community need) is being met by the proposed project activities, along with the dollar amount that can be attributed to the specific Objectives.

Population

Specify the population of the applicant locality.

Active CDBG Projects

List all active, open CDBG projects, along with the year the contract was awarded and the total dollar amount. Refer to page 6 for a description of DHCD's CDBG multi-contract limitations. List multi-year projects, including phases that are not yet under contract.

Please note: In cases where project activities will encompass two or more localities, at least 65% of the project funds must be spent in the locality that is applying for assistance. CDBG funds will

be attributed to each participating locality based on the proposed activities and each locality will be held to the \$2.5 million limit on open CDBG contracts.

Affirmation Statements

The first statement provides an assurance that the applicant is currently eligible to receive the full amount of the CDBG funding being requested per the multi-contract limitations, and that the applicant will not have more than \$2.5 million in open, active CDBG grants. The second statement affirms that the applicant will ensure that all responsible parties will attend any mandatory DHCD-sponsored training, to include the Construction Management and Grants Management workshops, and to provide representation at all management team meetings. Both statements must be checked.

Certification and Signature:

Provide the name, title, and signature of the Chief Administrative Officer of the applicant. This statement certifies that the proposal and ATTACHMENTS are true and correct, that the proposal has been authorized by the governing body of the locality, and that it has been submitted for Planning District Commission review. This signature also attests to the two affirmative statements above. For Regional proposals, this box should be completed by each participant. A Local Government Resolution must be included in **ATTACHMENT # 7.**

PROPOSAL SUMMARY

All proposals must include the Proposal Summary pages. The proposal summary pages are available beginning on page 89 or in template form from the DHCD website and RFP materials. This section is to be included behind the Cover Sheet, but in front of the Common Proposal Elements, Project Type Proposal Elements, and ATTACHMENTS sections.

LMI Benefit

PART A: Neighborhood / Project Area Survey

APPLIES TO:
ALL PROPOSALS TARGETING BENEFIT TO LOW- AND MODERATE-INCOME PERSONS
(Even if a portion of a primarily Slum and Blight Elimination project)

Most CDBG projects involve the provision of services to predominantly LMI beneficiaries within a geographic service area. Surveys provide evidence of LMI status and indicate potential for LMI benefit. Summarize the survey results here. Although surveying is recommended for service area projects such as Community Service Facilities, if surveys are not completed for this type of project, an applicant still must complete the first few elements of this part to let DHCD know of the number of people in the service area. It is possible that these figures may be derived from census data, but, again, surveying is recommended. The survey script, survey sample, and results should be included in **ATTACHMENT # 4**.

PART B – Expected Project Benefits

PART B-I

APPLIES TO:
COMPREHENSIVE, COMMUNITY FACILITY, HOUSING, AND CERTAIN ECONOMIC DEVELOPMENT PROJECTS AND ANY OTHER TARGETING LMI BENEFIT TO A CLEARLY-DEFINED PROJECT AREA.

Specify the number of people and households, both total and LMI, to be served through any of the specified products. For projects with products which are not specified here, but through which significant benefits will be provided, an applicant should feel free to modify this table to specify this other product.

PART B-II

APPLIES TO:
COMMUNITY SERVICE FACILITY AND OTHER PROJECTS TARGETING LMI BENEFIT IN A BROAD SERVICE AREA.
(Will apply to any LMI benefit project not appropriate for Table B-I)

Specify the number of people and households, both total and LMI, to be served through any of the specified services. Only count those persons who receive a measurable change through critical services, not passive benefits from recreation activities, general training, lectures, and the like. Provide the number of unduplicated benefits anticipated in any one year period.

PART C - Compliance Charts

These charts capturing demographic information on race, ethnicity, and households must be completed for all comprehensive community development, housing, and community facility projects. Provide information for both the locality as a whole and the project area selected for project benefits.

PART D - Census Information

List the local census place or county code, census tract number, and census block or block group numbers. All tracts and blocks involved in the project should be included. If more than one tract is involved, provide block or block group numbers for each census tract. If the service area is jurisdiction-wide, list only the place or county code. Provide the most detailed level of information possible. If all of the blocks in a block group are included, list only the number of the block group. A Census block is a three-digit number appearing on Census maps generally indicating land bounded by streets. The Census block group is a one-digit number indicating a group of blocks all beginning with the same number.

Slum and Blight Elimination

COMPLETE BOTH PARTS FOR ALL PROJECTS MEETING THE NATIONAL OBJECTIVE OF ELIMINATING SLUMS AND BLIGHT.

PART A – Project Area Summary Table

Identify the structure type and number of structures in the project area. Indicate the number of occupied / unoccupied and blighted structures, and percentage of blighted structures by type.

Note: In order to be eligible for construction funding, applicants must demonstrate that at least 25 percent of the properties in the potential project area are physically blighted or have at least a 50% vacancy rate.

Answer the three questions regarding businesses in the project area for Business District Revitalization projects.

PART B - Census Information

List the local census place or county code, census tract number, and census block or block group numbers. All tracts and blocks involved in the project should be included. If more than one tract is involved, provide block or block group numbers for each census tract. If the service area is jurisdiction-wide, list only the place or county code. Provide the most detailed level of information possible. If all of the blocks in a block group are included, list only the number of the block group. A Census block is a three-digit number appearing on Census maps generally indicating land bounded by streets. The Census block group is a one-digit number indicating a group of blocks all beginning with the same number.

FINANCIAL SUMMARY

COMPETITIVE GRANT PROJECT COSTS

The following information will provide guidance on Competitive Grant costs in general and how these costs are to be reflected in the Project Budget.

Project Products / Activities

Specific products are required for particular project types. Other products will be dictated by the findings of needs assessments and reports. There are clear distinctions between most products and most applicants will know to reflect these separately in both the proposal text and project budget (for example, a linear foot of water line is not the same as a linear foot of a street, and so on). In some cases, a product viewed otherwise as discrete will need to be divided into components for budgetary purposes. Additional guidance on where such separation is required is provided below.

Interim Assistance

This category includes the costs of temporary assistance to alleviate harmful conditions in a neighborhood or area where immediate public action is necessary. Such assistance is typically a prelude to more comprehensive treatment of such conditions through other project products. This product must be included in budgets for Comprehensive Community Development or Housing Rehabilitation proposals.

Demolition / Clearance

This category includes the costs of demolition, clearance, and removal of buildings and improvements where such costs are incidental in the context of the overall project (for example, the demolition of two

vacant structures in a project targeting the rehabilitation of 22 owner-occupied housing units). Where such costs are greater, demolition and clearance will be expressed as a line item within an activity (for example, removal of a portion of a building while the remainder is to be adaptively reused). This product must be included in budgets for Comprehensive Community Development or Housing – Housing Rehabilitation proposals.

Economic Development

In Job Creation and Retention and Development Readiness projects, public infrastructure improvements should be separated as noted below under the **Community Facility** section. Private investment in Job Creation and Retention projects should be shown as a product. In Business District Revitalization projects, façade improvements, streetscape improvements, microloans for small business development, and individual property acquisition efforts should be shown as separate products.

Housing

In Housing Rehabilitation projects, owner-occupied rehabilitation, investor-owner rehabilitation, and substantial reconstruction should be shown as separate products. In Housing Production projects, site improvements, infrastructure, and housing construction should be shown as separate products.

Community Facility

In water and sewer projects, plant improvements, lines, and connections (pump stations, laterals, storage tanks, etc) should be shown as separate products.

Comprehensive Community Development

These projects will reflect the same product separations as mentioned for the project types above.

Project Line Items

The following is a listing of cost categories wherein Competitive Grant funding can be utilized. This list does not detail every item for which such funding can be expended. Localities are encouraged to contact DHCD for guidance on cost eligibility for potential projects with unique circumstances. Competitive Grant proposals must include documentation on the derivation of all project costs. If an application is selected for funding, the grantee will be required to create a pay for performance budget.

Administrative Costs

Administrative costs are eligible to the extent of the limits outlined on page 9 of this document. Typical administrative costs include Advertising, Audit Services, Legal Expenses, Printing and Postage, Workshop Expenses, and General Project Administration. The largest single administrative cost item is typically General Project Administration. A locality may plan on administering its own project or may contract with a service provider. Most service providers are private sector entities which must be selected through a procurement process. Some entities, such as Planning District Commissions, may be selected on a non-competitive basis to handle project administration requirements for a locality. Other types of administrative costs may be eligible. Contact DHCD for additional guidance on these other types.

Architectural and Engineering / Design Costs

This category includes the costs of completing the final design of engineered physical improvements. CDBG participation in engineering fees is determined using the

fee schedule included in **APPENDIX K**.

Housing rehabilitation specialist design costs are a component of housing program administration non-construction costs.

Housing program administration non-construction costs are limited to 10 percent of the total CDBG funds targeted for housing rehabilitation activities. For guidance on acceptable architectural costs, please contact DHCD. Additional engineering costs (non-basic) may be eligible, but must be approved by DHCD. All Architectural and Engineering costs should be included as a line item under the category (water system, etc.) where they fall.

Project Inspection Costs

This category includes the costs of inspecting the construction of physical improvements. Likewise with engineering fees above, CDBG participation is determined using the fee schedule in **APPENDIX K**. Housing rehabilitation inspection costs are also a component of the housing program administration non-construction costs and must adhere to the limits on these costs. For guidance on architectural costs, please contact DHCD.

Acquisition Costs

This category includes the costs of acquiring real property, including easements and fee simple purchases. Eligible costs include those required in adhering to Uniform Relocation Assistance and Real Property Acquisition Policies Act requirements including appraisal fees, review appraisal fees, and the cost of acquiring targeted property (typically at fair market value). Acquisition costs related to easements for water or sewer lines should be included in the water or sewer budget category.

Relocation Costs

This category includes the cost of relocation payments and assistance for displaced individuals, families, and businesses.

Assistance is determined by formula, generally under the Uniform Act mentioned above.

Disposition Costs

This category includes the cost of disposition through sale, lease, or donation of real property and temporary management of property.

Demolition / Clearance Costs

This category includes the costs of demolition, clearance, or removal of buildings or other improvements.

Construction / Implementation Costs

This category includes the costs of construction, reconstruction, rehabilitation, or installation of improvements or facilities and/or the direct costs of delivering a program or service. It is critical, especially in housing rehabilitation projects, that the most current cost information available be used to determine the rehab / construction costs. Proposals with the most current cost estimates will be in a more credible position as DHCD evaluates the authenticity of project costs.

Other Costs

This category includes costs unique to a particular project or project type. These may include Home Maintenance and Education Training in projects with housing rehabilitation activities, homeownership creation activities including IDA's, Additional Engineering in Community Facility projects, and so on.

Leverage

Although there is no requirement that localities provide matching funding for Competitive Grant funding, such matching funding is a proposal evaluation consideration. **Local match** (actual or in-kind), which is generally considered to be that originating from an applicant locality, for design and construction activities and some

supporting activities directly related to a proposed Competitive Grant project may be counted if expended **on or after July 1, 2009**. **Non-local match** for design and construction activities directly related to a proposed Competitive Grant project may be counted if expended **on or after July 1, 2010**.

When leverage is accepted, it will be tracked by the specific activity once the project is underway.

PROJECT BUDGET

The Project Budget is included in on page 49. At the top of the budget page, enter the name of the applicant locality (or lead applicant in a Regional project). Where possible limit the budget sheet to a single, legal sized piece of paper. Include supporting documentation in **ATTACHMENT # 2**.

In addition to showing all funds in the project, the Project Budget must **clearly** show the activities where the CDBG funds will be applied and the amount applied to each activity. If other DHCD funds are involved in the project, they must be broken out in a separate column that identifies the source and where they are applied as well. Other leverage (local, federal, etc.) can be combined in the "Non-CDBG" column for this Project Budget.

It is critical that cost estimates be very current. Proposals with the most current cost estimates will be in a more credible position as DHCD evaluates the authenticity of project costs.

Project Products / Activities

List the project products in the first column. These products should be consistent with those listed on the first page of the Competitive Grant proposal. Products vary from project to project and may range from water distribution, sewer collection, and water treatment, to investor-owned rehabilitation,

owner-occupied rehabilitation, and substantial reconstruction. If water and sewer connections will be made, include these under a product heading entitled “Residential Connections”. “Interim Assistance” and “Clearance” should be listed as products in Housing projects involving rehabilitation and Comprehensive Community Development projects. Additional guidance on products and their inclusion in the project budget is available beginning on page 47. Show the subtotal costs for CDBG, non-CDBG, and totals for each line item.

Project Line Items

The estimated costs for each cell in the line item rows under each project product heading must be completed as accurately as possible using the most recent cost information. Such accuracy not only demonstrates that a project is closer to implementation, but allows DHCD reviewers to complete a more precise assessment of cost reasonableness.

Additional guidance on line items and their inclusion in the project budget is available beginning on page 48.

Sources Budget

Attribute each amount of funding targeted for this project to one of the six categories of sources: CDBG, State, Federal (Grant), Federal (Loan), Local, and Private. Provide the total for each funding source category, the percentage of the total project budget it represents, and note the individual funding sources included in that category. Refer to page 49 for guidance on the acceptability of certain leveraged funds. The amounts listed in this budget must be consistent with those from other sections in the application and from supporting documents, such as the Local Government Resolution. Specify each source of local funds, whether general revenue, bonds, loans, or otherwise. Also include local in-kind for which there is a firm dollar value.

Generally, loan funds obtained by the locality for a project will be considered local funding during the evaluation of proposals.

Status of Other Funding

Provide the status of and the process for obtaining other funds for this project. Have firm commitments been received? Have formal agreement been signed? Have pre-applications or full applications been submitted? Have responses been received? Attach letters of commitment and similar funding documentation and provide contacts for proposed funding sources in **ATTACHMENT # 2**.

Derivation of Costs

Provide detailed information on the costs of the proposed project. At a minimum, list each product and its component cost elements. Preferably, applicants will list even the components of the cost elements, meaning itemization by line items or unit costs. Applicants must provide the total cost of each item and identify the CDBG and non-CDBG portions of each. The source and date of these estimates must also be provided.

Housing rehabilitation costs must be based on walk-through inspections or full DHCD HQS inspections with work write-ups. Inspection results should be summarized in separate cost charts and included in **ATTACHMENT #5**.

All costs will be reviewed for reasonableness. If there are site conditions or other factors exerting upward pressure on your costs, please explain.

Proposals with the most current cost estimates will be in a more credible position as DHCD evaluates the authenticity of project costs.

SAMPLE DERIVATION OF COSTS WORKSHEET:

EXAMPLE:						
<u>Product</u>	<u>Total</u>	<u>CDBG</u>	<u>Non-CDBG</u>	<u>Source</u>	<u>Date</u>	
Sewer Installation						
<u>Construction</u>						
<i>9,000 LF of 8-inch sewer line @ \$50/LF</i>	<i>\$450,000</i>	<i>\$ 0</i>	<i>\$450,000</i>	<i>PER</i>	<i>9/5/10</i>	
<i>5,000 LF of 2-inch force main @ \$16/LF</i>	<i>\$ 80,000</i>	<i>\$ 0</i>	<i>\$ 80,000</i>	<i>PER</i>	<i>9/5/10</i>	
<i>4,175 LF of 6-inch service laterals @ \$20/LF</i>	<i>\$ 83,500</i>	<i>\$ 83,500</i>	<i>\$ 0</i>	<i>PER</i>	<i>9/5/10</i>	
<i>2 pump stations @ \$30,000</i>	<i>\$ 60,000</i>	<i>\$ 60,000</i>	<i>\$ 0</i>	<i>PER</i>	<i>9/5/10</i>	

Please note – the “Source” on the Derivation of Costs form refers to the source of the cost data used in the proposal and not the funding source.

See page 95 for the Derivation of Costs worksheet.

COMMON PROPOSAL ELEMENTS

All proposals must include detailed responses to each of the following items. Responses must be organized in paragraphs, charts, and tables under the title of each of these items. Appropriate spacing and breaks must be inserted between items to eliminate cluttering and confusion. Responses to the Common Proposal Elements should be attached behind the Cover Sheet and Proposal Summary sections and in front of Project Type Proposal Elements and ATTACHMENTS.

Project / Service Area

Describe the geographic area in which project activities will occur. Identify the specific area boundaries, whether streets, natural features, or locality or regional boundaries.

- What makes it distinct? Include information about its physical features, land use patterns, availability / condition of infrastructure, density, demographics, and so on.
- Include maps of the project or service area in **ATTACHMENT # 3**.

Project Needs / Opportunities and Demand

Applicants must prepare a response which addresses each of the four questions shown below.

Where does this project fit within the locality's overall community development needs?

BRIEFLY discuss the locality's overall community development needs, including housing, infrastructure, and economic development.

- How were these needs determined?
- Does this project address the locality's highest community development need or one of the highest needs?
- Why is it a priority at this time?
- What is the locality's plan for handling other identified needs outside of this project?

What is the need / opportunity associated with this project?

Provide specific and quantitative needs related to this project. A brief example follows:

The recently annexed area of North Enterprise, bounded by Route 601, the N&W tracts and Mason Creek, is the only area in Enterprise Town not served by public utilities. A 2010 survey revealed that: 1) 20 out of 45 houses had frequent septic failure, 2) 10 homes experienced fecal coli form contamination of wells, and 3) 4 homes do not have indoor plumbing.

How were the project needs identified and quantified?

List and describe the investigations and assessments that were performed to determine the quantified needs requested under the preceding section.

- Was a neighborhood needs assessment completed for this project? Was a survey completed? Were housing inspections completed? Was a Preliminary Engineering Report completed? When were these assessments and investigations completed?
- If secondary data was used, identify the sources used?

- How were the quantities requested above determined for this project?
- Did you carryout a Planning Grant contract with DHCD for this project? If so, were all requirements met? Has the contract been closed?

How are stakeholders involved in this project and do they demand a solution?

Detail how project area residents or project stakeholders were involved in the determination of the needs requested under the section above. Do these stakeholders concur with the identified needs and do they support this proposal as part of a “fix” for these needs? Do they DEMAND that this project continue? How is this demand confirmed? Describe the level of activity the stakeholders have exhibited in this project.

Include documentation of stakeholder participation in **ATTACHMENT 4**. This documentation may include notices and advertisements for meetings, meeting minutes, sign-in sheets, etc.

Project Products

In concise terms, describe the actions or activities to be undertaken during this project to resolve the identified needs. Use these to complete the Project Description on the Cover Sheet and make sure these are consistent with the products and line items from the **PROJECT BUDGET**. Examples include:

- Installation of 4,800 linear feet of 6-inch water line;
- Installation of 9,000 linear feet of 8-inch gravity sewer line;
- Provision of indoor plumbing facilities to 4 homes which will also be improved to DHCD Housing Quality Standards;

- Acquisition and clearance of 2 abandoned, blighted structures; and
- Issuance of 8 business loans to eligible entrepreneurs.
- Adaptive reuse of 4,000 SF structure as an adult day care center serving 20 persons.

Project Outcomes

In concise terms, describe the measured results from the identified products or activities. Outcomes are the long-term benefits of the project. The decision to invest scarce CDBG funding will not be made solely on an applicant’s ability to identify needs and develop solutions for these needs. An applicant must demonstrate that a project will have a long-term benefit for community residents and the overall locality. Examples of outcomes include:

- All 25 households have potable water;
- All 14 houses have improved access to public facilities;
- All 5 severely blighted buildings have been removed;
- 8 persons made financially self-sufficient having started small businesses;
- Property values have increased 5 percent; and
- Affordability has been improved through the creation 8 affordable housing units.

Capacity

Provide the names and profiles of the individuals who will be responsible for implementing the project.

- Provide the name, capability, and role of the individual with the greatest day-to-day project responsibility first, followed by information on the person with the next highest level of responsibility, and

continue until all relevant individuals have been identified.

- If professional assistance is required to complete this project and this assistance has not yet been procured, please indicate which type and level of assistance is needed and when this assistance will be procured.
- Describe the experience of the locality and responsible parties in CDBG-funded projects.
- Describe the role of project area stakeholders or stakeholder organizations in the implementation of the project.
- Provide assurances that administration of existing housing programs will not be adversely affected by award of this grant.

Conflict of Interest

Any potential conflict of interest situations should be identified in the proposal. Provide appropriate disclosures on the Applicant Disclosure Report on page 109 and describe additional potential situations here. For example, do any Housing Rehab Board members have a property eligible for rehabilitation assistance? Do any Town Council members own property in the BDR project area? See page 11 for additional guidance on Conflict of Interest.

Readiness

Provide evidence that the locality is aware of the community development needs and has the political will to address these needs to the fullest extent possible. Describe why the targeted project is viewed as a necessity by the locality.

What has been done?

Describe the activities undertaken prior to this attempt at CDBG funding to identify and address community development needs in the target area.

- Detail any efforts at organizing the management of this project which have been undertaken and the status of such organizational activities at the time of proposal submittal. Have all regulatory issues been addressed?
- Have all user agreements and other demand documents been completed?
- Has final design work been started?
- Have acquisition activities been started?

Environmental Review

Have all necessary environmental notices been published? If all letters have been sent out under your Environmental Review process notifying all pertinent agencies, please provide copies in **ATTACHMENT #4**. If a Finding of No Significant Impact has been published, please provide documentation to include a copy of the published notice showing the date of publication in **ATTACHMENT #4**.

What has to be done?

Where steps to START a project have not yet been taken, identify the steps that need to be taken in the near future.

- Provide adequate evidence that the project can start CONSTRUCTION (or implementation for a non-construction project) by April of 2012 (assuming contract execution by October 2011).
- If construction CANNOT be started by April of 2012, please specify what can be done by April of 2012 to start the proposed project AND specify the date by which construction can start (July 2012?, October 2012?, or later?).
- What steps need to be taken before CDBG Competitive Grant funding can be expended? What difficulties and complexities are foreseen in the management and implementation of this project? How will these difficulties and complexities be addressed?

Permanent Relocation

If the proposal includes any households to be permanently relocated, provide a detailed Relocation Assistance Plan for addressing the relocations. Who will be responsible for ensuring the occupants are made aware of the rights and providing the required documentation? How is the one-for-one provision being addressed? How were the budget estimates developed? What efforts

have been made and will be made to ensure the displaced persons are served by this project?

See page 32 for information on permanent relocations in CDBG projects.

PROJECT TYPE PROPOSAL ELEMENTS

COMPREHENSIVE COMMUNITY DEVELOPMENT PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Comprehensive Community Development applicants must respond to the Housing Proposal Elements and any other proposal elements applicable to the activities of their project. The following items pertaining to Comprehensive Community Development proposals are in addition to the sections specific to the activities.

Project Results

Comprehensive Community Development projects are required to correct the water, sewer, and housing deficiencies in the project area (using CDBG AND non-CDBG funding). Other needs must also be addressed where applicable. The needs and products for Comprehensive projects are to be expressed in the Common Proposal Elements section of the proposal. Regarding the project area needs and products, tell briefly which needs will be 100% corrected and what this will mean to the neighborhood. Where identified needs will not be completely (100%) corrected, provide a brief explanation.

Project Area Selection

Describe how this neighborhood or area was selected over other neighborhoods and areas in the locality. Explain why it has the boundaries shown on the project area map.

Street Improvements

Indicate whether the project includes street improvements. If street improvements will be included, explain how these will be implemented and provide evidence that the any improved streets will be taken into the state maintenance system (adopted by VDOT). Are the proposed street improvements on main thoroughfares or on alleyways used for convenience? If the street cannot be adopted into the VDOT system, include documentation outlining why this is and detailing the locality's plan for providing maintenance and upkeep for the streets. If CDBG funding is targeted for these improvements, explain why VDOT money is not available to correct this and why the conditions have not been addressed prior to reaching this level of deterioration.

ECONOMIC DEVELOPMENT JOB CREATION PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Industry Information

Identify the business or businesses to be assisted under this project. Give the full business name and contact information. Describe the business activities of each of the businesses listed. If the assisted business has diverse activities, disclose all of these activities and provide details on the activities which will occur at the facility to be assisted under this project.

APPLICANTS MUST INCLUDE INFORMATION ON THE AMOUNT AND TYPE OF INVESTMENT TO BE PROVIDED LOCALLY BY THE ASSISTED BUSINESSES. Include information on employment levels and business activities at other facilities in Virginia. Provide, in **ATTACHMENT #5**, an Industry Commitment Letter which includes the information specified on here and on page 66 of the **2011 CDBG Program Design**.

DUNS Number

Provide information on whether the businesses included in the proposal currently have a DUNS number or will need to obtain one at the start of the project.

Job Summary

Disclose the number of total jobs, full-time jobs, and part-time jobs to be created or retained by the business at the assisted facility. Identify the number and percentage of jobs targeted for LMI persons. Provide the CDBG assistance per job figure by dividing the total amount of CDBG funding requested for the project by the total number of full-time jobs to be created. When making this calculation, use full-time equivalencies (FTE). This means only a full-time job is given the value of one job, a

part-time job is given the value of one-half of one job. For example, 30 full-time and 20 part-time jobs equal 40 FTE jobs, *not* 50. For job retention projects, these numbers should reflect the actual job levels at the assisted facility, including the actual number of LMI persons employed.

Describe the categories of jobs to be created and indicate the number for each type. The skill level and hiring requirements for each category of job and approximate wage/salary levels for these jobs must be discussed as well as the benefits (insurance, medical) to be provided.

Quality of Benefit

Discuss the low- and moderate-income benefit of this project. Will it be solely quantitative wherein the 51% benefit requirement is that which guides the project? Will it also be qualitative where pay rates may potentially make LMI persons ultimately non-LMI, where crucial job skills are being taught, or where unique benefits are being offered? Will educational attainment beyond high school be required? Will special skills be required?

Targeting Activities

What efforts will be made to ensure that 51% of the jobs are available to or held by LMI individuals? Indicate whether or not the assisted business will use the Virginia Employment Commission or the equivalent for recruitment or direct job advertisements to LMI persons. Will any other targeting activities occur? Detail the targeting and intake activities associated with this project. Who will certify the job applicants? Provide a letter from VEC or another partner

indicating their willingness to certify the applicants.

Training Activities

Indicate whether or not the assisted business will provide job training. If job training will not be provided by the business, please indicate whether qualifications sought include any education or skills beyond those normally acquired through a high school education. If additional skills are necessary, will the assisted business handle the costs of this additional training? Are there any other local entities that will assist with training, such as local adult education programs, technical schools, or community colleges? Detail the training activities associated with this project.

Need for CDBG Investment

Discuss the need for CDBG funding for this project. Are there no other sources of funding for the targeted improvements? Are there no local funds available? Are the improvements of a scope and scale consistent with the stated needs of the business? If the project involves roads, have Industrial Road Access funds been applied for? How are Industrial Road access funds being used by the locality?

IF ON-SITE IMPROVEMENTS ARE DESIRED, AN APPROPRIATE DETERMINATION PACKAGE MUST BE SUBMITTED TO DHCD BY FEBRUARY 19, 2011.

Private investment must occur within 2 years of the commencement date of the CDBG contract between DHCD and the locality.

Impact on the Community

Aside from the creation of jobs, what impact will the proposed project have on the

community as a whole? How will it impact businesses currently located in the community? Will the project contribute to these businesses or will it detract from their ability to remain in business? Will the proposed project create jobs that are of high quality that provide future growth and training for local citizens? How will the proposed project contribute to current land use and development patterns?

Regional Economic Development Projects

In addition to the items listed above, please respond to the following:

- Explain how this project will have a significant regional impact.
- What support has been demonstrated by all local government entities to be involved? What support has been demonstrated by other stakeholders involved in the project? Identify these stakeholders and the role they will play.
- Have feasibility and impact studies been completed? Summarize the results of these studies.
- Explain the broader economic impact, beyond the initial job creation, this project will have on the region.
- How does this project fit into the vision of the region and of each of the localities involved?

Reminder – please contact DHCD in advance to submitting an application for this project type.

BUSINESS DISTRICT REVITALIZATION PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Clearly identify the boundaries of the Business District in this project. Provide the rationale for this delineation and the process used to make this determination.

Common Proposal Elements:

Please ensure your answers to the common proposal elements specifically address the following:

- Describe how the completion of physical improvements / activities (facades, streetscapes, business loans, etc...) will contribute to the long-term elimination of economic blight.
- Summarize projected outcomes noted in the applicant's economic restructuring plan.

Economic Restructuring Plan

Discuss the plan for business renewal and development in the target area. **Provide a brief statement that A) Summarizes what is the economic benefit of the project, and B) Identifies the fundamental differences that will result from this project.**

Describe how the plan:

- Takes into account the historical and current economic conditions of the locality and the region.
- Views the likely future potential for the locality based on the best predictions for economic growth given the strategies set for plan.
- Describe how the locality will look, feel, and fit into the future regional economic conditions by carrying out the specific strategies in the plan.

In your responses, be sure to specifically address the efforts undertaken to assess the

physical and economic needs of the focus area or site. For example, full economic assessments, market analysis, comprehensive evaluations of all physical structures, preliminary engineering reports, long-term plans or studies, etc.

Describe:

- What plans or studies were prepared?
- How were all physical elements evaluated?
- What parties were involved and/or responsible for conducting said assessments? Was professional assistance used?
- How does the proposed project further the goals/objectives of existing plans?
- What are the main assets (historical, cultural, natural, geographic, and so forth) of the community and how will these assets be utilized? Clearly list these assets and how they were identified.
- What was the older / original economic base and what will be the new economic base?
- Will buildings be available for occupancy or sites be available for sale to businesses? If so, discuss how this will be handled.
- Can property devaluation be halted?
- Were other needs, such as a demand for workforce training, high-speed telecommunications, entrepreneurial training, downtown housing, incubator services, recreational sites, determined through any visioning or other assessments? How will these needs be addressed?
- Who are the main competitors to the business district (major retail

establishments outside of the area, other nearby communities)? How will the business district position itself to compete? What are the unique goods, services, amenities, or other attractions offered by the business district?

- Discuss any specific situations or pressures of the market that may affect the economic restructuring efforts.
- Has there been recent, significant investment in certain sectors?
- Are there significant events that have negatively impacted the area? How will this be offset?
- Are there noteworthy happenings that can be capitalized on to positively affect the downtown area?
- Are there local/regional/state initiatives or actions that will be key to this project?

Include documentation from the evaluation process, including copies of plans and studies, in **ATTACHMENT #5** in each proposal copy. If a Master Plan or similarly large document was developed, submit three bound copies and acknowledge submission under separate cover in **ATTACHMENT #5**.

Local Vision

Clearly state the vision for the business district. What is the vision for the community at-large? How does the vision for the business district fit within the vision for the larger community? Is there local consensus on the vision for five years from now? Twenty years from now? Who is responsible for the implementation of this vision?

- By what means will the strategy be implemented? What are the key milestones for implementation? What marketing strategies will the locality utilize? Is there funding available?

- How does this strategy fit in with and advance the community vision (discussed previously)?
- Will there be ongoing economic development marketing or coordination efforts? How will this be sustained?
- Has a community / local brand been developed? What is it? How was this developed? How will this, along with the new vision, be marketed?
- What are plans for recruiting new businesses?
- Will businesses consider expanding hours as part of the revitalization process? What are the current hours, hours needed (determined through surveying), and number of businesses willing to expand hours (include letters of commitment)? Is there a potential to create jobs as a result of expanded hours?
- Does the applicant have an active Main Street organization or a similar organization in the role of a Main Street organization? Who is the organization comprised of? Do they meet regularly? What is the role of this organization in the revitalization effort?

Comprehensiveness of Removal

Discuss the comprehensiveness of the blight removal efforts in this project. How will this project address all blighting influences in the project area? What steps will the local government take to ensure removal of all blight?

Create a chart that lists all blighted structures by address and all blighted open or vacant spaces. Make sure this includes any businesses that are in the project area, even if they do not wish to participate in the project.

Indicate how each space or structure is currently used (i.e., vacant, retail business,

parking lot, etc.) and how the blight will be removed from that space or structure (façade program, owner funds, acquisition and demolition by locality, demolition by private owner, etc). Specifically highlight how blight will be addressed for structures where the owner does not wish to participate.

Acquisition

Describe the real property acquisition activities in this project. Specify the parcels or properties targeted and the extent to which the owner has been made aware of the wish to purchase. Will acquisition occur in order to accomplish blight removal? How were these properties targeted? Discuss the availability of the targeted properties and the willingness and commitment of current owners to participate in the project. Describe the process used to establish the fair market value.

Housing

If the project involves the rehabilitation of or creation of housing, provide credible evidence of the viability of the housing in this community. This should at least include cost estimates, evidence of the demand, probability of occupancy by LMI persons, landlord agreements, etc. Identify how the units to be served in this proposal were selected. Include a copy of the prioritization system used and a ranking of the properties considered for this proposal.

Demolition / Clearance

Describe the demolition and clearance activities which will occur during this project. Identify the structures or features targeted for demolition.

- Why were these items targeted?
- Will demolition occur due to the severity of deterioration?
- What is the historic or cultural significance of the demolition targets?
- Is demolition the last resort?

- Has the Department of Historic Resources been contacted? What was their response?

Disposition

Discuss the end uses of the real property to be acquired during this project.

- Will such property be targeted for passive or active uses?
- What improvements will be made?
- Will the new uses meet a National Objective? If so, how?
- What are the proposed uses?
- Will any properties be resold?

Discuss the locality's awareness of Title 36, Article 7 of the *Code of Virginia*. See Area Determination on page 26 for more information.

Identify any contact the locality has had with a Redevelopment and Housing Authority in Virginia to obtain its services in implementation of a *Redevelopment Plan* or *Conservation Plan* if one need be developed in the future. Describe the extent of local political will to, if necessary, adopt a Redevelopment or Conservation Plan and execute an agreement with a Virginia Redevelopment and Housing Authority to carry it out.

In addition to this response, include statements in the Local Government Resolution in **ATTACHMENT # 7** which state “whereas (locality) acknowledges the provisions of Title 36, Article 7 of the *Code of Virginia*“ and “whereas (locality) will develop and implement a Redevelopment or Conservation plan in accordance with the *Code of Virginia* if deemed necessary in the implementation of the CDBG project”.

Regulatory Concerns

Discuss any regulatory, environmental, historical or similarly physical obstacles which may exist towards implementation of this project. For example, are street enhancements or realignment plans being considered? Will the removal of toxic substances require some statutory monitoring period?

Relocation / Displacement

Identify the residents or businesses which may be displaced during this project.

- Which of these will be permanently relocated?
- Will relocation assistance be provided?
- Why is displacement and/or relocation required?
- What options are available for relocation? Where can they be relocated to? How are the concerns of those displaced being addressed?

Incentives for Private Participation

Describe any incentives for private participation or investment in this project.

- How will financial incentives be made available for physical or business improvements?
- Is there a need for a loan pool to encourage business development / creation? If so, how has this demand been quantified? Are there letters of interest? Who will administer the loan pool and what are the expected terms? What efforts have been made to create linkages with local small business education?
- If a revolving loan fund is to be created, provide information on the disposition of funds. This should include:
 - What are the loan terms? DHCD's default terms are 10 years at 3% interest. Applicants must negotiate any deviations from this standard.

- What are the underwriting criteria for the loans?
- Who will serve on the loan committee?
- What will the functions of the loan committee be?
- Using the **Business Participation Chart**, list all business that will participate in a blight removal / façade program, including the address, business name, owner, and amount of investment (match and proposed-DHCD amount). Include signed commitment letters from business owners. **NOTE – Letters MUST be signed in order to count as leveraged funds.** In this chart, number the Signed Agreements and the Participating Businesses.
- Note any businesses that are refusing to participate. How will these blighted structures be addressed?
- How will any training or organizational efforts be made to assist businesses in working together and/or improving individual operations?
- CDBG funding for Façade Improvements are intended as a dollar per dollar match. If this is not possible or not appropriate for a particular BDR project, provide alternative arrangements and explain why these are necessary.

National Objective

In the proposal, distinguish which, if any, activities will be provided under the LMI benefit. For example, in a building that is receiving façade improvements under the slum and blight objective, but also has interior work to be completed for upper story housing as an LMI benefit, the applicant will need to clearly distinguish the funds committed under each objective.

Other Resources

Identify other resources which will be utilized to remove blighting elements and

enhance the economic environment of the target area. Identify all funding sources and explain the investment targets of each. Identify, also, non-cash resources, such as the use of a local building official in enforcing the Uniform Building Code. How will these other resources fill the gap between the total needs of the target area and the needs that can be covered with CDBG funding?

Is the business district in an Enterprise Zone? Has the locality previously pursued or utilized the Enterprise Zone program? If yes to either of these, provide a summary of the impact the Enterprise Zone program has on this project and on the business district.

Maps / Illustrations / Renderings

Please clearly correlate textual references to streets, buildings, businesses, etc. with any project area maps or other visual support documentation included with the application as attachments. For example, if the

narrative for this project states that “15 businesses on O’Leary Street will participate in a façade program; 2 buildings will be demolished and 4 commercial properties will participate in upper story rehabilitation resulting in 12 new rental units”, then each of these uses should be easily, at-a-glance, identifiable on a map of the project area, leaving the reviewer with no question as to which is which or what is planned for other buildings highlighted on the map that are not mentioned or identified.

Note on Phased Downtown Approach

As with other phased projects, this option is intended for DHCD’s discretion in making of CDBG offers. However, applicants should closely review the description of the Phased Approach on page 28 and be prepared to phase their project according to these guidelines.

SITE REDEVELOPMENT PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Incentives for Private Participation

Describe any incentives for private participation or investment in this project.

- How will financial incentives be made available for physical or business improvements?
- How will any training or organizational efforts be made to assist businesses in working together and/or improving individual operations?

Stakeholder Participation

Discuss the stakeholder participation during the assessment and planning process.

- Was a stakeholder organization developed?
- Did one already exist?
- What segments of the local community were represented in this organization?
- Will the organization change?
- How substantial will this participation be in carrying out project activities and restarting project progress following interruptions?

Local Economic Development Strategy and Marketing

Discuss the plan for business renewal and development in the target area.

- Does the locality have an economic development strategic plan for the locality? For the project area?
- What are the elements of this plan?
- How will an investment of CDBG funds support this plan?
- By what means will the other elements be implemented?
- Will buildings be available for occupancy by businesses?

- What will be the ongoing economic development marketing or coordination efforts?
- What activities are involved and what are their marketing/promotional roles?
- What are plans for recruiting new businesses, especially ones interested in this site?
- Is there an organization dedicated to ensuring the economic revitalization of the area? Discuss its planned efforts and track record.
- How does this strategy fit in with and advance the future vision of the community?
- What other economic activity is occurring locally that will impact the community economic revitalization?
- What is the impact and how will it occur?
- Is the site currently being used?
- Is a new use planned for the site?

Public Control

The site redevelopment activities can only be made on publicly-controlled properties. Are the properties targeted for improvement already under public control? Is there a current purchase option? Will the property acquisition occur during this project? What is the cost of acquisition? Will CDBG funds be targeted for this?

Implementing Entities

Identify the individuals and organizations which will have a role in implementing this project, especially those that will oversee the modification and/or demolition of existing structures marketing of the improvements.

Barriers To and Opportunities for Investment

Discuss the barriers to investment that exist on the site, including the existence of previously used sites and structures for which there is no cost effective reuse, the lack of building space to accommodate business location, or otherwise. Discuss the opportunities and demand for investment on the site. How is this demand known?

If this project is addressing a brownfield, describe and document the environmental and/or health related issues that create the barrier. Are there perceptual biases that make it difficult to attract private investment

to this site? Describe these biases and document the effect, i.e. has an investor chosen not to invest because of these biases and perceptions? Will the previous owner contribute to the clean-up / remediation?

Public Benefit

Discuss the public benefit that will result from the CDBG investment, particularly in terms of the impact on eliminating blight. Demonstrate the relationship between the proposed site redevelopment and the applicant's existing economic development strategies. What evidence exists that this project will succeed?

DEVELOPMENTAL READINESS PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Barriers To and Opportunities for Investment

Discuss the barriers to investment that exist on the site, including the existence of previously used sites and structures for which there is no cost effective reuse, the lack of building space to accommodate business location, or otherwise. Discuss the opportunities for investment on the site. Will the improved site be in demand? How is this demand known?

Specific Development Readiness Activities

Specify which of the project products or activities are targeted for future economic development activities. Restate the quantities and costs associated with these products.

Barrier Removal

Explain how the development readiness activities will contribute towards removal of some of the identified barriers to investment. If this project is addressing a brownfield, describe and document the environmental and/or health related issues that create the barrier. Are there perceptual biases that make it difficult to attract private investment to this site? Describe these biases and document the effect of these biases, i.e. has an investor chosen not to invest because of these biases and perceptions?

Public Control

The development readiness improvements can only be made on publicly-controlled properties. Are the properties targeted for improvement already under public control? Is there a current purchase option? Will the property acquisition occur during this project?

Implementing Entities

Identify the individuals and organizations which will have a role in implementing this project, especially those that will oversee construction of the improvements and marketing of the improvements.

Job Creation

Discuss the number and type of jobs to be created following disposition of the improved site or buildings. The number must meet or exceed the thresholds for job creation in Distressed, Transitional, and Competitive localities per the **2011 CDBG Program Design**.

Local Economic Development Strategy and Marketing

Discuss the following.

- Does the locality have an economic development strategic plan for the locality as a whole? For the project area?
- What are the elements of this plan?
- How will an investment of CDBG funds support this plan?
- By what means will the other elements be implemented?
- Will buildings be available for occupancy by businesses?
- What will be the ongoing economic development marketing or coordination efforts?
- What activities are involved and what are their marketing/promotional roles?
- What are plans for recruiting new businesses, especially ones interested in this site?
- Is there an organization dedicated to ensuring the economic revitalization of

the area? Discuss its planned efforts and track record.

- How does this strategy fit in with and advance the future vision the community has for itself?
- What other economic activity is occurring in the locality or region that will impact the community economic revitalization?
- What is this impact and how will it occur?

Public Benefit

Discuss the public benefit that will result from the CDBG investment, particularly in terms of job creation for the benefit of low- and moderate-income persons. Will firms with need for skilled workers be informed of the need to provide training themselves or will they be able to take advantage of job training programs? Will you target firms that do not require skills beyond a high school education? Also, demonstrate the

relationship between the proposed building construction and the applicant's existing economic development strategies. What evidence exists that this project will succeed?

Security of CDBG Funding

CDBG assistance for development readiness activities will be offered to localities as a loan. Discuss how the locality will ensure that CDBG funding will be fully recovered according to program requirements. Does the locality have a good history of timely repayment of loan obligations? .

All CDBG funding spent on these projects, save for administrative costs, must be recovered upon sale or long-term lease of the site or building to a private sector entity which will create the required jobs. Full recovery of the funds must occur within two years of the completion of construction activities.

HOUSING REHABILITATION PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Project Area Selection

Describe how this neighborhood or area was selected over other neighborhoods and areas in the locality. Explain why it has the boundaries shown on the project area map. What type of selection PROCESS was used? Was a jurisdiction-wide study performed to reveal areas with relatively serious community development needs? Is the area traditionally recognized as a neglected or deteriorated community? What considerations were included in the delineation of the project area borders? Include any additional relevant information in **ATTACHMENT #5**.

Inspection Methodology

At least walk-through inspections should be conducted on all units. Full write-ups or walk through inspections should result in identification of needed repairs and preliminary estimates of the repair costs. A summary of all of these inspections should be included in **ATTACHMENT #5** along with a copy of the inspection documents used. It is highly recommended that you use the DHCD HQS inspection forms. Please include one completed inspection form in **ATTACHMENT #5** along with a summary of the rest. A sample copy of an inspection summary is included in **APPENDIX F** and a sample itemized write-up and cost estimate is included in **APPENDIX G**.

Discuss the locality's methodology for completing inspections. Which individuals conducted these inspections? How many were walk-throughs? How many were full DHCD HQS inspections? When were the inspections conducted? Were any potentially-eligible LMI units not inspected? Include inspections summaries, copies of

inspection forms, and itemized cost estimates and work write-ups in **ATTACHMENT #5**.

Prioritization

Indicate the number and percentage of eligible (LMI) households willing to participate. A survey is strongly recommended. Include demand documentation in **ATTACHMENT #5**. Identify how the units to be served in this proposal were selected. Include a copy of the prioritization system used and a ranking of the properties considered for this proposal.

Loan Security and Ability-To-Pay

Identify which approach to Housing Rehabilitation (see page 31) you will use in this project:

1. Licensed Mortgage Loan Originator on staff;
2. Contract with a Licensed Mortgage Loan Originator; or
3. Grant program.

If using option 1 or 2, provide the status of your readiness to do so. Identify the Mortgage Loan Originator and provide documentation of their qualification and, for option 2, the agreement in-place for this service. For option 3, how do you propose to secure the LMI benefit for the required ten year period? DHCD anticipates making additional guidance available on these requirements prior to award of 2011 competitive grants, and reserves the right to require modification to your proposed plans.

For projects proposing options 1 and 2, provide information, preferably in a short table format, on the number of LMI households with completed Ability-To-Pay calculations. Include Abilities-To-Pay in **ATTACHMENT #5**. HUD's Utility Allowance guidance must be used.

Investor-Owner Participation

Explain what type of assistance is being made to investor-owners. Include ability-to-pay worksheets for renter-occupants in **ATTACHMENT #5**. You must assure that: excessive profits will not be made by owner-investors, houses rehabilitated with CDBG funds will be occupied for at least ten years by LMI households, rents charged to LMI occupants will not be in excess of 35% of occupant's household income, and landlords must agree to a ten-year period of LMI occupancy at affordable rents.

How will rents be affordable to the tenants residing in the project area? What are the current rents? Indicate landlord willingness to participate in housing rehabilitation activities within the project area. Provide evidence of landlord financial participation. **INCLUDE DOCUMENTATION OF LANDLORD WILLINGNESS TO PARTICIPATE IN ATTACHMENT #5.**

A sample Landlord Participation Agreement is included in **APPENDIX L**. Has the option of homeownership creation been pursued for any of these investor owned properties? If so, what steps have been taken? Is there a demand for homeownership creation activities?

Cost Estimates

In completing your cost estimates:

- Review the Allowable Costs section on page 31. Please make sure that estimates for CDBG costs comply with the limits listed.

- When additional funds are utilized in a housing project, as much as possible you should identify where (in which specific units) these funds will be spent.
- The proposal should address the qualifications for and limitations on additional funds (such as Weatherization, RHS, etc.), if the household has qualified for the additional funding, and, if not, why you believe the household will meet the qualifications.
- If your proposal includes exception costs for flood proofing, please provide documentation of the need for flood proofing measures. Additionally, please show why the proposed flood proofing methods are appropriate and will reduce the potential for flood damages.

Housing Rehabilitation Summary Table

Complete the Housing Rehabilitation Summary Table on page 96.

Directions for Housing Rehabilitation Summary Table

Part A.:

Complete the six columns for all residential property in the project area. Note that the three main columns (Total number of units, number of substandard units, and total number of persons) are each subdivided into two columns – one for the total population of units and one for the total number of LMI units. Where the columns apply to the whole project area the numbers should include both LMI and non-LMI. The shaded boxes should not be filled in.

Part B:

The TOTALS from the bottom row of Part A should be the same as the boxes on the top row for number of LMI substandard units and persons in LMI substandard units. The

columns labeled “To Be Rehabbed” should contain the number of the total that are to be served by this project.

Part C:

In the first main column, owner occupied units that are not suitable to be rehabbed should be listed in the left sub-column, and persons in the units in the right. The number of these unsuitable for rehab units that will be substantially reconstructed, and the number of persons in each, goes in the remaining columns.

Part D:

Vacant units should be identified by type. If any of these units are eligible and will be rehabbed, identify the number and a projection of the number of persons. Identify how many of the vacant units will be demolished.

If the project contains homeownership creation for current renters LIVING IN THE PROJECT AREA, complete the homeowner creation table.

NOTE: Since housing projects may have unique needs, all actions may not have been captured on this table. If the total number of units to be addressed in your Housing Rehab project does not match the totals shown on this table, attach an additional page detailing other units to be served. This explanation should clearly show why the intended action is eligible.

Methodology

Describe, briefly, how each of the numbers in the Housing Rehabilitation Summary table was derived. Describe the methodology and/or sources used to obtain the numbers. For units which are to be substantially reconstructed, provide a brief

description of the methodology used to arrive at the estimates.

Housing Information and Activity Table

Complete the table on page 97 as follows for proposals targeting housing rehabilitation activities only or in combination with other activities under a Comprehensive Community Development proposal. This table should provide a detailed view of each housing unit that is targeted for CDBG funds, including beneficiary name, unit type, activity cost, and amount of private investment.

Acquisition

Describe the real property acquisition activities which will take place during the project. Which properties will be targeted? Are these properties occupied? Will vacant properties be purchased? Will these vacant properties be rehabilitated and leased or sold to LMI persons?

If any vacant units are planned for rehabilitation, please provide adequate evidence it meets the requirements as identified on page 32.

Relocation / Displacement

Grantees must minimize displacement. If this project unavoidably involves displacement, how many persons will be affected? Explain how the locality plans to manage this activity. If project involves relocation, how many persons will be relocated? Has the locality identified alternative housing options? How far away are these options?

Homeownership

Describe what activities will be conducted to create homeownership in the project area. How will these activities be implemented? Describe previous experience in implementing a homeownership component. Describe efforts to demonstrate the need and

demand for homeownership activities. Have potential homeownership clients been identified and pre-qualified? Have properties / sites been located, and have financing options been identified? Is so, discuss. If landlords are interested, what measures are in place to assure their participation? Who will be responsible for homeownership counseling and what is planned? Does the applicant or entity creating homeownership opportunities have a proven track record? Describe. If downpayment assistance will be provided, please discuss this activity. Will CDBG funds be used for downpayment assistance?

Home Maintenance Education

Describe how the required home maintenance education program activities will be conducted during the project. Will classes be held or will training be conducted one-on-one with beneficiaries? Will the guidebooks available through DHCD be utilized? Will grant administration staff conduct the training or will outside parties be utilized?

Support Activities

Beyond home maintenance education and homeownership creation, describe other housing support activities which will occur in conjunction with this project. Such activities may include construction skills training for neighborhood residents. Consult Project Enhancements on page 8.

HOUSING PRODUCTION PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Housing Production Table

Create a brief table wherein you identify the number of housing units of each type (single-family or multi-family) to be sold, to be rented, and total during the proposed project.

Housing Demand

Identify the estimated number of households that desire the new housing units at the projected costs. Provide the number of LMI persons who can afford to participate based on the income/cost determinations derived from your market study.

Market Study

Describe the market study that was performed to derive the numbers in the preceding item. What similar housing is currently available? How do the existing units compare to those proposed in terms of cost and otherwise? This study should show how many of the target population (LMI, LMI elderly, and so on) currently live in substandard or inadequate housing and desire to relocate, and can afford to relocate to the type of units at the project location at the expected cost. **INCLUDE THE MARKET STUDY IN ATTACHMENT #5.** Specify the geographic area on which the market was based, such as the county in which the applicant town is located.

Cost to Beneficiaries

The subsidy of CDBG funds to the project must be used to the benefit of the LMI individual and not the developer. Provide the projected cost of the proposed units to occupants. How will lower income individuals (those making as low as 60% of median) be served? Are any units designated for sale at market rate? DHCD encourages

mixed-income development for housing production projects. Up to 20 percent of the new units can be slated for sale at the market rate. If the units will be for sale, give the selling price for each unit. If the units will be rental, give the monthly rent. Show how the cost figure(s) was derived. **INCLUDE COST DERIVATIONS IN ATTACHMENT #5.** The analysis should include operation, maintenance, debt service, vacancy adjustments, developer fees, contingencies, and other costs included in proposals/loan applications to other sources of funding. Developer's fees must be disclosed.

Proposed uses of the CDBG funds must clearly be shown. For example, if CDBG funds are to be used for acquisition, present current assessment information and methodology for determining fair market value. If CDBG funds are to be used for soft costs, document how the costs for these activities were determined. All CDBG funds must clearly be accounted for.

Development and Administration

Describe how this project will be managed while the construction activities are under way and after construction is complete. How will construction be managed? Which entities will have a role in the housing development process? How many units have been constructed / managed by the responsible entity? What assurances are there to attest to the entity's capacity to construct and / or manage these new units? What is the entity's prior experience with CDBG funds? How will loans be marketed? How will the loans be packaged? How will the applicants be recruited? Who will screen applicants for housing occupancy

eligibility? How will participants be selected? Who will receive rent payments and take responsibility for operation and maintenance? **IF YOU CURRENTLY HAVE A PROJECT MANAGEMENT PLAN, PROVIDE IT IN ATTACHMENT #5.**

Project Site

Describe how the particular site for the housing development was chosen. Why is this the best site? What is the status of ownership and zoning? What is the current assessed value of the property? What is the appraisal value? For homeownership, what is the estimated appraisal value of each anticipated lot when the site is subdivided? Include the proposed site plan in **ATTACHMENT #3.**

Financing

Housing production projects will, with few exceptions, require the construction of the proposed new housing units with non-CDBG funds. Identify the source, amount, terms, how the funding will be available when needed for actual construction, and other conditions of the construction financing and any other financing which will be required to install the new units and complete their sale/occupancy. Provide documentation that any private developer involved in the project has the financial resources to fulfill their obligation (this can be documented by a letter from potential lenders or bank). Provide documentation, including letters, agreements, and so on, in **ATTACHMENT #5.** If downpayment

assistance will be provided, please discuss this activity. Will CDBG funds be used for downpayment assistance?

In the description of the financing, proposals must provide specific examples of differing financing scenarios and demonstrate the impact on the LMI tenants' rent. Show the impact of using CDBG on the rent verses rent levels without CDBG. Is the intent to repay the CDBG investment? If so, what terms are proposed for the repayment? Is the intent to have the CDBG investment forgiven? What is the impact of using the funds as an X year loan at X % interest, verses using the funds as a Y year loan at Z % interest? In these differing iterations of the financing, the proposal should make a case for the intended use of CDBG funds. DHCD reserves the right to negotiate with successful applicants for final determine of the financing terms prior to execution of the contract for CDBG funding.

Level of Public / Private Investment

What is the level of private (including non-profit) investment in this project? What is the anticipated return on the private investment? Has an underwriting process been completed to ensure the level of public investment is appropriate in comparison to the private investment? What safeguards are in place to ensure benefit to LMI persons?

COMMUNITY FACILITY PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Applicants must include responses to the following items for water and sewer projects. If a proposal will include both, provide combined information where necessary (for example, system financial information) and separate information where necessary (sewer rates and structure separate from water rates and structure). Include supporting information in **ATTACHMENT #5**.

Financial Data

Provide financial data for the entire water or wastewater system. If your locality (may be service authority, sanitation district, etc.) operates more than one system, only provide data for that system (or cost center) that relates to your Competitive Grant proposal. This data should highlight your revenues and expenses and support your ability to provide long-term operations and maintenance for the proposed system.

Alternatives to CDBG Funding

Discuss the rationale for seeking CDBG funding for the proposed project in lieu of other resources. What other funding alternatives exist? Funding from rate increases? Debt financing? How would these other sources impact the financial feasibility of this project and affordability of rates to low- and moderate-income persons?

Usage

Provide the following information:

- Indicate the locality's water system's capacity as permitted by the Virginia Department of Health. If service is being provided through another jurisdiction's system, show only the applicant's portion of the allocation and capacity.

- Indicate the typical number of gallons per day (gpd) metered at your treatment plant or water supply source. If there is significant fluctuation, please provide a range of gpd metered over the last 12-month period.
- Based upon the expected number of new users for this project, identify how much additional demand there will be in gallons per day.

Users

Provide information on the number of IN-LOCALITY and OUT-OF-LOCALITY users 1 year ago, 5 years ago, and 10 years ago. Indicate the number of present users by residential, industrial and commercial connection. Indicate the number of new users (residential, industrial and commercial) that will be added to the system after project completion.

Provide a table that lists all households in the project area. Include the following columns in this table:

- Address of property,
- If the property is occupied,
- If the household has completed the income survey,
- If the household is LMI,
- If the household has signed a user agreement, and
- A unique identifier for the property that corresponds to its identification on a project area map.

This table should be totaled to show the total number of units, total number of occupied units, total number of LMI units, etc. These totals must be consistent with the information presented elsewhere in the proposal.

Note:

- Water projects should target obtaining user agreements from at least 80% of all households that state the commitment to use the new system.
- Wastewater projects should target obtaining user agreements from 75% of all households at the time of proposal.

Fees

Indicate the amount charged for the one-time access or connection fee. If there are several types of connection fees, please provide amounts about each type - residential, commercial or industrial. If there are assessments or connections fees, explain what provisions will be made to cover this expense for LMI persons. **Low-and-moderate income persons cannot be charged an access or connection fee to facilities developed with CDBG assistance.** CDBG funds **cannot** be used to pay for connection or other access fees. The actual cost of providing connections is an eligible CDBG cost, but access and connection fees are not. If access or connection fees are waived, they may be counted as leveraging. If they are not waived, please identify what sources will be used to pay such fees. LMI persons **MUST** have the option to be connected to a CDBG-assisted service.

Indicate whether an availability (mandatory hook-up) ordinance is in effect. Will the ordinance be enforced to insure connections are made? Has the ordinance ever been enforced? When? Provide the date the ordinance was adopted. Indicate how many user agreements have been signed by project area residents. A sample user agreement is included in **APPENDIX J**.

Rates and Rate Structure

Provide information on system rates for IN-LOCALITY and OUT-OF-LOCALITY users 1 year ago, 5 years ago, and 10 years ago (if applicable). Provide the current monthly user rate (if applicable). Provide the projected monthly user rate. What was the date of the last rate increase?

Provide the rate structure that will apply to project customers when the project is completed. Will the rate structure for the project area differ from that within the system (will project area residents be paying out-of-locality rates)? If a different rate or rate structure will be used for beneficiaries outside your locality, then explain why (such as the Town has many low-income residents and must charge higher rates to County residents who can afford the higher rates)?

For projects which extend utility lines from one jurisdiction to another, utility rates must be the same throughout the CDBG project area unless it can be documented that the locality which owns or is served by the CDBG-supported utility line is subsidizing water rates with its general fund. In such cases a disparity in rates may exist between the involved localities. However, in no case can "out-of-town" rates exceed 50 percent of the "in-town" rates.

If project area residents will be dependent on a source or treatment provided by another system, provide the most current indication that such service will be provided whether final costs have been determined or not.

Indoor Plumbing

Identify how many LMI units lack indoor plumbing. What provisions are being made to provide indoor plumbing to LMI households in the project area and ensure that the units will be brought to DHCD

Housing Quality Standards (a field guide showing these standards is available from DHCD)?

Engineering Status

What is the status of the final plans prepared for this project? If they have been approved by the appropriate regulatory agency, state this fact and provide a copy of the approval letter in **ATTACHMENT #5**. What is the status of preliminary engineering reports that have been prepared for this project if the applicant is claiming PER support? PER support indicates that the project may be advanced in the development process and may be bid more quickly than other projects without such support. Indicate whether the PER has been reviewed and approved by the appropriate regulatory agency. Indicate whether the appropriate regulatory agency has provided written comments on the PER. **ATTACH LETTERS AS APPROPRIATE IN ATTACHMENT #5.**

Refer to page 37 and **APPENDIX I**. This appendix is provided as a guide to the elements that should be included in a PER. **PROVIDE THREE COPIES OF THE COMPLETE PER WITH THE ORIGINAL PROPOSAL AND OTHER PROPOSAL**

COPIES IF IT IS REQUIRED BY THE HEALTH DEPARTMENT IN REVIEW AND APPROVAL OF THE PROJECT. If a PER is not required by the Health Department for approval of the proposed project but one was performed anyway, you may include a summary this PER.

Acquisition

How many easements will need to be acquired by the locality? What steps will the locality take to ensure the easements will be acquired in a timely fashion? Is the locality willing to use condemnation if required by DHCD?

Are there parcels of land that must be acquired for this project? If so, what is the status of this acquisition?

Decentralized Wastewater Treatment

What type of decentralized wastewater treatment system is to be used and how was it chosen? What is the status of the necessary approvals and permits? Who will be the owner and operator of the system? What will be the user rates for the system? Why is this amount appropriate?

COMMUNITY SERVICE FACILITY PROPOSAL ELEMENTS

PLEASE RESPOND TO THE FOLLOWING:

Existing Services

Describe the existing level of services being offered in the proposed service area of this project. Where are these services located in relation to the proposed facility?

Facility Needs Assessment

The need for a new or expanded facility should have been discussed under Common Proposal Elements. In the response to this item, discuss any pertinent information on project needs not expressed in the earlier section, particularly the process used to determine the need for a new or expanded facility. Generally applicants proposing to provide community service facilities such as community centers or day care facilities should have analyzed the need for such facilities through a *Market Study*. Describe why this project type is a community priority. Information should be gathered about the potential number of users (total and LMI), their geographic dispersion, their demographic make-up, transportation needs, ability to pay for services, types of services needed, and availability of funding for the services to be offered. **INCLUDE IN ATTACHMENT #5 A MARKET STUDY AND NEEDS ANALYSIS.**

Service Demand

Discuss the demand for new or expanded community services. Demand must not be confused with need. How many people can be expected to take advantage of new or expanded services? Are applications for service on file? Is there other evidence of demand, such as surveys of existing clientele or potential beneficiaries? Are services or activities filling an identified gap? What assurances are there that new services will be utilized? How are needs

currently being met/served (i.e. facility in another area)? How was the demand determined? Were surveys completed? Include detail on the methodology used to survey the demand and the results of this survey. Include evidence in **ATTACHMENT #5.**

Service Summary Table

Create a table. List each service to be provided in the rows of this table. Create columns for the existing number of slots or other measure of service, the new total service level which will result from this project, the percentage increase in service between the existing and the proposed new service levels, and the total LMI service level proposed through NEW services. Insert service level information in the table. Total the columns.

Impact on LMI Persons

Discuss the impact of the new or expanded services on the needs of LMI persons. Will these services meet the most critical life needs of LMI persons or change their LMI status? Will the impact improve LMI quality of life without much impact on critical life needs? Discuss how there will be a change in the well being of LMI persons and how it will be measured. For example, if the facility is a medical clinic what specific services and treatments will be offered? If the proposal is for a workforce education center, what curriculum will be used? Give specific examples of courses to be offered, etc.

Project Status

Has any design been completed for this facility either of a preliminary or final nature by a licensed architect? If design has been

completed, have cost estimates been prepared by the architect and reviewed by the locality? PROVIDE IN **ATTACHMENT #5** ANY SCHEMATICS OR SKETCHES OF THE FLOOR PLAN/SITE PLAN OF THE FACILITY which shows the usage area clearly defined. Do not provide actual blueprints. Has energy conservation and handicapped access been included in the final plans?

Identify the closest geographic location of a facility providing essentially the same services as the facility proposed. Provide place name and distance in miles. Provide the names of agencies and programs that will need to certify this facility for particular functional uses. For example: Department of Education - Head Start. If the land where the facility will be sited is not currently publicly owned, describe the ownership situation, size of the parcel and any options or inspections that have been initiated.

Describe the local community support for this facility in terms of responses to public hearings, rezoning hearings, public information campaigns or community meetings. Has there been vocal support for the project? What is the extent of any negative reaction? Describe the program support and commitment from any groups/agencies/organizations that will provide programs within the facility. Provide letters of commitment from program/service providers in **ATTACHMENT #5**.

Operation

Provide information on ownership, operation, staffing, programs, user costs, and financing of the facility. How were equipment, furniture, and office needs

determined? User cost information should be provided as amounts charged to individuals for services offered. For example, a multi-use community center may offer day care for children, adult day care, health screening, and home budgeting classes. For each of these services, show which will and will not involve a charge to participants, and what the charge(s) will be. Keep in mind that low- and moderate-income persons may not be charged a membership or other type of fee to be eligible for participation, although user fees are allowed, provided they are affordable and do not restrict use of the facility. If the facility operates on a sliding-fee scale, provide the fee scale and how the determination is made on the amount that must be paid by the client. Any fee schedule cannot benefit moderate-income persons and exclude low-income persons. Provide a draft operations and management plan in **ATTACHMENT #5**. Provide agreements from operators and / or service providers.

Long-Term Viability

Create a chart or table to reveal the estimated itemized and total Annual Expenses and Annual Revenues related to the project. Include operating, maintenance, and debt retirement expenses and committed sources of revenue. Show five years worth of projections either in one chart or table or annual charts and tables. The total annual revenues should at least equal the total annual costs. This data should be supported by, for example, similar costs incurred in similar facilities of similar size and design and revenue estimates derived from current sources reasonably expected to continue for the near future and committed future sources of revenue.

PROPOSAL ATTACHMENTS

All Competitive Grant proposals must include relevant Attachments. Relevant Attachments should be attached behind the Cover Sheet, Proposal Summary, Financial Summary, Common Proposal Elements, and Project Type Proposal Elements.

ATTACHMENT # 1—FINANCIAL SUMMARY

This section includes the Project Budget, Sources Budget, Status of Other Funding, and Derivation of Costs. The completed Financial Summary section should be placed as an attachment with a tab to indicate its location.

See page 49 for information on completing the Financial Summary.

ATTACHMENT # 2 – FUNDING AND COST DOCUMENTATION

Include contracts, agreements, award letters, and other documentation which confirms the commitment of other funding to the project. Identify contact persons and contact information for other funds in the project. The firmer the commitment, the greater the likelihood the other funding will be recognized during proposal review. If the pursuit of funding is merely at the application stage, include documentation of the application.

Include documentation supporting the costs included in the project budget and detailed in the cost derivation. All costs should be documented to some extent. Include bids, estimates, summaries, professional opinions, financial sections of reports, and so on.

ATTACHMENT # 3 – PROJECT / SERVICE AREA MAPS

Each proposal must contain a copy of a U.S. Geological Survey (USGS) map of the project or service area and at least one other map which shows major geographic features, including streets, and clearly illustrates the location of the proposed project. ALL maps should be LEGIBLE and contain the following:

- A scale which is clearly marked on the map;
- Boundaries of the locality (which is not always possible for counties);
- Boundaries of the project or service area where activities will be concentrated;
- Location(s) of all proposed project activities, including water and sewer lines by type;
- Location and numbers / names of streets and route numbers leading to and in the target area;
- For projects involving housing rehabilitation, indoor plumbing provision, and/or water or sewer connections, provide the location of the impacted households within the project area. Indicate which units are LMI-occupied, which are vacant, which have unknown occupants, which are in need of rehabilitation or substantial reconstruction, which are to receive water or sewer service, which are to receive indoor plumbing, and so on.

Information of more than one type may be included on one map if the combined information is clearly legible and comprehensible. For certain projects, additional maps may be requested by DHCD.

IN ADDITION TO ILLUSTRATING ALL PROJECT ACTIVITIES, THE MAP SHOULD BE ADEQUATE FOR DHCD TO VISIT THE SITE PRIOR TO OR AFTER GRANT ANNOUNCEMENT ARE MADE.

Maps should be coded to match the information contained in the proposal narrative. For example, mapped locations should list the street and be coded to show LMI status, level of blight, etc.

ATTACHMENT # 4 – PLANNING AND NEED DOCUMENTATION

Include copies of surveys, needs assessments, Preliminary Engineering Reports, letters, and other documentation supporting the project's identified needs. If surveys were conducted, include a copy of the survey, the survey script, and a summary of survey responses. If sampling was used rather than surveying ALL households, explain the sampling methodology. The summary of responses should include information on ALL QUESTIONS asked, especially those indicating a willingness to participate in a program or desire for a service.

Include other information on how and when the surveys were conducted, on who completed these surveys, what training these surveyors had, and so on. Surveys must be signed or initialed by the intake surveyor. The better the evidence that a solid survey methodology was used the greater the confidence in the survey results.

Previous surveys may be used if the survey was conducted after **March 31, 2010**, was for essentially the same project, and was developed in accordance with HUD Section 8 Income Limits or is clearly convertible to these limits. Additional survey guidance is available in **APPENDIX D**.

ATTACHMENT #5 – PROJECT TYPE SUPPORT

Comprehensive Community Development

Include documentation of the Comprehensive Community Development Needs Assessment. Additional guidance on this assessment is available beginning on page 20. The guidelines provided by DHCD are mere baseline requirements. A true and accurate Needs Assessment should reflect appropriate detail, analysis, and consideration and should be tailored to reflect only the needs of the subject community. This Needs Assessment is a crucial element in DHCD's evaluation of Comprehensive Community Development proposals.

Provide additional information on the project area and neighborhood selection process. Include any other relevant information related to the Comprehensive Community Development proposal.

Economic Development

For projects with job creation or retention, include documentation on the needs of the businesses to be assisted and all business commitment letters. For site redevelopment projects, include an inventory of current structures in the project area and their uses, the target area boundaries, whether or not water/sewer services are currently available, documentation of existing health and or environmental issues, and local economic

development strategies. For business district revitalization projects, include information on target area boundaries, on the process of blight identification, on blight removal efforts, and on other resources to be committed to the project. Include signed letters from individual businesses and others providing their commitment to participate in the Business District Revitalization façade program (if applicable and the specific dollar amount at which they will participate). Provide any documentation to support the need for a loan pool or upper-story housing. For development readiness projects, provide information on local development barriers, local economic development strategies, and local economic development marketing efforts. Include all other information which further explains or supports the aims of the Economic Development proposal.

Housing

For projects with rehabilitation, include documentation on the housing inspection methodology and summaries of the inspection results. Include copies of inspection form templates (if different from DHCD HQS), completed inspection forms, itemized cost estimates, and work write-ups. Include documentation of beneficiary demand, landlord participation, and financing mechanisms. Include derivation documentation. For projects with production, include developer commitments, copies of market studies, derivation of cost figures, management plans, and firm documentation of financing. Include all other information which further explains or supports the aims of the Housing proposal.

Community Facility

Include letters from the Health Department and other regulatory agencies. Include summaries of PERs in projects where they are NOT required by the Health Department.

Include other design information. Include all other information which further explains or supports the aims of the Community Facility proposal.

Community Service Facility

Include facility design information. Include commitments or other documentation from permitting entities, where applicable. Include operating cost and revenue estimate documentation. Include market studies, needs analyses, or other documentation in support of demand. Include all other information which further explains or supports the aims of the Community Service Facility proposal.

ATTACHMENT #6 – PLANNING DISTRICT COMMISSION REVIEW

Each applicant must provide a copy of its Competitive Grant proposal to the local Planning District Commission for review. This review is for informational purposes only. The role of the Planning District Commission is not to approve or reject Competitive Grant proposals. Include a copy of the transmittal letter here and any correspondence received from the Planning District Commission prior to proposal submission.

ATTACHMENT # 7 – LOCAL GOVERNMENT RESOLUTION

Include a copy of a resolution passed by the local governing body of the applicant giving the chief administrative official authority to complete, sign, and submit this proposal. The resolution must contain the following:

- That the locality wishes to apply for Virginia Community Development Block Grant (CDBG) funds;

- The project type and title;
- The amount of CDBG funds requested;
- The amounts of local, state, or federal funds that are part of the total project cost;
- That the chief administrative official is authorized to sign and submit all appropriate information necessary to apply for CDBG funding; and,
- That citizen participation requirements have been met by holding at least TWO public hearings, advertising both as appropriate and with at least one other form of public notice.
- That, in LMI benefit projects, the project will meet the National Objective of providing benefit to LMI persons and that there will be a specific projected number of LMI beneficiaries (number of jobs, number of houses improved, etc).

The resolution should also include special information related to certain project types:

For Regional projects – Include copies of resolutions from each locality authorizing participation. Also provide copies of the completed first page of the Competitive Grant forms from each locality which should reflect the same information from each locality but for the **MULTI-CONTRACT LIMITATIONS** and the **CERTIFICATION AND SIGNATURE**.

For projects with Business District Revitalization or Site Redevelopment products – Include statements acknowledging the requirement that CDBG slum and blight removal activities occur in accordance with Title 36, Article 7 of the *Code of Virginia* and that the locality will, if necessary during implementation, develop a Redevelopment or Conservation Plan and contract with a Virginia Redevelopment and Housing Authority to implement the plan.

For projects with Development Readiness products – Include the locality’s recognition that Development Readiness activities will be structured as a loan to the locality and its commitment to secure the CDBG investment through a bond, letter of credit, or other appropriate measures.

SAMPLE RESOLUTION

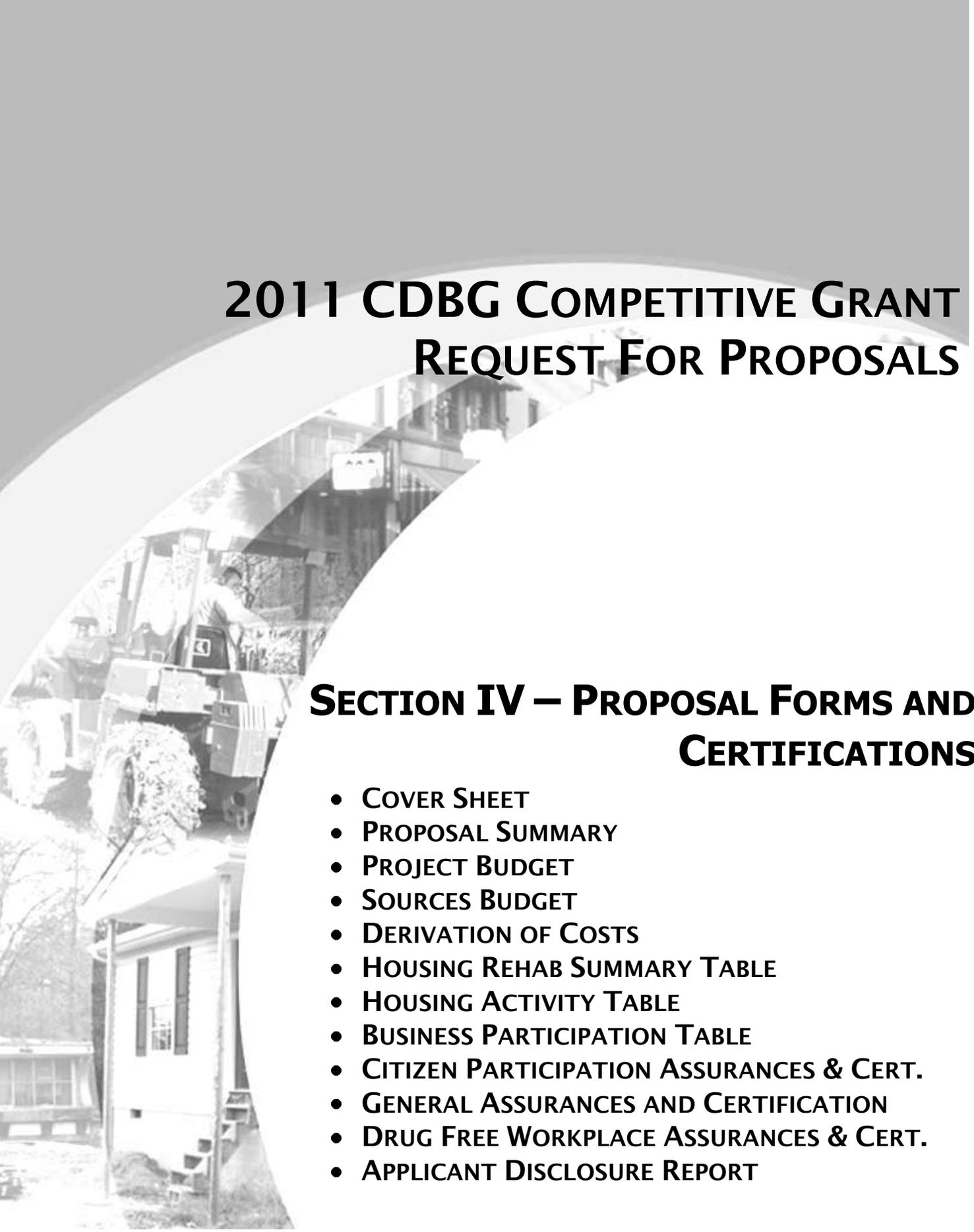
Be it resolved that, pursuant to two public hearings, **LOCALITY NAME** wishes to apply for **AMOUNT** of Virginia Community Development Block Grant funds for **PROJECT TITLE**.

Whereas **LIST AMOUNTS AND SOURCES OF OTHER FUNDS** will also be expended on this project, it is projected that **NUMBER AND TYPE OF BENEFICIARIES** will result from the implementation of this project, of which **NUMBER** will be low- and moderate-income persons.

Be it further resolved that **CHIEF ADMINISTRATIVE OFFICIAL** is hereby authorized to sign and submit appropriate documents for the submittal of this Virginia Community Development Block Grant proposal.

The executed Citizen Participation Assurances and Certification, General Assurances and Certification, Drug Free Workplace Assurances and Certification, and Applicant Disclosure Report should be inserted in this Attachment. Original copies should be placed in original proposal copies and photocopies should be placed in other proposal copies.

Copies of the Public Hearing advertisements should also be inserted in this Attachment.



2011 CDBG COMPETITIVE GRANT REQUEST FOR PROPOSALS

SECTION IV – PROPOSAL FORMS AND CERTIFICATIONS

- COVER SHEET
- PROPOSAL SUMMARY
- PROJECT BUDGET
- SOURCES BUDGET
- DERIVATION OF COSTS
- HOUSING REHAB SUMMARY TABLE
- HOUSING ACTIVITY TABLE
- BUSINESS PARTICIPATION TABLE
- CITIZEN PARTICIPATION ASSURANCES & CERT.
- GENERAL ASSURANCES AND CERTIFICATION
- DRUG FREE WORKPLACE ASSURANCES & CERT.
- APPLICANT DISCLOSURE REPORT

2011 CDBG COMPETITIVE GRANT



COVER SHEET

APPLICANT: _____

CHIEF ELECTED OFFICIAL: _____

LOCAL GOVERNMENT ADDRESS: _____

PHONE: _____

PROJECT NAME: _____

PROJECT TYPE: _____

CONTACT PERSON: _____

PHONE / EMAIL: _____

PROJECT COST:

Source	Amount	Percentage
CDBG	\$	%
State	\$	%
Federal (Grant)	\$	%
Federal (Loan)	\$	%
Private	\$	%
Local	\$	%
Total	\$	100%

PROJECT DESCRIPTION:

PREPARER:

Provide the name, phone number, and email address of the person who actually prepared this application.

NATIONAL OBJECTIVES:

Please note the approximate amount of funds proposed in this project which can be attributed to each of the listed National Objectives (amount may be \$0).

<u>National Objective</u>	<u>Proposed Activity</u>	<u>Amount</u>
LMI Benefit		\$
Slum and Blight		\$
Urgent Need		\$

POPULATION:

Please indicate the population of the applicant locality: _____

ACTIVE CDBG PROJECTS:

<u>Name</u>	<u>Year Awarded</u>	<u>Amount of Award</u>

By checking these boxes the applicant is affirming the following statements:

- Applicant is currently eligible to receive the full amount that is being requested and if this project is awarded, this would not cause the applicant to exceed the multi-contract limitation of \$2.5 million in open, active contracts.
- Applicant agrees to send responsible parties, to include any relevant subcontractors, to all mandatory DHCD-sponsored training events, to include the Construction Management and Grant Management workshops, and to provide representation at all management team meetings

CERTIFICATION AND SIGNATURE:

To the best of my knowledge and belief, information in this proposal is true and correct and the proposal has been duly authorized by the local governing body, citizen participation requirements have been met, and the proposal has been submitted for Planning District Commission review.

Name: _____

Title: _____

Signature: _____

Date: _____

PLEASE PROVIDE A COPY OF THE LOCAL GOVERNMENT RESOLUTION IN ATTACHMENT #7

PROPOSAL SUMMARY

LMI Benefit

**A. Results of Neighborhood / Project Area Survey:
For ALL LMI benefit projects.**

Survey Results:	Households	Persons
Total Number in the Project Area (estimated if <100% surveyed)		
Total Number of LMI in the Project Area (count ONLY surveyed LMI unless survey size allows for less)		
Percentage of LMI / Total Number in the project area	%	%
Total number surveyed		
Total number responding to surveys		
Total Number of LMI responding to survey		

(Include a copy of the survey and results summary in ATTACHMENT # 4)

B. Expected benefits of the project:

I. For Comprehensive, Housing, Community Facility, and Econ. Dev. Job Creation.

Project Products (Outputs)	# Households Served	# LMI Households Served	Total # of Persons Served	Total # of LMI Persons Served	% LMI Persons / Total Persons
HOUSING REHAB					%
HOUSING PRODUCTION					%
WATER					%
SEWER					%
STREETS					%
DRAINAGE					%
JOBS CREATED					%
OTHER					%

II. For Community Service Facility or other projects not appropriate for Table B. I. above.

Specify Services (Outputs)	# Households Served	# LMI Households Served	Total # of Persons Served	Total # of LMI Persons Served	% LMI Persons / Total Persons

LMI Benefit based on unduplicated count of users (persons) and not number of visits.

C. Compliance Chart – Locality for ALL LMI benefit projects. Project Area for Comprehensive, Housing, Community Facility, or others with a defined Project Area.

ETHNICITY

Population	Hispanic or Latino	Not Hispanic or Not Latino	TOTAL Population
Locality			
Project Area			

RACE

Population	White	Black / African American	Asian	American Indian / Alaskan Native	TOTAL Population
Locality					
Project Area					

Population	Native Hawaiian / Other Pacific Islander	American Indian Alaskan Native and White	Asian and White	Black / African American and White	American Indian / Alaskan Native and Black/African American	TOTAL Population
Locality						
Project Area						

Population	Other Multi-racial				TOTAL Population
Locality					
Project Area					

Households	Female-Headed	Elderly	With Handicap	TOTAL Households
Locality				
Project Area				

D. Census Information – Locality for ALL LMI benefit projects.

Census Place Code	Census Tract(s)	Blocks / Block Groups

PROPOSAL SUMMARY Slum and Blight Elimination

A. Project Area Summary Table (for ALL Slum and Blight projects):

Structure Type	Number in Project Area	Number Currently Occupied	Number Currently Unoccupied	Number Blighted	% Blighted (as total of ALL structures in project area)
Commercial					
Residential					
Publicly-owned					
Industrial					
Non-profit					
Vacant Structure					
Vacant Land (in blocks)		N/A	N/A		
Other: _____					
Other: _____					
TOTAL					

- 1) How many businesses are located in the project area? _____
- 2) How many businesses (actual number and percentage of total businesses) have closed within the past three years? _____
- 3) Approximately how many employees (actual number and percentage of total employees) have been displaced as a result of these closings? _____

(Include copies of assessment tools in **ATTACHMENT # 4**; provide 3 copies of a Master Plan or similar document with the proposal copies; include other documents in **ATTACHMENT #5**; and, acknowledge blight in Resolution in **ATTACHMENT # 7**)

Additional narrative responses to these questions may be included in the **Project Type Proposal Elements** section.

B. Census Information – Locality for ALL CDBG projects.

Census Place Code	Census Tract(s)	Blocks / Block Groups

PROJECT BUDGET

Applicant:				
Project:				
2011 CDBG Competitive Grant Budget				
BUDGET LINE ITEM	TOTAL BUDGET	CDBG BUDGET	NON-CDBG BUDGET	NON-CDBG SOURCE
ADMINISTRATION				
Execution of DHCD Contract	0.00			
Execution of Project Contract(s)	0.00			
Contract Monitoring	0.00			
Construction Completion	0.00			
Achievement of Benefits	0.00			
Administrative Project Closeout	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
INTERIM ASSISTANCE				
	\$0.00	\$0.00	\$0.00	
PERMANENT RELOCATION				
Owner-Occupied Households	0.00			
Renter-Occupied Households	0.00			
Relocation Specialist	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
ACQUISITION (Land/Improvements but not any easements)				
	\$0.00	\$0.00	\$0.00	
CLEARANCE & DEMOLITION				
	\$0.00	\$0.00	\$0.00	
OWNER-OCCUPIED HOUSING REHABILITATION				
Owner-Occupied Construction	0.00			
Rehabilitation Specialist	0.00			
Temporary Relocation	0.00			
HMEP	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
INVESTOR-OWNED HOUSING REHABILITATION				
Investor-Owned Construction	0.00			
Rehabilitation Specialist	0.00			
Temporary Relocation	0.00			
HMEP	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
SUBSTANTIAL RECONSTRUCTION				
Clearance & Demolition	0.00			
Owner-Occupied Construction	0.00			
Rehabilitation Specialist	0.00			
Temporary Relocation	0.00			
HMEP	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	

HOMEOWNERSHIP CREATION				
Downpayment Assistance	0.00			
Closing Costs	0.00			
Principal Write Down	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
SEWER/STORM DRAINAGE				
Architect/Engineer/Design	0.00			
Inspection	0.00			
Acquisition (Easements Only)	0.00			
Temporary Relocation	0.00			
Construction/Improvements	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
WATER				
Architect/Engineer/Design	0.00			
Inspection	0.00			
Acquisition (Easements Only)	0.00			
Temporary Relocation	0.00			
Construction/Improvements	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
STREETS				
Architect/Engineer/Design	0.00			
Inspection	0.00			
Acquisition (Easements Only)	0.00			
Temporary Relocation	0.00			
Construction/Improvements	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
FLOOD DRAINAGE FACILITIES				
Architect/Engineer/Design	0.00			
Inspection	0.00			
Acquisition (Easements Only)	0.00			
Temporary Relocation	0.00			
Construction/Improvements	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
MICROENTERPRISE ASSISTANCE				
Business Skills Training	0.00			
Technical Assistance	0.00			
Microloan Program	0.00			
Post-Loan Assistance	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
BUSINESS DISTRICT REVITALIZATION				
Acquisition	0.00			
Enhancements	0.00			
Façade Improvements	0.00			
Architect/Engineer/Design	0.00			
Inspection	0.00			
Construction/Improvements	0.00			
Marketing/Website Development	0.00			
Subtotal	\$0.00	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	\$0.00	

SOURCES BUDGET

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>	<u>Funding Source</u>
CDBG	\$	%	
State	\$	%	
Federal (Grant)	\$	%	
Federal (Loan)	\$	%	
Local	\$	%	
Private	\$	%	
TOTAL	\$	100%	

STATUS OF OTHER FUNDING:

What is the current status of non-CDBG funding? Provide a summary of the current level of commitment and availability of each source of non-CDBG funding identified above. Provide commitment letters, contracts, or similar documentation as well as a contact person for the source and contact information in **ATTACHMENT # 4**.

Be certain that the information in the letters and documentation correlate exactly to the figures listed above. If they do not, provide a clear explanation and break out.

Please Note: If the amounts, status, and commitment of each other source of funds are not clearly listed, the funding MAY NOT be included when DHCD reviewers are calculating leverage and evaluating for credit of these funds.

DERIVATION OF COSTS

<u>Product / Activity</u>	<u>TOTAL Cost</u>	<u>CDBG \$</u>	<u>Non-CDBG \$</u>	<u>Source</u>	<u>Date</u>

HOUSING REHABILITATION SUMMARY TABLE

A.	Total # Units		# Substd Units		Total # Persons	
	Project Area	LMI	Project Area	LMI	Project Area	LMI
Owner Occupied						
Single-Family						
Multi-Family						
Mobile Homes						
Renter Occupied						
Single-Family						
Multi-Family						
Mobile Homes						
Vacant						
Single-Family						
Multi-Family						
Mobile Homes						
TOTAL						

B.	# LMI Substd Units		Persons in LMI Substd	
		To Be Rehab		To Be Rehab
Owner Occupied				
Single-Family				
Multi-Family				
Mobile Homes				
Renter Occupied				
Single-Family				
Multi-Family				
Mobile Homes				
TOTAL				

D.	Vacant
	Single-Family
	Multi-Family
	Mobile Homes
	TOTAL
	To be Rehab
	To be Demo's

C.	LMI Unsuitable for Rehab		To Be Substantial Reconst	
	Units	Persons	Units	Persons
Owner Occupied				
Single-Family				
Multi-Family				
Mobile Homes				
TOTAL				

	Homeowner Creation	
	Units	Persons
Renter Occupied		
Single-Family		
Multi-Family		
Mobile Homes		
TOTAL		

HOUSING ACTIVITY TABLE

Household Information			Unit Type	Activity Cost Estimate (estimate cost for each category)						Total Amount of CDBG Assistance (per house)	If Landlord Situation, Amount of Private Investment
Client Name	Address	Signed Agreement to Participate – By Client or Landlord (Y / N)	Single Family, Mobile Home, Apt, Townhome, etc...	Rehab	Acquisition	Relocation	Substantial Reconstruction	Elevation	Admin, legal, Rehab Spec. or other non – construction costs		

Business Participation Table

Business Name	Address	Business Owner	Participating in Façade Program	Agreement Signed (and included)	Amount of CDBG Assistance	Amount of Private Investment
1)				1)		
2)				2)		
3)				3)		
4)				4)		
5)				5)		
6)				6)		
7)				7)		

CITIZEN PARTICIPATION ASSURANCES AND CERTIFICATION

The applicant assures and certifies that it has provided its citizens adequate opportunities to participate in the development of this proposal by:

- Holding at least two public hearings in the locality prior to the submission of the proposal, the first one for the purpose of obtaining the views of citizens on community development and housing needs and the second (held at least 7 days after the first) for the purpose of informing the public on the proposed CDBG project. Participation by low- and moderate-income residents and stakeholders in the project or service area and the community at large was encouraged. The hearings were held at times and locations convenient to potential beneficiaries and with accommodation for the disabled. Public input into the development of this proposal was obtained at hearings held on:

_____ AND _____;
(date) (date)

- Publishing a notice to advertise the public hearings and availability of proposal information at least 7 days prior to the dates of the hearings in the non-legal section of a NEWSPAPER of local general circulation and AT LEAST ONE OTHER TYPE OF ANNOUNCEMENT. The advertisements ran on:

_____ AND _____;
(date) (date)

Advertisements for the two public hearing must be published separately. Applicants may not only publish one advertisement that includes information on both public hearings.

- Maintaining files which contain documentary evidence that the hearings were held. These files must contain proof of publication of the hearing notices, written and/or recorded minutes of the hearings, and lists of citizens attending the hearings;
- Making CDBG program and proposal documentation available to the public for comment during regular office hours. This documentation should include the range of proposed activities, the estimated amounts of funding which will benefit low- and moderate-income persons, the plans to minimize displacement and provide displacement assistance where applicable, and a summary of the proposed application. This documentation should also include public information on any other CDBG project undertaken within the last 5 years;
- Providing technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for the use of CDBG funds, with the level and type of assistance determined by the locality;

- Providing timely written responses to written complaints and grievances, within 15 working days where practicable;
- Accommodating the needs of non-English speaking residents at public hearings where more than 5% of the attendees can be reasonably expected not to speak English; and,
- Adhering to the CDBG Citizen Participation Plan per the 2011 CDBG Program Design.

Chief Administrative Official

Name	Title
Signature	Date

Attach original copies of all newspaper Public Hearing notices. Original notice copies should be clipped from the appropriate newspapers and attached with clear tape to 8 ½-inch x 11-inch white paper with the date of publication clearly visible. Photocopies should be made for other proposal copies

In Regional proposals, each participating locality must conduct two public hearings and the proposal must contain, from each participating locality, a signed copy of this page and copies of all newspaper advertisements. Again, originals in original copy and photocopies in other copies.

GENERAL ASSURANCES AND CERTIFICATION

(Original copy in original proposal; photocopies in other copies)

The applicant hereby assures and certifies that:

- (a) It possesses legal authority to apply for the grant, and to execute the proposed program.
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- (c) Its chief executive officer or other officer of applicant who has been approved by the Virginia Department of Housing and Community Development:
 - i. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.5(a) through (h) which serve to further the purposes of NEPA insofar as the provisions of such Federal law apply to this Program;
 - ii. Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal and Commonwealth of Virginia courts for the purpose of enforcement of his responsibilities as such an official.
- (d) It will comply with the regulations, policies, guidelines and requirements of the Code of Federal Regulations (24 CFR Part 85), OMB Circular A-128 and Circular A-87 as they relate to the application, acceptance, and use of Federal funds under this Program; and, as applicable, all State laws and administrative requirements which may supersede them (by virtue of being more stringent).
- (e) It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards and Executive Order 12088 relating to the prevention, control and abatement of water pollution.
- (f) It will require buildings or facilities designed, constructed, or altered with funds provided under this Program to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1980, or Uniform Federal Accessibility Standards (UFAS) in accordance with the Virginia Uniform Statewide Building Code. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

(g) It will not recover the capital costs for public improvements financed in whole or in part with CDBG funds through assessments against properties owned and occupied by low- and moderate-income persons nor will fees or assessments be charged to such persons as a condition of obtaining access to the public improvements. (Per section 104(b)(5) of Title I of Housing and Community Development Act of 1974, as amended).

(h) It will comply with:

- i. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance. A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.

The project service area shall not be selected in such a manner as to provide services to a population in which the proportion of minority and other protected population groups is substantially lower than the proportion of those groups throughout the jurisdiction of the locality unless:

- the areas of disproportionate concentrations of minority and other protected population groups has already been served, or
 - there are definite plans for the imminent provision of similar services to those areas, or
 - there is reasonable justification for the provision of services to the selected area notwithstanding the substantially lower proportion of minority and other protected population groups.
- ii. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
 - iii. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or part with funds provided under this Program. Any prohibition against discrimination on the basis of age under Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to this Program.

- iv. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal assistance.
 - v. Executive Order 11246, and the regulations issued pursuant thereto 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontractors on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- (i) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the area of the project.
 - (j) It will:
 - i. In acquiring real property be guided, to the greatest extent practicable under State law, by the land acquisition policies in Sections 301 and 302 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
 - ii. Pay or reimburse property owners for necessary expenses as specified in Section 303 and 304 of the Uniform Act; and
 - iii. Comply with the applicable Sections (202 through 205) of Title II (relocation assistance) of the Uniform Act in providing relocation payments and relocation assistance; and
 - iii. Comply with DOT regulations at 49 CFR Part 24 in implementing the requirements, it will:
 - 1) Carry out the policies and procedures of Part 24 in a manner that insures that the acquisition and relocation processes do not result in different or separate treatment to persons on account of race, color, religion, sex, national origin, or source of income; and

- 2) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of race, color, religion, sex, national origin, or source of income; and
 - 3) Inform affected persons of their rights under the policies and procedures set forth under the regulations in Part 24, including their rights under Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, as amended.
- (k) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- (l) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
- (m) It will comply with the provisions of the Davis-Bacon Act as amended and the Contract Work Hours and Safety Standards Act as determined by the Secretary of Labor. This section shall apply to rehabilitation of residential property only if such property is designed for residential use of eight or more families.
- (n) It will give the Virginia Department of Housing and Community Development and the Comptroller General through any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
- (o) It will insure that facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Virginia Department of Housing and Community Development of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- (p) It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Pub. L. 93-234, 87 Stat. 975, approved December 31, 1973. Section 103 (a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (q) It will in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic

Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et. Seq.) by:

- i. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity, and
 - ii. Complying with all requirements established by HUD and the Virginia Department of Housing and Community Development to avoid or mitigate adverse effects upon such properties.
- (r) Assure upon funding, it will implement a "residential anti-displacement and relocation assistance plan," pursuant to Section 570.496a(b).
- (s) It will implement all required actions to ensure compliance pursuant to 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities.
- (t) The undersigned certifies, to the best of his or her knowledge and belief, that:
- i. 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 or 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.
 - ii. 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 or any agency, 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.
 - iii. The undersigned shall require that the language of this certification be included in the award documents for all subawards 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.

- (u) Any survey information submitted with the application is a true representation of the data and has not been altered or fabricated. The survey was conducted and analyzed in strict accordance with the methodology stated.

- (v) The 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, take action authorized under the Drug-Free Workplace Act.

Chief Administrative Official:

Name	Title
Signature	Date

DRUG-FREE WORKPLACE ASSURANCES AND CERTIFICATION

(Original copies in original proposal; photocopies in other proposal copies.)

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 -
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. 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 by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer of any criminal drug statute 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 subparagraph (d)(2) from an employee or otherwise receiving actual notice of such condition;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
 - i. Taking appropriate personnel action against such an employee, up to and including termination; or

ii. 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;

(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).

Chief Administrative Official:

Name

Title

Signature

Date

APPLICANT DISCLOSURE REPORT

Part I – Summary Information

Applicant _____

Address _____

Contact Person _____

Address _____

Phone Number _____

Project Name _____

FIN or SS# _____

DUNS Number _____

Are you requesting CDBG funding of \$200,000 or more? YES NO

If yes, the remainder of this Applicant Disclosure Report must be completed and the original must be attached to the original copy of the proposal. Photocopies in other copies.

Part II– Other Governmental Assistance in Project

Source of Assistance	Program / Use of Funds	Type of Assistance	Amount

Part III– Interest Disclosure

Interested Parties	Social Security / FIN Employer ID	Type of Participation	Financial Interest In Project (\$ and %)

I hereby certify that, to the best of my knowledge, the information contained in this Applicant Disclosure Report is true and accurate.

Chief Administrative Official:

Name

Title

Signature

Date

2011 CDBG COMPETITIVE GRANT REQUEST FOR PROPOSALS

SECTION V – APPENDICES

APPENDIX:

A – CDBG ELIGIBLE LOCALITIES

B – CDBG – CITIZEN PARTICIPATION

C – 2009 INCOME LIMITS

D – SAMPLE SURVEY, SURVEY GUIDANCE

E – NEEDS ASSESSMENT

F – SAMPLE WALK-THROUGH INSPECTION

G – SAMPLE WORK WRITE-UP

H – ABILITY –TO-PAY WORKSHEET

I – PRELIMINARY ENGINEERING REPORT

J – USER AGREEMENT TEMPLATES

K – ENGINEERING SCHEDULE

L – SAMPLE PARTICIPATION AGREEMENTS

APPENDIX A - VIRGINIA CDBG PROGRAM

ELIGIBLE LOCALITIES

Cities

Bedford
 Buena Vista
 Covington
 Emporia
 Franklin
 Galax
 Lexington
 Martinsville
 Norton
 Poquoson
 Salem
 Staunton
 Waynesboro
 Williamsburg

Counties

Accomack
 Albemarle
 Alleghany
 Amelia
 Amherst
 Appomattox
 Augusta
 Bath
 Bedford
 Bland
 Botetourt
 Brunswick
 Buchanan
 Buckingham
 Campbell
 Caroline
 Carroll
 Charles City
 Charlotte
 Clarke
 Craig
 Culpeper
 Cumberland
 Dickenson
 Dinwiddie
 Essex
 Fauquier
 Floyd
 Fluvanna
 Franklin
 Frederick
 Giles
 Gloucester
 Goochland
 Grayson
 Greene
 Greensville
 Halifax
 Hanover
 Henry
 Highland
 Isle of Wight
 James City County
 King and Queen
 King George
 King William
 Lancaster
 Lee
 Louisa
 Lunenburg
 Madison
 Mathews
 Mecklenburg
 Middlesex
 Montgomery
 Nelson
 New Kent
 Northampton
 Northumberland
 Nottoway
 Orange
 Page
 Patrick
 Pittsylvania
 Powhatan
 Prince Edward
 Prince George
 Pulaski
 Rappahannock
 Richmond
 Roanoke
 Rockbridge
 Rockingham
 Russell
 Scott
 Shenandoah
 Smyth
 Southampton
 Spotsylvania
 Stafford

Surry
 Sussex
 Tazewell
 Warren
 Washington
 Westmoreland
 Wise
 Wythe
 York

Towns

Abingdon	Crewe	Lawrenceville	Scottsburg
Accomack	Culpeper	Lebanon	Scottsville
Alberta	Damascus	Leesburg	Shenandoah
Altavista	Dayton	Louisa	Smithfield
Amherst	Dendron	Lovettsville	South Boston
Appalachia	Dillwyn	Luray	South Hill
Appomattox	Drakes Branch	Madison	St. Charles
Ashland	Dublin	Marion	St. Paul
Belle Haven	Duffield	McKenney	Stanardsville
Berryville	Dungannon	Melfa	Stanley
Big Stone Gap	Eastville	Middleburg	Stephens City
Blackstone	Edinburg	Middletown	Stony Creek
Bloxom	Elkton	Mineral	Strasburg
Bluefield	Exmore	Monterey	Stuart
Boones Mill	Farmville	Montross	Surry
Bowling Green	Fincastle	Mount Jackson	Tangier
Boyce	Floyd	Mount Crawford	Tappahannock
Boydton	Fries	Narrows	Tazewell
Boykins	Front Royal	Nassawaddox	The Plains
Branchville	Gate City	New Castle	Timberville
Bridgewater	Glade Spring	New Market	Toms Brook
Broadway	Glasgow	Newsoms	Troutdale
Brodnax	Glen Lyn	Nickelsville	Troutville
Brookneal	Gordonsville	Onancock	Urbanna
Buchanan	Goshen	Onley	Victoria
Burkeville	Gretna	Orange	Vinton
Cape Charles	Grottoes	Painter	Virgilina
Capron	Grundy	Pamplin City	Wachapreague
Cedar Bluff	Halifax	Parksley	Wakefield
Charlotte Court House	Hallwood	Pearisburg	Warrenton
Chase City	Hamilton	Pembroke	Warsaw
Chatham	Haysi	Pennington Gap	Washington
Cheriton	Hillsboro	Phenix	Waverly
Chilhowie	Hillsville	Pocahontas	Weber City
Chincoteague	Honaker	Port Royal	West Point
Claremont	Hurt	Pound	White Stone
Clarksville	Independence	Pulaski	Windsor
Cleveland	Iron Gate	Purcellville	Wise
Clifton Forge	Irvington	Remington	Woodstock
Clinchco	Ivor	Rich Creek	Wytheville
Clinchport	Jarratt	Richlands	
Clintwood	Jonesville	Ridgeway	
Coeburn	Keller	Rocky Mount	
Colonial Beach	Kenbridge	Round Hill	
Columbia	Keysville	Rural Retreat	
Courtland	Kilmarnock	Saltville	
Craigsville	La Crosse	Saxis	

APPENDIX B – CDBG CITIZEN PARTICIPATION

For All Potential Local Government Applicants:

It is important that community development projects carried out wholly or in part with Virginia Community Development Block Grant (CDBG) funds involve extensive citizen participation during the proposal development process. Local citizen participation should be encouraged throughout the process of developing a Community Improvement Grant (CIG) proposal. In particular, participation by low- and moderate-income (LMI) residents of the project service area or a slum and blight area should be encouraged. Participation is encouraged prior to submitting a Planning Grant proposal, but there are no firm requirements.

The following steps, however, are required for each local government wishing to submit a Community Improvement Grant proposals, including both competitive round projects and projects being submitted under the open submission funds.

PUBLIC HEARING REQUIREMENT

At a minimum, at least **two public hearings** must be held during the CIG proposal development period.

- The two hearings must, at a minimum, be held **one week apart**.
- Advertisements for the two public hearing must be published separately. Applicants may not only publish one

advertisement that includes information on both public hearings.

- Both public hearings must be held **within twelve months** of the application deadline (defined by DHCD in 2011 as after March 31, 2010). In the case of the same proposal being resubmitted from the prior competitive year, DHCD may waive the public hearing requirement on community development needs (first public hearing).
- Files must be maintained containing documentary evidence that the hearings were held, to include at a minimum a list of attendees, minutes of the hearings, and notices (2 types) of the public hearings.
- For **regional proposals**, each participating locality must hold two public hearings as described above.
- Applicants must provide timely written answers to written comments and grievances, within 15 working days where practicable.

Each hearing must be held after adequate notice as described below:

NOTICE OF PUBLIC HEARINGS

Advertisement must be made in a non-legal, locally-circulated newspaper with the largest general circulation at least seven days prior to each hearing. The public hearing notices must provide the address, phone number, TDD, and times for submitting comments and grievances to the applicant locality. If publishing in a weekly paper, be sure the ads are published in such

a manner as to comply with the requirements outlined here.

At least one other type of announcement must be done for each public hearing (examples below), at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

- Advertisement through locally-received radio and/or television stations;
- Distribution of flyers in LMI areas and in the proposed service area(s);
- Announcements at local community organization meetings; or,
- Announcements through local churches and community centers located in LMI and proposed project areas.

First Public Hearing

The first hearing must be held early in the CIG proposal development process to identify the applicant's community development and housing needs, the range of eligible project types funded through the CDBG program and the amount of money available to the applicant, as well as the applicant's past performance (if applicable) in the CDBG program during the previous five years. At a minimum citizens should be furnished with information concerning the amount of funds available (including program income) for proposed activities and the range of activities that may be undertaken, including the estimated amount to be used for activities that will benefit low- and moderate-income persons, the proposed CDBG activities likely to result in displacement, and plans for minimizing displacement of persons as a result of the CDBG project, and plans to assist persons actually displaced by the project.

Between the two hearings applicants must make available to the public a fact sheet or

proposal summary that identifies the proposed activities and objectives for the project and identifies who will be affected by these activities. Citizens must have an opportunity to comment on this document.

Second Public Hearing

A second hearing must be held for public review of and comment on the final draft of the CIG proposal. A final draft or detailed fact sheet presenting the key activities and eligible benefits of the project must be available at the second public hearing, if not before.

Additional Citizen Participation Requirements

Local citizens should be provided with reasonable and timely access to local meetings, information, and records relating to the applicant locality's proposed and actual use of CDBG funds. Meetings should be conducted according to the standards established for the public hearings cited below (#4). CDBG-related information and records must be made available to interested citizens with the availability of such items announced at least in the same manner as the public hearing advertisements.

Technical assistance must be provided to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for use of CDBG funds. The level and type of assistance is determined by the applicant locality but must include at least consultation and written communication between a local contact person responsible for the CDBG proposal's development and interested groups. The name, address, and telephone number of the contact person(s) must be made available upon request and

announced at all public meetings held on the CDBG proposal.

Where 5 percent or more of public hearing participants can be reasonably expected to be non-English speaking residents, applicants must take measures to accommodate their needs. Census data on the proposed project area and on the locality as a whole should be consulted to determine if this provision applies in a particular instance. Meeting this provision requires, at a minimum, having printed material available in the non-English language(s) and retaining the services of an interpreter(s) for all CDBG-related meetings and public hearings.

An applicant with a current CIG project to which activities are to be added, deleted, or substantially changed (that is, substantial changes made in terms of purpose, scope, location, or beneficiaries) must provide local citizens through a public hearing with an opportunity for comment on such changes, after the locality has informed citizens of the changes at least seven days prior to the hearing.

Applicants must keep documentation of how they met the above requirement in their CDBG files for verification. This documentation should include:

- Documentation of the Public Hearing advertisements,
- Documentation of the second method used to notify citizens of the public hearings,
- List of attendees,
- Minutes from the first hearing showing:
 - Available funds,
 - Available activities,
 - Past use of CDBG funds,
- Minutes from the second hearing showing:
 - Description of proposed activities,
 - Plans to minimize displacement and assist displaced persons (if applicable), and
- Any requested special accommodations.

None of the foregoing may be construed to restrict the responsibility or authority of the local government applicant in the development and execution of its Community Improvement Grant project.

Public Hearing Advertisements

These advertisements should be made in accordance with the Plan above.

Model Advertisement – First Public Hearing

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in our community.

Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. All interested citizens are urged to attend. For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

If you plan to attend and have any special needs requirements, please call the number listed above.

Model Advertisement – Second Public Hearing

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for (project name). Residents of the project area are encouraged to attend. The (project name) proposal will include the following activities (list activities).

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. A fact sheet on the proposed project and the draft proposal is available at (location). For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

If you plan to attend and have any special needs requirements, please call the number listed above.

APPENDIX C – 2010 INCOME LIMITS

Locality	2010	LMI Limit (80% of median)							
	Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Accomack County	\$ 47,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Bath County	\$ 56,400	\$ 31,600	\$ 36,100	\$ 40,600	\$ 45,100	\$ 48,750	\$ 52,350	\$ 55,950	\$ 59,550
Bland County	\$ 48,900	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Brunswick County	\$ 52,500	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Buchanan County	\$ 37,300	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Buckingham County	\$ 51,200	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Charlotte County	\$ 47,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Culpeper County	\$ 71,300	\$ 39,950	\$ 45,650	\$ 51,350	\$ 57,050	\$ 61,650	\$ 66,200	\$ 70,750	\$ 75,350
Dickenson County	\$ 38,300	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Essex County	\$ 59,600	\$ 33,400	\$ 38,200	\$ 42,950	\$ 47,700	\$ 51,550	\$ 55,350	\$ 59,150	\$ 63,000
Floyd County	\$ 52,100	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Grayson County	\$ 48,000	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Halifax County	\$ 49,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Highland County	\$ 51,400	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
King George County	\$ 79,000	\$ 44,250	\$ 50,600	\$ 56,900	\$ 63,200	\$ 68,300	\$ 73,350	\$ 78,400	\$ 83,450
Lancaster County	\$ 58,700	\$ 32,900	\$ 37,600	\$ 42,300	\$ 46,950	\$ 50,750	\$ 54,500	\$ 58,250	\$ 62,000
Lee County	\$ 39,000	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Lunenburg County	\$ 46,900	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Madison County	\$ 61,300	\$ 34,350	\$ 39,250	\$ 44,150	\$ 49,050	\$ 53,000	\$ 56,900	\$ 60,850	\$ 64,750
Mecklenburg County	\$ 49,100	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Middlesex County	\$ 59,400	\$ 33,250	\$ 38,000	\$ 42,750	\$ 47,500	\$ 51,300	\$ 55,100	\$ 58,900	\$ 62,700
Northampton County	\$ 47,900	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Northumberland County	\$ 67,100	\$ 37,600	\$ 43,000	\$ 48,350	\$ 53,700	\$ 58,000	\$ 62,300	\$ 66,600	\$ 70,900
Nottoway County	\$ 54,200	\$ 30,350	\$ 34,700	\$ 39,050	\$ 43,350	\$ 46,850	\$ 50,300	\$ 53,800	\$ 57,250

Locality	2010	LMI Limit (80% of median)							
	Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Orange County	\$ 65,900	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
Page County	\$ 53,300	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Patrick County	\$ 49,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Prince Edward County	\$ 52,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Rappahannock County	\$ 71,000	\$ 39,800	\$ 45,450	\$ 51,150	\$ 56,800	\$ 61,350	\$ 65,900	\$ 70,450	\$ 75,000
Richmond County	\$ 57,700	\$ 32,350	\$ 36,950	\$ 41,550	\$ 46,150	\$ 49,850	\$ 53,550	\$ 57,250	\$ 60,950
Russell County	\$ 43,100	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Shenandoah County	\$ 61,700	\$ 34,550	\$ 39,500	\$ 44,450	\$ 49,350	\$ 53,300	\$ 57,250	\$ 61,200	\$ 65,150
Smyth County	\$ 49,200	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Tazewell County	\$ 45,800	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
Westmoreland County	\$ 56,500	\$ 31,650	\$ 36,200	\$ 40,700	\$ 45,200	\$ 48,850	\$ 52,450	\$ 56,050	\$ 59,700
Wythe County	\$ 55,000	\$ 30,800	\$ 35,200	\$ 39,600	\$ 44,000	\$ 47,550	\$ 51,050	\$ 54,600	\$ 58,100
Alleghany County-Clifton Forge city-Covington city, VA HUD Nonmetro FMR Area									
Alleghany County	\$ 54,800	\$ 30,700	\$ 35,100	\$ 39,500	\$ 43,850	\$ 47,400	\$ 50,900	\$ 54,400	\$ 57,900
Covington City	\$ 54,800	\$ 30,700	\$ 35,100	\$ 39,500	\$ 43,850	\$ 47,400	\$ 50,900	\$ 54,400	\$ 57,900
Augusta County-Staunton city-Waynesboro city, VA HUD Nonmetro FMR Area									
Augusta County	\$ 60,000	\$ 33,600	\$ 38,400	\$ 43,200	\$ 48,000	\$ 51,850	\$ 55,700	\$ 59,550	\$ 63,400
Staunton city	\$ 60,000	\$ 33,600	\$ 38,400	\$ 43,200	\$ 48,000	\$ 51,850	\$ 55,700	\$ 59,550	\$ 63,400
Waynesboro city	\$ 60,000	\$ 33,600	\$ 38,400	\$ 43,200	\$ 48,000	\$ 51,850	\$ 55,700	\$ 59,550	\$ 63,400
Blacksburg-Christiansburg-Radford, VA HUD Metro FMR Area									
Montgomery County	\$ 65,600	\$ 36,750	\$ 42,000	\$ 47,250	\$ 52,500	\$ 56,700	\$ 60,900	\$ 65,100	\$ 69,300

Locality	2010	LMI Limit (80% of median)								
	Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person	
Carroll County-Galax city, VA HUD Nonmetro FMR Area										
Galax city	\$ 49,000	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Carroll County	\$ 49,000	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Charlottesville, VA MSA										
Greene County	\$ 73,800	\$ 41,350	\$ 47,250	\$ 53,150	\$ 59,050	\$ 63,800	\$ 68,500	\$ 73,250	\$ 77,950	
Albemarle County	\$ 73,800	\$ 41,350	\$ 47,250	\$ 53,150	\$ 59,050	\$ 63,800	\$ 68,500	\$ 73,250	\$ 77,950	
Fluvanna County	\$ 73,800	\$ 41,350	\$ 47,250	\$ 53,150	\$ 59,050	\$ 63,800	\$ 68,500	\$ 73,250	\$ 77,950	
Nelson County	\$ 73,800	\$ 41,350	\$ 47,250	\$ 53,150	\$ 59,050	\$ 63,800	\$ 68,500	\$ 73,250	\$ 77,950	
Danville, VA MSA										
Pittsylvania County	\$ 50,000	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Franklin County, VA HUD Metro FMR Area										
Franklin County	\$ 58,900	\$ 33,000	\$ 37,700	\$ 42,400	\$ 47,100	\$ 50,900	\$ 54,650	\$ 58,450	\$ 62,200	
Giles County, VA HUD Metro FMR Area										
Giles County	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900	
Greensville County-Emporia city, VA HUD Nonmetro FMR Area										
Emporia city	\$ 51,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Greensville County	\$ 51,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Harrisonburg, VA MSA										
Rockingham County	\$ 60,600	\$ 33,950	\$ 38,800	\$ 43,650	\$ 48,500	\$ 52,400	\$ 56,300	\$ 60,150	\$ 64,050	
Henry County-Martinsville city, VA HUD Nonmetro FMR Area										
Martinsville city	\$ 48,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	
Henry County	\$ 48,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300	

Locality	2010	LMI Limit (80% of median)							
	Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Kingsport-Bristol-Bristol, TN-VA MSA									
Scott County	\$ 49,400	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150
Washington County	\$ 49,400	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150
Louisa County, VA HUD Metro FMR Area									
Louisa County	\$ 61,600	\$ 34,550	\$ 39,450	\$ 44,400	\$ 49,300	\$ 53,250	\$ 57,200	\$ 61,150	\$ 65,100
Lynchburg, VA MSA									
Amherst County	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900
Appomattox County	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900
Bedford County	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900
Bedford City	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900
Campbell County	\$ 57,600	\$ 32,300	\$ 36,900	\$ 41,500	\$ 46,100	\$ 49,800	\$ 53,500	\$ 57,200	\$ 60,900
Pulaski County, VA HUD Metro FMR Area									
Pulaski County	\$ 57,800	\$ 32,400	\$ 37,000	\$ 41,650	\$ 46,250	\$ 49,950	\$ 53,650	\$ 57,350	\$ 61,050
Roanoke, VA HUD Metro FMR Area									
Botetourt County	\$ 62,800	\$ 35,200	\$ 40,200	\$ 45,250	\$ 50,250	\$ 54,300	\$ 58,300	\$ 62,350	\$ 66,350
Craig County	\$ 62,800	\$ 35,200	\$ 40,200	\$ 45,250	\$ 50,250	\$ 54,300	\$ 58,300	\$ 62,350	\$ 66,350
Roanoke County	\$ 62,800	\$ 35,200	\$ 40,200	\$ 45,250	\$ 50,250	\$ 54,300	\$ 58,300	\$ 62,350	\$ 66,350
Salem City	\$ 62,800	\$ 35,200	\$ 40,200	\$ 45,250	\$ 50,250	\$ 54,300	\$ 58,300	\$ 62,350	\$ 66,350
Rockbridge County-Buena Vista city-Lexington city, VA HUD Nonmetro FMR Area									
Rockbridge County	\$ 57,800	\$ 32,400	\$ 37,000	\$ 41,650	\$ 46,250	\$ 49,950	\$ 53,650	\$ 57,350	\$ 61,050
Buena Vista City	\$ 57,800	\$ 32,400	\$ 37,000	\$ 41,650	\$ 46,250	\$ 49,950	\$ 53,650	\$ 57,350	\$ 61,050
Lexington City	\$ 57,800	\$ 32,400	\$ 37,000	\$ 41,650	\$ 46,250	\$ 49,950	\$ 53,650	\$ 57,350	\$ 61,050

	Locality	2010	LMI Limit (80% of median)							
		Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Richmond, VA HUD Metro FMR Area										
	Amelia County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Caroline County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Charles City County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Cumberland County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Dinwiddie County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Goochland County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Hanover County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	King and Queen County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	King William County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	New Kent County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Powhatan County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Prince George County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
	Sussex County	\$ 73,900	\$ 41,400	\$ 47,300	\$ 53,200	\$ 59,100	\$ 63,850	\$ 68,600	\$ 73,300	\$ 78,050
Southampton County-Franklin city, VA HUD Nonmetro FMR Area										
	Franklin City	\$ 56,100	\$ 31,450	\$ 35,950	\$ 40,450	\$ 44,900	\$ 48,500	\$ 52,100	\$ 55,700	\$ 59,300
	Southampton County	\$ 56,100	\$ 31,450	\$ 35,950	\$ 40,450	\$ 44,900	\$ 48,500	\$ 52,100	\$ 55,700	\$ 59,300

	Locality	2010	LMI Limit (80% of median)							
		Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Virginia Beach-Norfolk-Newport News, VA-NC MSA										
	Gloucester County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Isle of Wight County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	James City County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Mathews County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Williamsburg city	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Surry County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	York County	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Poquoson city	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
	Suffolk city	\$ 68,200	\$ 38,200	\$ 43,650	\$ 49,100	\$ 54,550	\$ 58,950	\$ 63,300	\$ 67,650	\$ 72,050
Warren County, VA HUD Metro FMR Area										
	Warren County	\$ 69,100	\$ 38,750	\$ 44,250	\$ 49,800	\$ 55,300	\$ 59,750	\$ 64,150	\$ 68,600	\$ 73,000
Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area										
	Clarke County	\$ 103,500	\$ 45,100	\$ 51,550	\$ 58,000	\$ 64,400	\$ 69,600	\$ 74,750	\$ 79,900	\$ 85,050
	Fauquier County	\$ 103,500	\$ 45,100	\$ 51,550	\$ 58,000	\$ 64,400	\$ 69,600	\$ 74,750	\$ 79,900	\$ 85,050
	Spotsylvania County	\$ 103,500	\$ 45,100	\$ 51,550	\$ 58,000	\$ 64,400	\$ 69,600	\$ 74,750	\$ 79,900	\$ 85,050
	Stafford County	\$ 103,500	\$ 45,100	\$ 51,550	\$ 58,000	\$ 64,400	\$ 69,600	\$ 74,750	\$ 79,900	\$ 85,050
Winchester, VA-WV MSA										
	Frederick County	\$ 63,500	\$ 35,600	\$ 40,650	\$ 45,750	\$ 50,800	\$ 54,900	\$ 58,950	\$ 63,000	\$ 67,100
Wise County-Norton city, VA HUD Nonmetro FMR Area										
	Wise County	\$ 44,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300
	Norton City	\$ 44,600	\$ 29,900	\$ 34,150	\$ 38,400	\$ 42,650	\$ 46,100	\$ 49,500	\$ 52,900	\$ 56,300

APPENDIX D – SAMPLE SURVEY

NAME OF INTERVIEWER:			CONFIDENTIAL																																				
MAP CODE OF HOUSE:																																							
Survey																																							
DATE:	TIME:																																						
1. NAME:		2. PHONE NUMBER:																																					
3. MAILING ADDRESS:																																							
4. HOUSE NUMBER AND STREET: (IF DIFFERENT FROM MAILING ADDRESS)																																							
5. RACE: WHITE- <input type="checkbox"/> BLACK OR ARICIAN AMERICAN- <input type="checkbox"/> BLACK OR AA & WHITE- <input type="checkbox"/> ASIAN- <input type="checkbox"/> ASIAN & WHITE- <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE- <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER- <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE & WHITE- <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE & BLACK OR AA- <input type="checkbox"/> OTHER REPORTING MORE THAN ONE RACE- <input type="checkbox"/>																																							
6. ETHNICITY: LATINO OR HISPANIC – YES- <input type="checkbox"/> OR NO- <input type="checkbox"/>																																							
7. DO YOU: OWN THIS HOME? <input type="checkbox"/>		WHAT IS YOUR <u>MONTHLY</u> MORTGAGE/RENT?																																					
RENT THIS HOME? <input type="checkbox"/>		\$ _____																																					
<p>8. TOTAL HOUSEHOLD INCOME IS DEFINED AS INCOME ALL HOUSEHOLD MEMBERS OVER THE AGE OF 17 RECEIVE FROM ALL SOURCES, SUCH AS WAGES, SALARIES, INTEREST INCOME, INVESTMENT INCOME, SOCIAL SECURITY, PUBLIC ASSISTANCE, OR OTHER SOURCES. FIND THE LINE FOR YOUR HOUSEHOLD SIZE AND THEN CHECK WHETHER YOU INCOME IS ABOVE OR BELOW THE INCOME AMOUNT LISTED ON THAT LINE. (YOU WILL CHECK ONE LINE.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>PERSONS IN HOUSEHOLD</u> (INCLUDING MYSELF)</th> <th style="text-align: left;"><u>INCOME LEVEL</u></th> <th style="text-align: center;"><u>ABOVE</u></th> <th style="text-align: center;"><u>BELOW</u></th> </tr> </thead> <tbody> <tr> <td>1 PERSON</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8 PERSONS</td> <td>\$ _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>(NOTE: SECTION 8 INCOME LIMITS VARY. MAKE SURE TO USE THE SPECIFIC INCOME LIMITS FOR YOUR LOCALITY WHEN DESIGNING YOUR SURVEY.)</i></p>				<u>PERSONS IN HOUSEHOLD</u> (INCLUDING MYSELF)	<u>INCOME LEVEL</u>	<u>ABOVE</u>	<u>BELOW</u>	1 PERSON	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	2 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	3 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	4 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	5 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	6 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	7 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	8 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<u>PERSONS IN HOUSEHOLD</u> (INCLUDING MYSELF)	<u>INCOME LEVEL</u>	<u>ABOVE</u>	<u>BELOW</u>																																				
1 PERSON	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
2 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
3 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
4 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
5 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
6 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
7 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
8 PERSONS	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>																																				
9. ARE YOU EXPERIENCEING PROBLEMS IN THE FOLLOWING AREAS:																																							
A. WATER PRESSURE/ WATER QUALITY		<input type="checkbox"/> YES	<input type="checkbox"/> NO																																				
		<input type="checkbox"/> YES	<input type="checkbox"/> NO																																				
PLEASE DESCRIBE THE PROBLEM: _____																																							

WHAT TYPE OF WATER SERVICE DO YOU HAVE? (CHECK ONE)																																							
<input type="checkbox"/> PUBLIC WATER SYSTEM		<input type="checkbox"/> WELL																																					

<p>B. STORM DRAINAGE <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PLEASE SPECIFY: _____</p> <p>_____</p>	
<p>C. STREET ACCESS <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PLEASE DESCRIBE THE PROBLEM: _____</p> <p>_____</p>	
<p>10. ARE YOU ON? <input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> SEPTIC TANK <input type="checkbox"/> OTHER</p> <p>IF YOU HAVE A SEPTIC TANK, DO YOU HAVE A PROBLEM WITH THE SEPTIC TANK? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PLEASE DESCRIBE ANY PROBLEM YOU ARE EXPERIENCING WASTEWATER DISPOSAL AND/OR TREATMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>11. IS YOUR HOUSE EQUIPPED WITH A BATHROOM THAT HAS A COMMODE, SINK OR SHOWER?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO EXPLAIN _____</p> <p>_____</p> <p>_____</p>	
<p>12. I AM INTERESTED IN HAVING THE FOLLOWING PROVIDED TO MY HOUSE, IF NOT ALREADY AVAILABLE: (CHECK ONE OR MORE) [LOCALITY SHOULD INSERT MONTHLY USER FEE BELOW.]</p> <p><input type="checkbox"/> WATER AT \$_____ PER MONTH (BASED ON 5,000 GALLONS PER MONTH USE)</p> <p><input type="checkbox"/> SEWER AT \$_____ PER MONTH (BASED ON 5,000 GALLONS PER MONTH USE)</p> <p>NOTE: NO FEES MAY BE CHARGED TO LOW AND MODERATE INCOME FAMILIES TO ACCESS OR CONNECT TO A CDBG FUNDED WATER OR WASTEWATER SYSTEM</p>	
<p>13. ARE THERE ANY ELDERLY (62 YEARS OR OLDER) PERSONS RESIDING HERE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>14. ARE THERE ANY PERSONS LIVING HERE THAT ARE DISABLED? (DEFINED AS ONE OR MORE PERSONS WITH A PHYSICAL OR MENTAL IMPAIRMENT THAT IS NOT A SHORT TERM CONDITION)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>15. IS THIS A FEMALE-HEADED HOUSEHOLD? (DEFINED AS A FEMALE HEADED HOUSEHOLD WITH ONE OR MORE CHILDREN UNDER THE AGE OF 18 LIVING IN THE HOUSEHOLD)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>16. HOW MANY CHILDREN RESIDE IN THE HOUSEHOLD? _____</p>	
<p>17. WOULD YOU PARTICIPATE IN A HOUSING REHAB PROGRAM IF FUNDS WERE MADE AVAILABLE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

CERTIFICATION: I HEREBY CERTIFY BY MY SIGNATURE BELOW, THAT THE INFORMATION I HAVE PROVIDED HEREIN IS BOTH TRUTHFUL AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF RESPONDENT: _____ **DATE:** _____

SIGNATURE OF WITNESS: _____ **DATE:** _____

WARNING

IT IS A FEDERAL OFFENSE TO MAKE WILLFULLY FALSE STATEMENTS OR MISREPRESENTATIONS WHEN PARTICIPATING IN THE CDBG PROGRAM.

Additional Survey Guidance

To ensure a successful survey effort, a locality should give careful consideration to the design of the survey and the methodology for administering it. As the purpose of the survey is to gain income and other information from probable beneficiaries of community development activities, the survey should be extensive enough to gain information on relevant community development needs, but brief enough not to discourage participation. Surveys should be taken by trained volunteers following a script and ensuring that each survey is complete. Surveys, particularly neighborhood surveys, should be coded in a manner which enables quick reference between household characteristics and household location while protecting the wishes for confidentiality amongst probable beneficiaries. The locality should provide adequate publicity of survey purpose and survey methodology. Surveys should be taken at times convenient to probable beneficiaries and must be dated when administered. Surveys must be initialed or signed by the person administering the survey.

Current surveys provide the most reliable information on the income level and needs of probable beneficiaries. Surveys completed during previous years MAY provide the basis for a Competitive Grant proposal, but such surveys may not be viewed as providing the most reliable information on the income level and needs of probable beneficiaries. Previous years' surveys may be used as the basis for a grant proposal if:

- The survey was conducted **AFTER March 31, 2010**;
- The survey was developed for essentially the same target area; and,
- The survey was developed using Section 8 Income Limits or is convertible to these limits.

A locality must provide a copy of its survey instrument, a summary of survey responses, the script used in completing the survey, and any other document which makes clear the methodology employed and the results obtained. A locality **WILL NOT** submit its original survey responses to DHCD, but will retain these surveys for review by DHCD if a project is funded.

The summary must list all households in the project area. Include the following columns in this table:

- Address of property,
- Name of property owner and tenant, if applicable,
- If the household is LMI, female-headed, elderly, disabled, Hispanic or minority,
- If the property is occupied,
- If the household has completed the income survey,
- If the household has signed a landlord participation agreement, statement of participation and/or user agreement, and
- A unique identifier for the property that corresponds to its identification on a project area map.

This table should be totaled to show the total number of units, total number of occupied units, total number of LMI units, etc. These totals must be consistent with the information presented elsewhere in the proposal.

For Community Service Facility activities or other activities which will not provide direct benefits to neighborhood residents, a locality will generally complete a survey of probable users of a service facility or probable beneficiaries of another type of activity. With this type of survey, a locality should seek to obtain as many responses from probable beneficiaries as possible. Where a service is already provided in a locality and is the target for expansion in a Competitive Grant project, the survey should distinguish between new and existing beneficiaries of this service. Localities should inform DHCD of its methodology for completing this type of survey.

A locality will generally complete a door-to-door survey of 100 percent of the households in a potential project area. In larger projects, a locality may use the following chart as a guide for the appropriate number of required responses.

SAMPLE SIZE

<u># of Households in Target Area</u>	<u># of income surveys to be completed</u>
up to 50	all households
51 – 55	50
56 – 63	55
64 – 70	60
71 – 77	65
78 – 87	70
88 – 99	80
100 – 115	90
116 – 138	100
139 – 153	110
154 – 180	125
181 – 238	150
239 – 308	175
309 – 398	200
399 – 650	250
651 – 1,200	300
1,201 – 2,700	350
over 2,700	400

Note: The figures in the second column above represent the minimum number of responses, not attempts, needed to draw valid conclusions about different size service areas. Door-to-door and telephone surveys have significantly higher response rates than mail surveys making it easier to reach the desired number of responses. Follow-up is expected if the response rate is low.

APPENDIX E – NEEDS ASSESSMENT FORMAT

(completed by the local government or consultant)

General Characteristics

Name of neighborhood or project area: _____

How many homes are in the project area? _____

What percentage of it is:

residential	_____
Industrial	_____
commercial	_____
public	_____
institutional	_____
unimproved	_____

What percentage is in the floodplain? _____

What percentage is in the floodway? _____

How would you describe the slopes? _____

What are the typical residential lot sizes? _____

What are the typical types of homes? _____

What are the typical ages of homes? _____

What is the breakdown of rental: _____, owner-occupied: _____

What percentage of homes are mobile homes? _____

What is the typical household size? large family
 small family
 mix

Are the homes typically occupied by the elderly? Yes No

What is the proportion of households working: _____
on public assistance: _____

How would you typify the stability of the neighborhood, by turnover of occupancy?
 high turnover medium low

Is the neighborhood near one or more of the following:
 industrial area
 commercial area
 other major employer
 major developing area

Water

Does the applicant have a public water system? Yes No

Is the project area served by public water? Yes No

Are all homes connected to the system? Yes No

If no, how many are not connected? _____

Do the service lines meet local standards? Yes No

If no, specify the deficiency(ies): _____

Current condition of lines: _____

Is the project area served by adequate wells? Yes No

If no, what is the typical problem(s) with the wells?

unreliable supply water quality other, please specify:

Sewer

Is the locality served by public sewer? Yes No

Is the project area served by public sewer? Yes No

Are all homes connected to the system? Yes No

If no, how many are not connected to the system? _____

Do the service lines meet local standards? Yes No

If no, specify the deficiency(ies): _____

Current condition of lines: _____

Is the project area served by adequate septic systems? Yes No

If no, what is the typical problem(s) with the septic(s)? (provide #s)

___ failure during ground saturation due to rainfall

___ failure at all times

___ outhouses in use or cesspools

___ other, please

specify: _____

Streets

Is the neighborhood served by paved streets? Yes No

If yes, do the streets at least meet local standards? Yes No

If not, please specify the deficiency: _____

If the streets do meet the local standards, is the current condition of the pavement

adequate or deteriorated. Please specify the type and extent of the

deterioration: _____

Housing

Does the project area have a significant number of homes in need of repairs?

Yes No

What number of homes need rehab? _____

What percentage of homes need rehab? _____%

What number of homes are too dilapidated for the \$25,000 rehab limit? _____

What percentage are too dilapidated? _____%

What number and percentage of homes are vacant? # _____ %

How many of these are in need of demolition? _____

How many, if any, vacant non-residential structures are in need of demolition? _____

How many homes currently lack complete indoor plumbing? _____

Other Neighborhood Conditions

What is the status of the neighborhood's:

Drainage? good fair poor

Sidewalks? good fair poor NA

Street Lights? good fair poor NA

Litter? good fair poor

(Junk cars, debris in vacant lots, etc.)

Crime? good fair poor

Recreation/Parks? good fair poor

List below other identified community needs:

APPENDIX F – SAMPLE WALK-THROUGH INSPECTION SUMMARY

Insp Status	Rent / Own	Last Name	First Name	House #	Street	House Type	Roof	Sol/Fac Sid/Tm	Win	Door	Stoop	Found	Sig	Flect	Plumb	Heat	Paint	Ceiling	Walls	Floors	Kitchen	Appln	Bath	Red	Cost
-------------	------------	-----------	------------	---------	--------	------------	------	----------------	-----	------	-------	-------	-----	-------	-------	------	-------	---------	-------	--------	---------	-------	------	-----	------

Substantials (4)

done	Own			16231	Mry Ball	Single-Family	3825	2245	7700	1475	4300	2535	600	2305	4100	2800	2800	144	418	5782.9	2825	500	1600	0	45335
done	Own			49	Fils Bay	Single-Family	2250	3300	7150	500	4000	3630	600	2750	4100	2800	750	0	67	6258.6	2275	745	3150	0	44026
done	Own			16582	Mry Ball	Mobile-Home	3000	0	2500	800	1000	2400	0	2000	2500	1600	0	725	0	3590.8	1262.5	2350	1600	0	25518
done	Own			18418	Mry Ball	Single-Family	1000	300	4950	1150	300	3525	0	2415	4000	5800	650	950	350	2871.6	0	1300	1000	0	30462

Renter Rehabs (6)

done	Rent			579	S. Main	Single-Family	2925	848	7700	0	125	1940.5	450	3535	1600	0	875	359	86	2296	0	745	0	0	23453
done	Rent			18622	Mry Ball	Single-Family	0	895	5500	650	650	125	500	1850	1600	0	0	1045	0	5273.1	2825	2450	1925	0	25588
done	Rent			15	Dilvers	Single-Family	0	3478.5	550	1250	300	5380	450	1805	150	0	2250	659	718	8455.8	2925	1700	2250	0	32111
done	Rent			16274	Mry Ball	Single-Family	2800	1210	6600	1550	1450	0	450	3995	1000	0	750	325	230	3565.8	2925	1300	1800	0	29751
done	Rent			59	Dilvers	Single-Family	2850	520	550	250	1450	1187.5	0	1790	0	0	450	465	0	480	3275	325	500	0	14104
done	Rent			168	Dilvers	Mobile-Home	1000	0	3300	0	0	1365	0	500	425	2000	0	0	0	970	600	0	150	0	10310

Owner Rehabs (12)

done	Own			125	Brbr Shp	Single-Family	6000	3325	0	0	300	2120	450	1870	1300	0	125	0	548	0	0	125	0	0	18163
done	Own			18596	Mry Ball	Single-Family	6500	55	0	650	0	3040	0	965	1000	2800	800	535	85	4033.3	2825	875	525	0	25019
done	Own			16568	Mry Ball	Single-Family	0	975	6600	1050	2900	2437.5	500	1575	0	0	0	0	0	1427.5	0	150	2250	0	19565
done	Own			15932	Mry Ball	Single-Family	0	1440	0	250	2500	812.5	0	750	0	1000	0	50	0	50	0	0	2250	0	9103
done	Own			15901	Mry Ball	Single-Family	0	1575	7700	1150	500	1235	0	2000	0	0	125	144	100	4220.9	2497.5	700	2650	0	24597
done	Own			578	S. Main	Single-Family	4500	0	0	440	3755	0	2970	300	0	1550	810	1050	2428.8	5425	775	2800	0	26804	
done	Own			40	Magnolia	Single-Family	0	390	550	750	0	810	0	1205	0	4800	710	0	0	300	0	600	0	0	10115
done	Own			155	Dilvers	Mobile-Home	1000	0	400	650	0	1500	0	150	0	250	0	0	0	0	0	0	0	0	5150
done	Own			16462	Mry Ball	Single-Family	0	592.5	5900	500	0	5920	0	1000	1110	0	1300	200	250	4915	0	0	0	0	21148
done	Own			18518	Mry Ball	Single-Family	4500	100	1100	1000	1600	0	0	410	0	0	100	205	0	3433.7	0	650	400	0	13499
done	Own			156	Magnolia	Single-Family	0	0	6600	100	0	0	0	3050	0	5000	400	895	50	0	0	700	0	0	16805
done	Own			15412	Mry Ball	Single-Family	0	100	0	660	0	500	0	150	0	0	100	100	200	0	0	0	50	0	1880

Legend:

Blue:	Mobile-Home																								
	IPR																								

Insp	Rent	Last	First	House		SR COST	Possible	Rehab	Exceptions					TOTAL COST		
Status	Own	Name	Name	#	Street	House Type	(demo)	(const)	WX	Minus WX	Swr Connctn	Wtr Connctn	Abandn Seals	Handic Exp	Total Exp	(+ Espl - W)
Substantials (4)																
done	Own			16231	Mry Ball	Single-Family	10000	40000			(84 LF/Unit)	(69 LF/Unit)		3000	3000	63000
done	Own			49	Fitz Bay	Single-Family	10000	40000			(52,385/lateral)	(51,976/lateral)		8150	6150	56150
done	Own			16562	Mry Ball	Mobile Home	10000	40000			2385	1976	1800	8000	12161	62161
done	Own			16418	Mry Ball	Single-Family	10000	40000			2385	1976	1800		6161	56161
Renter Rehabs (6)																
done	Rent			579	S. Main	Single-Family			23453		2385	1976	1800		6161	29614
done	Rent			16522	Mry Ball	Single-Family			3295	22323	2385	1976	1800		6161	28484
done	Rent			15	Divers	Single-Family			6413	26688	2385	1976	1800		6161	31859
done	Rent			16274	Mry Ball	Single-Family			6560	23181	2385	1976	1800		6161	29362
done	Rent			59	Divers	Single-Family				14104	2385	1976	1800		6161	20285
done	Rent			150	Divers	Mobile Home			4418	5695			1800		1800	7485
Owner Rehabs (12)																
done	Own			125	Drbr Shp	Single-Family			11120	7043	2385		1800		4185	11228
done	Own			18596	Mry Ball	Single-Family			9360	15669	2385	1976	1800		6161	21630
done	Own			18568	Mry Ball	Single-Family			3637	15928	2385	1976	1800	4750	10911	26829
done	Own			15032	Mry Ball	Single-Family				9103	2395	1976	1800	4750	10911	26014
done	Own			15901	Mry Ball	Single-Family				24597	2395	1976	1800	2650	8811	33408
done	Own			578	S. Main	Single-Family			7120	19684	2385		1800	1800	6985	26669
done	Own			40	Magnolia	Single-Family			7100	3015	2385		1800		4185	7200
done	Own			155	Divers	Mobile Home			3800	1360			1800		1800	3160
done	Own			16462	Mry Ball	Single-Family			2375	16773	2385	1976	1800		6161	24934
done	Own			18518	Mry Ball	Single-Family			8260	8299	2385	1976	1800		6161	14460
done	Own			166	Magnolia	Single-Family			6545	10260	2385		1800		4185	14445
done	Own			16412	Mry Ball	Single-Family				1860	2385	1976	1800		6161	8021
Legend:																
Blue:					Mobile Home											
					IPR											

APPENDIX G - SAMPLE WORK WRITE-UP

CDBG HOUSING REHABILITATION PROJECT

SAMPLE

WORK WRITE-UP / SPECIFICATIONS / PLANS

OWNER NAME : _____

ADDRESS : _____

PHONE NUMBER: (xxx) xxx-xxxx

FUNDING SOURCE: _____

Date: February 27, 2008

Case #: _____

Area: 912 SF

Page: 1 of 7

Contractor shall furnish and install the following items per attached plans, "Contractors Handbook and Master Specification Manual", Manufacturers Instructions, applicable 2003 IRC (Virginia) building CODE, zoning regulations and industry standards:

GENERAL CONDITIONS: (For information only)

- 1) Owners choice of all stock colors and fixtures.
- 2) Relocate all appliances to plan locations.
- 3) Protect household goods and furnishing at all times.
- 4) Telephone is for only local toll-free business related purposes.
- 5) All site dimensions are based upon visual front from public way.
- 6) Contractor is responsible for all actual field measurements prior to ordering materials, cabinets or fixtures.
- 7) Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Housing Consultant, County and Virginia DHCD prior to installation and credit.
- 8) All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed.

9) **Lead-based paint notice:**

This dwelling was constructed prior to 1978.

This dwelling was inspected on February 25, 2008 by a licensed lead inspector / risk assessor and no lead was found to be present or exist in this dwelling or on this site.

- 10) Contractor shall contact "Miss Utility" buried utility locating service at least 72 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.

01. **PERMITS:**

- \$ _____ a. Obtain and post all building, plumbing, electrical and mechanical permits from Surry County Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final inspections prior to concealment of installed work. Submit copies of inspection records to Housing Consultant as source documentation of request for payment.

02. **ROOF:**

- \$ _____ a. **Roofline:** Remove gutter system.
Install 30 LF of 1X6" fascia board.
Install 3/4" CDX plywood cornice to right-front corner.
Rake and re-align right-side rake system.
Install .040" white-color aluminum coil stock over all fascia, rake and cornice board trim.

- \$ _____ b. **Gutters:** Install 80 LF of 5" K-style seamless aluminum gutters secured with aluminum clips @ 40" on center to include 40 LF of 2X3" aluminum downspouts connected to (4) 10' long sections of plastic drainpipe.

- \$ _____ c. **Soffit:** Cut-out 4" wide by 75' long section of plywood to create air passage to attic. Install 120 SF of white-color edge-perforated vinyl soffit with f-channel and trim.

03. **WALLS:**

- \$ _____ a. **Demo:** Remove all masonite siding and plywood below front windows. Remove wall AC unit and both entrance doors with jambs. Remove all windows.
Remove 20 LF of decayed bands, 64 SF of sheathing.
and 6 LF of exterior stud wall.

- \$ _____ b. **Framing:** Frame-in previous AC location and side entrance door with 2X4" studs, 26 SF of R-13 fiberglass insulation and 7/16" OSB sheathing. Caulk perimeter with 30 year caulk.
Install 5/8" MDF to underside of (3) front windows and caulk perimeter with 30-year caulk.
Install (6) 2X4" replacement studs and 6 LF of replacement sole plates. Install 64 SF of R-13 fiberglass insulation.

- \$ _____ c. **Bands:** Install 20 LF of replacement pressure-treated ("p/t") 2X8" bands.

- \$ _____ d. **ELDERLY FRAMING:**
Convert rear dining room window to accept 36/80" rear entrance door. Work includes jack studs.

Install 36/80" 9-lite pre-hung metal entrance door complete with perimeter insulation, flashing, casings, brass entrance and single-keyed deadbolt (keyed alike).

Back-prime casings prior to installation.

Install white-color aluminum coil stock over casings.

\$ _____ e. Siding: Install 750 SF of 40-year warranty D5 vinyl siding complete with all trim and accessories. Caulk all gaps with 30-year caulking.

\$ _____ f. Windows: Install (9) double-hung, double-insulated vinyl windows complete with flashing, caulking, perimeter sealing, half screens and locks. Use existing dimensions. Install white-color aluminum coil stock over casings and sills.

\$ _____ g. Front door: Install 36/80" fanlight pre-hung metal entrance door complete with perimeter insulation, flashing, casings, brass entrance and single-keyed deadbolt (keyed alike). Back-prime casings prior to installation.

\$ _____ h. Storm doors: Install (2) 36/80" by 5/4" white-color aluminum storm doors complete with closures, wind chain, latch and sweeps. (\$ 130 material allowance per door)

04. **FOUNDATION**:

\$ _____ a. Vents: Install (3) additional 8x16" automatic-style vents.

\$ _____ b. Crawl door: Install 32 by 22" 3/4" MDF door secured on p/t 2X6" frame and (2) 3" zinc hinges with hasp lock.

\$ _____ c. CMU: Remove side masonry stoop and steps and install 20 SF of CMU foundation to previous side porch location.

NOTE: Termite treatment by others.

05. **INSULATION**:

\$ _____ a. Attic: Blow-in additional 6" of insulation to create level and uniform R-38 factor. Insulate shuttle door with faced r-19 fiberglass insulation.

\$ _____ b. Crawl: Remove existing R-5 insulation and replace with 912 SF of faced R-19 fiberglass insulation secured with wire clips @ 15" on center.

06. **FRONT STOOP:**

- \$ _____ a. **Cap:** Remove concrete slab and perimeter brick course.
Tamp-in sand fill (95% compaction) to interior of cavity walls.
Form and pour 4" 3500 PSI slab over existing sand-filled
42" by 96" brick stoop. Slab shall have light broom finish and be
sloped away from building by 3/4".
All edges and sides shall be without scarring or voids.
Clean and acid-wash concrete/mold residue from concrete and
brick surfaces.
- \$ _____ b. **ELDERLY STEPS:**
Remove 3-riser brick steps.
Form and pour uniform 4-riser staircase using 3500 PSI
concrete - finished and sloped to match slab cap.
Treads shall be 12" wide by 48" long.
- \$ _____ c. **Railings:** Install 19 LF of 36" high vinyl railings secured to concrete
pad and new concrete walkway. Use 2X2" vertical pickets -
spaced 4" apart.

07. **ELDERLY FRONT WALK:**

- \$ _____ a. Pulverize existing concrete walk to create sub-base for new concrete.
Form and pour 4" thick 3500 PSI concrete walk - made 42" wide by
16' long. Use light broom finish. Install (4) control joints.

08. **ELDERLY SELF-SUPPORTING REAR STOOP:**

- \$ _____ a. Build p/t 6' wide by 7' long stoop elevated to 1/2" below rear door
threshold and set to 3/4" away from vinyl siding.
Use 4X4" posts set 8" below grade in holes made 12" square
and 18" deep. Encase all (7) posts with 3000 PSI concrete to form 2"
mounds above grade.
Install 2X8" bands and 2X6" by 6' long floor joists @ 16" on center.
Install 5/4 by 6" by 80" decking screwed with approved 2-1/2" wood
screws. Decking shall be flush with bands.
- \$ _____ b. Build 11" wide by 38" long by 6" high closed riser staircase using (3)
2X12" stringers and 2X6" as treads.

\$ _____ c. Form and pour 44" square by 5" thick 3500 PSI concrete slab -
Finished to match front stoop.

\$ _____ d. Install 23 LF of 36" vinyl railing to match front stoop.

09. **SITWORK:**

\$ _____ a. Contact VDOT engineer to determine pipe dimensions and provide 20'
long concrete culverts for VDOT installation.

\$ _____ b. Fill-in potholes in driveway with sand and overlay with 2" of #57
gravel over 10' wide by 50' long driveway. (Terminate at front line
of dwelling)

10. **EXTERIOR PAINTING:**

\$ _____ a. Prepare, scrape, sand, prime and paint both gable wall vents using
approved 15-year latex house paint.

\$ _____ b. Prepare, prime and paint MDF material using approved 15-year
latex house paint.

11. **PUMP HOUSE:**

\$ _____ a. Install 36" concrete well casing with concrete cap over pressure-tank.

12. **ELECTRICAL:** Using Code-approved UL Listed equipment and methods:

\$ _____ a. Panel: Replace 200 amp panel with 200 amp "GE or approved equal"
grounded breaker panel box complete with labeled circuits,
additional 8' long ground rod and grounding wire - spaced 6'
apart. Secure loose entrance cables.

\$ _____ b. Circuits: Wire existing circuits and install the following additional
or replacement grounded circuits complete with receptacles,
switches, disconnects, devices and NM wiring:

- * (1) 60 amp: Heat pump air handler
- (1) 50 amp: 4-prong for Kitchen range
- (1) 30 amp: 4-prong for clothes dryer
- (1) 30 amp: relocated water heater
- * (1) 25 amp: Heat pump compressor
- (1) 20 amp: relocated clothes washer
- (2) 20 amp: 2 GFI receptacles near kitchen sink
- 2 outside GFI waterproof receptacles

- (1) 20 amp: GFI bathroom receptacle
 - (1) 15 amp: arc-fault for (5) new duplex receptacles
 - (1) 15 amp: (3) inline smoke detectors with 9VDC back-up
- * as rated per manufacturer instructions

\$ _____ c. Lighting and fixtures:

Wire and install the following to include switches:

- (1) 24" 2-bulb florescent light with cover in Utility Closet.
 - (1) 70 CFM bath fan/light ducted to existing roof vent
 - (1) 30" 2-speed ducted Kitchen exhaust hood
 - (1) 30" wood frame lighted medicine cabinet in Bath
 - (1) 1-bulb brass base Hall ceiling light
 - (1) 2-bulb brass base Kitchen ceiling light
 - (1) dual-head motion-activated flood light on right gable
 - (2) 12" brass porch wall lanterns
- Replace 24V door bell chime and buzzers
(\$ 380 total fixture allowance)

\$ _____ d. Miscellaneous:

Relocate switches per plans.
Replace all switches, receptacles and covers with appropriate devices.
Disconnect and cover those receptacles identified per plans.
Submit written certification from licensed electrician that
"as of the date of final County inspection, the electrical system is
safe, grounded and without hazard".

13. HVAC:

\$ _____ a. Elderly: Disconnect and remove baseboard heaters and all related accessible wiring.

\$ _____ b. Heat pump: Install 2-ton, 13 SEER UL Listed heat pump with 10-year Manufacturers compressor warranty.

Downflow air handler shall be installed in new interior closet to include insulated return air ceiling filter grille in Hall, programmable Energy-star thermostat on Hall wall, charged and insulated copper Freon line to compressor set in rear on 4" leveled pad .

Install insulated ductboard trunkline with R-5 flex ducts and floor registers to each room - ducts shall be sized and set to heat all rooms to 80 degrees F. when outside air is 10 degrees F. and to condition all rooms to 75 degrees F. when outside air is 95 degrees F. (with 50% RH)

All duct joints shall be mastic sealed.

All ductwork shall be properly connected and supported.

14. **PLUMBING:** Using Code-approved materials and methods, install the following:

- \$ _____ a. **Demo:** Remove water heater and all bathroom fixtures.
- \$ _____ b. **Water heater:** Install "State or approved equal" 40 gallon electric water heater in planned closet location to include piped overflow pan, TP&R valve with copper piping, 3/4" approved pex supply lines with full-flow cut-off valves.
- \$ _____ c. **Supply lines:** Replace water supply lines using approved pex piping and connectors. Use 3/4" lines from water heater to clothes washer and Kitchen sink with 1/2" supply lines to remaining fixture locations. Work includes accessible cut-off valves.
- \$ _____ d. **DWV:** Connect fixtures to DWV to include raising vents to 12" above roof shingles and flash cap. Replace all mixed material piping and connectors. Install recessed washer box in new utility closet with 2" DWV connected to main sewerline. Abandon unused drains. Connect relocated vanity to existing washer DWV. Support all waste lines in crawl. Rough-in new toilet location.
- \$ _____ e. **Elderly Fixtures:** Install the following approved white-color fixtures to include chrome faucets:
- 32/60" by 15" high 1-piece fiberglass tub/shower unit with anti-scald single lever faucets and hand-held showerhead
- "handicapped" china bowl toilet with seat, flange and seal
- 18/36" wooden vanity with imitation marble top and single-lever faucets (\$ 250 material allowance)
- \$ _____ f. **Kitchen sink:** Remove and re-install sink and faucets as part of countertop installation.
- \$ _____ g. **Hose bibbs:** Replace both bibbs with frost-free hose bibbs with vacuum breakers.

15. **INTERIOR ELDERLY IMPROVEMENTS**: per attached plans,

- \$ _____ a. **Demolition and framing**:
Remove non-bearing partition wall separating front bedrooms.
Remove front bedrooms doors and jambs.
Remove 40" long wall @ existing clothes washer.
Remove 5' long Bath/Hall wall.
Remove all wall coverings from Bathroom, Hall and Kitchen,
including pantry closet and Bathroom ceiling.
Remove existing Linen closet.
Remove existing Kitchen closet walls and interior closet paneling.
Frame 40 LF of non-bearing 2X4" stud partition walls, studs set
24" on center, top and sole plates, 2X6" headers over door
openings with jack studs.
Frame 3 LF of wall at left-side of refrigerator using 2X2" plates
and flat 2X4" studs.
Enlarge cased-opening @ Living/Kitchen from 31" to net 39"
wide - work includes double 2X8" header and jack studs.
Install 2X4" studs as blocking for Bathroom grab bars and Kitchen
cabinets.
- \$ _____ b. **Walls**: Replace 6 LF of stud wall separating bath/kitchen.
Install 1/2" "Densarmor" fiberglass-backed drywall to all
bathroom walls/ceiling and to 4' high wall section behind
clothes washer. Install 3-1/4" colonial baseboard.
Tape and finish drywall to smooth, defect-free condition.
- \$ _____ c. **Doors**: Install the following (3) pre-hung hardboard 6P colonial-style
hinged doors with brass lever locksets:
(2) 36/80" {Front Bedroom and Bath}
(1) 24/80" {water heater closet}
- \$ _____ d. **Flooring**: Remove floor coverings from Hall and enlarged Bathroom
areas. Work includes replacement of 30 SF of plywood
subfloor and (3) sistered 2X8" floor joists to raise and level
sagging floor areas. Install 100 SF of 1/4" lauan
underlayment covered with approved vinyl sheet goods.
(\$ 14 / yard - vinyl material allowance)
- \$ _____ e. **Grab bars**: Install (1) 30" horizontal and (2) 15" vertical 1-1/2" steel
grab bars in Bathroom (owner's placement elevations)

16. **INTERIOR IMPROVEMENTS**: Per plans,

- \$ _____ a. Walls: Remove wall paneling from front bedrooms/Kitchen and Hall and install 1/2" finished drywall to all existing/new walls in these rooms. Work includes 3-1/2" colonial baseboard.
Note: Bedroom #2 shall remain paneled.
- \$ _____ b. Bi-fold doors: Install the following hardboard colonial-style doors with knobs and hardware:

(2) 60" by 80"
(1) 48" by 80"
- \$ _____ c. Shelving: Install 30 LF of 12" wire shelving complete with intermediate wall brackets (for shelving more than 48" long)
- \$ _____ d. Doors: Install 30/80" and 24/80" hardboard doors with brass lever locksets to Bedroom #2.
Install 24/80" hardboard door with lever lockset for air handler closet.
Replace Living room closet door with door/lock to match Bath.
- \$ _____ e. Kitchen cabinets and countertop:
Install 13 LF of approved wooden base cabinets and "formica-style", post-formed countertop - cap ends.
Install 12 LF of matching wooden wall cabinets - secure to studs using #10-2" wood screws. Use 3024 over range.
Install 30/24" steel enamel grease shield on wall behind range - match color of hood.
(\$ 1300 material allowance)
- \$ _____ f. Flooring:
1) Kitchen/Utility Closet/Bedroom #2:
Remove underlayment and replace 30 SF of damaged subflooring.
Install 340 SF of 1/4" lauan underlayment covered with approved vinyl sheet goods. (\$ 14 / yard - vinyl material allowance)
- \$ _____ 2) Other: Secure loose parquet flooring sections.

17. **INTERIOR PAINTING:**

- \$ _____ Prepare all drywall walls for paint.
Patch holes and replace 50 SF of damaged drywall to blend into adjoining surfaces.

Touch-up and re-texture kitchen ceiling to blend into adjoining areas.
Prime and paint ceilings and all non-paneled walls and trim, including doors, using approved 10-year latex paint.

18. **APPLIANCES:** Owner shall provide all appliances.

- \$ _____ a. Contractor shall remove and dispose of unused appliances.
Contractor shall wire and hook-up range - set anti-tip bracket.
Contractor shall install metal dryer duct.
Contractor shall install dryer pigtail and water fill lines for clothes washer.
Contractor shall set Owner's appliances .
Contractor shall not be responsible for the working condition of any appliance.

END. Work write-up.

~~~~~

I, \_\_\_\_\_, Property Owner, have reviewed all proposed work noted in this Work Write-up, including proposed floor plan improvements.  
I accept this proposed work and agree for Surry County to initiate their formal bid process.  
I understand this proposed work (and resultant bid value) may be negotiated in order to comply with program regulations and budget constraints.

By: \_\_\_\_\_ (SEAL)  
Property Owner

# **APPENDIX H – ABILITY-TO-PAY WORKSHEET**

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## **Explanation of Form**

Step A: Calculate Gross Household Income: This includes wages, tips, self-employment income, alimony, interest, dividends, social security, SSI, public assistance or public welfare, including unemployment, retirement, disability income, VA and insurance payments from all adult individuals residing in the household. It does not include income earned by a child less than 18 years, foster care payments, hostile fire pay, inheritance income, medical cost reimbursements, lump-sum asset payments, educational scholarships or the income of a live-in aide.

Step B: Deduct \$480 for each dependent. A dependent is defined as any household member who is not the head, co-head or spouse, but is under the age of 18 years, or disabled (of any age), or is a full-time student (of any age). The client file must include verification of the student status of any dependent over 18 years.

Step C: Deduct \$400 if it is an elderly household. An elderly household is one in which the head, spouse or sole member is 62 years or older.

Step D: Deduct documented, out-of-pocket medical expenses in excess of 3% of annual gross household income for any member in an elderly household.

Step E: Calculate Adjusted Gross Income:  $A-(B+C+D)=AGI$

Step F: Calculate Monthly Income:  $AGI/12$

Step G: Calculate Income Available for Housing: Multiple monthly income of homeowners by 0.25 or by multiply monthly income of renters by not to exceed 0.35.

Step H: Calculate Monthly Housing Costs: The only eligible fees are mortgage payment, home insurance, real estate taxes and utility allowances. The only eligible utility allowances are gas, electricity, heat, water, public sewer and garbage costs. Air conditioning costs can be included when the client file contains documentation from a medical practitioner, stating that it is a medical necessity for a household member.

Step I: The amount available for Loan Repayment is Step G (income available for housing) minus Step H (monthly housing costs).

## Ability to Pay

Step A: Gross Household Income: \$ \_\_\_\_\_ (A)

Step B: (-) Dependents \$ \_\_\_\_\_ (B)

\$480 for each dependent under the age of 18 years old.  
Do not include head of household or spouse.

Step C: (-) Elderly \$ \_\_\_\_\_ (C)

\$400 per elderly Household (age 62 years and older).

Step D: (-) Other Deductibles \$ \_\_\_\_\_ (D)

Include documented, out-of pocket medical expenses in excess of three (3%) of annual income.

Step E: A- (B+C+D) = Adjusted Gross Income (AGI) \$ \_\_\_\_\_ (E)

Step F: Monthly Income (AGI/12) \$ \_\_\_\_\_ (F)

Step G: Income Available for Housing \$ \_\_\_\_\_ (G)  
(Monthly Income of Homeowners x .25)  
(Monthly Income of Renters x not to exceed .35)

Step H: Monthly Housing Costs

|                   |                                                                       |
|-------------------|-----------------------------------------------------------------------|
| Mortgage Payment  | \$ _____                                                              |
| Home Insurance    | \$ _____                                                              |
| Real Estate Taxes | \$ _____                                                              |
| Utility Allowance | \$ _____ (gas, electricity, heat, water, public sewer & garbage only) |

Total Monthly Housing Costs \$ \_\_\_\_\_ (H)

Step I: G- H = Amount Available for Loan Repayment \$ \_\_\_\_\_ (I)

## UTILITY ALLOWANCE SCHEDULE

| Region: 1 - Northern Virginia   |                 | Unit Type: 4 Exposed Walls |         |         | Effective Date: 07/01/2010 |          |          |          |
|---------------------------------|-----------------|----------------------------|---------|---------|----------------------------|----------|----------|----------|
| Utility                         | Usage           | Monthly Dollar Amount      |         |         |                            |          |          |          |
|                                 |                 | 0 BR                       | 1 BR    | 2BR     | 3BR                        | 4BR      | 5 BR     | 6 BR     |
| Appliance                       | Range/Microwave | \$2.00                     | \$2.00  | \$2.00  | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Refrigerator    | \$3.00                     | \$3.00  | \$3.00  | \$3.00                     | \$3.00   | \$3.00   | \$3.00   |
| Bottled Gas                     | Cooking         | \$8.00                     | \$11.00 | \$14.00 | \$17.00                    | \$21.00  | \$24.00  | \$28.00  |
|                                 | Home Heating    | \$54.00                    | \$76.00 | \$99.00 | \$121.00                   | \$153.00 | \$175.00 | \$198.00 |
|                                 | Water Heating   | \$18.00                    | \$25.00 | \$32.00 | \$40.00                    | \$50.00  | \$58.00  | \$65.00  |
| Electricity                     | Cooking         | \$2.00                     | \$2.00  | \$3.00  | \$3.00                     | \$4.00   | \$5.00   | \$5.00   |
|                                 | Cooling (A/C)   | \$3.00                     | \$5.00  | \$7.00  | \$9.00                     | \$10.00  | \$14.00  | \$14.00  |
|                                 | Home Heating    | \$14.00                    | \$20.00 | \$24.00 | \$29.00                    | \$37.00  | \$43.00  | \$48.00  |
|                                 | Other Electric  | \$8.00                     | \$10.00 | \$15.00 | \$17.00                    | \$23.00  | \$25.00  | \$29.00  |
|                                 | Tax             | \$2.00                     | \$2.00  | \$2.00  | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Water Heating   | \$5.00                     | \$7.00  | \$9.00  | \$11.00                    | \$14.00  | \$16.00  | \$18.00  |
|                                 | Natural Gas     | Cooking                    | \$3.00  | \$4.00  | \$5.00                     | \$6.00   | \$7.00   | \$8.00   |
| Natural Gas                     | Home Heating    | \$20.00                    | \$25.00 | \$32.00 | \$40.00                    | \$51.00  | \$58.00  | \$65.00  |
|                                 | Tax             | \$7.00                     | \$7.00  | \$7.00  | \$7.00                     | \$7.00   | \$7.00   | \$7.00   |
|                                 | Water Heating   | \$6.00                     | \$8.00  | \$10.00 | \$12.00                    | \$15.00  | \$18.00  | \$20.00  |
| Oil                             | Home Heating    | \$17.00                    | \$24.00 | \$30.00 | \$38.00                    | \$48.00  | \$55.00  | \$61.00  |
|                                 | Water Heating   | \$6.00                     | \$8.00  | \$10.00 | \$12.00                    | \$15.00  | \$18.00  | \$20.00  |
| Sewer                           | Other           | \$14.00                    | \$20.00 | \$25.00 | \$31.00                    | \$39.00  | \$45.00  | \$50.00  |
| Trash Collection                | Other           | \$14.00                    | \$14.00 | \$14.00 | \$14.00                    | \$14.00  | \$14.00  | \$14.00  |
| Water                           | Other           | \$12.00                    | \$18.00 | \$21.00 | \$25.00                    | \$32.00  | \$37.00  | \$41.00  |
| <b>UTILITY ALLOWANCE TOTAL:</b> |                 | \$                         | \$      | \$      | \$                         | \$       | \$       | \$       |

| Region: 2 - Eastern Virginia    |                 | Unit Type: 4 Exposed Walls |         |         | Effective Date: 07/01/2010 |          |          |          |
|---------------------------------|-----------------|----------------------------|---------|---------|----------------------------|----------|----------|----------|
| Utility                         | Usage           | Monthly Dollar Amount      |         |         |                            |          |          |          |
|                                 |                 | 0 BR                       | 1 BR    | 2BR     | 3BR                        | 4BR      | 5 BR     | 6 BR     |
| Appliance                       | Range/Microwave | \$2.00                     | \$2.00  | \$2.00  | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Refrigerator    | \$3.00                     | \$3.00  | \$3.00  | \$3.00                     | \$3.00   | \$3.00   | \$3.00   |
| Bottled Gas                     | Cooking         | \$6.00                     | \$8.00  | \$11.00 | \$13.00                    | \$17.00  | \$19.00  | \$22.00  |
|                                 | Home Heating    | \$46.00                    | \$62.00 | \$79.00 | \$99.00                    | \$125.00 | \$141.00 | \$160.00 |
|                                 | Water Heating   | \$15.00                    | \$20.00 | \$26.00 | \$32.00                    | \$41.00  | \$46.00  | \$52.00  |
| Electricity                     | Cooking         | \$2.00                     | \$2.00  | \$3.00  | \$3.00                     | \$4.00   | \$5.00   | \$5.00   |
|                                 | Cooling (A/C)   | \$3.00                     | \$5.00  | \$7.00  | \$8.00                     | \$9.00   | \$10.00  | \$14.00  |
|                                 | Home Heating    | \$10.00                    | \$15.00 | \$20.00 | \$24.00                    | \$29.00  | \$35.00  | \$40.00  |
|                                 | Other Electric  | \$7.00                     | \$8.00  | \$10.00 | \$14.00                    | \$17.00  | \$20.00  | \$22.00  |
|                                 | Tax             | \$1.00                     | \$1.00  | \$1.00  | \$1.00                     | \$1.00   | \$1.00   | \$1.00   |
|                                 | Water Heating   | \$4.00                     | \$6.00  | \$7.00  | \$9.00                     | \$11.00  | \$13.00  | \$14.00  |
|                                 | Natural Gas     | Cooking                    | \$2.00  | \$3.00  | \$4.00                     | \$4.00   | \$6.00   | \$6.00   |
| Natural Gas                     | Home Heating    | \$16.00                    | \$22.00 | \$28.00 | \$33.00                    | \$43.00  | \$49.00  | \$55.00  |
|                                 | Tax             | \$10.00                    | \$10.00 | \$10.00 | \$10.00                    | \$10.00  | \$10.00  | \$10.00  |
|                                 | Water Heating   | \$5.00                     | \$7.00  | \$9.00  | \$11.00                    | \$14.00  | \$16.00  | \$18.00  |
| Oil                             | Home Heating    | \$37.00                    | \$52.00 | \$67.00 | \$81.00                    | \$102.00 | \$116.00 | \$133.00 |
|                                 | Water Heating   | \$12.00                    | \$17.00 | \$22.00 | \$26.00                    | \$34.00  | \$38.00  | \$43.00  |
| Sewer                           | Other           | \$11.00                    | \$15.00 | \$19.00 | \$23.00                    | \$29.00  | \$34.00  | \$38.00  |
| Trash Collection                | Other           | \$12.00                    | \$12.00 | \$12.00 | \$12.00                    | \$12.00  | \$12.00  | \$12.00  |
| Water                           | Other           | \$11.00                    | \$15.00 | \$19.00 | \$23.00                    | \$29.00  | \$34.00  | \$38.00  |
| <b>UTILITY ALLOWANCE TOTAL:</b> |                 | \$                         | \$      | \$      | \$                         | \$       | \$       | \$       |

| Region: 3 - Central Virginia    |                 | Unit Type: 4 Exposed Walls |         |          | Effective Date: 07/01/2010 |          |          |          |
|---------------------------------|-----------------|----------------------------|---------|----------|----------------------------|----------|----------|----------|
| Utility                         | Usage           | Monthly Dollar Amount      |         |          |                            |          |          |          |
|                                 |                 | 0 BR                       | 1 BR    | 2BR      | 3BR                        | 4BR      | 5 BR     | 6 BR     |
| Appliance                       | Range/Microwave | \$2.00                     | \$2.00  | \$2.00   | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Refrigerator    | \$3.00                     | \$3.00  | \$3.00   | \$3.00                     | \$3.00   | \$3.00   | \$3.00   |
| Bottled Gas                     | Cooking         | \$8.00                     | \$11.00 | \$14.00  | \$18.00                    | \$22.00  | \$26.00  | \$29.00  |
|                                 | Home Heating    | \$61.00                    | \$83.00 | \$106.00 | \$130.00                   | \$159.00 | \$189.00 | \$212.00 |
|                                 | Water Heating   | \$20.00                    | \$27.00 | \$35.00  | \$43.00                    | \$55.00  | \$62.00  | \$70.00  |
| Electricity                     | Cooking         | \$2.00                     | \$2.00  | \$3.00   | \$3.00                     | \$4.00   | \$5.00   | \$5.00   |
|                                 | Cooling (A/C)   | \$3.00                     | \$5.00  | \$7.00   | \$9.00                     | \$10.00  | \$14.00  | \$14.00  |
|                                 | Home Heating    | \$15.00                    | \$21.00 | \$25.00  | \$30.00                    | \$38.00  | \$46.00  | \$50.00  |
|                                 | Other Electric  | \$8.00                     | \$10.00 | \$15.00  | \$17.00                    | \$23.00  | \$25.00  | \$29.00  |
|                                 | Tax             | \$3.00                     | \$3.00  | \$3.00   | \$3.00                     | \$3.00   | \$3.00   | \$3.00   |
|                                 | Water Heating   | \$5.00                     | \$7.00  | \$9.00   | \$11.00                    | \$14.00  | \$16.00  | \$18.00  |
|                                 | Natural Gas     | Cooking                    | \$2.00  | \$3.00   | \$4.00                     | \$4.00   | \$6.00   | \$6.00   |
| Natural Gas                     | Home Heating    | \$15.00                    | \$21.00 | \$26.00  | \$32.00                    | \$41.00  | \$47.00  | \$52.00  |
|                                 | Tax             | \$10.00                    | \$10.00 | \$10.00  | \$10.00                    | \$10.00  | \$10.00  | \$10.00  |
| Natural Gas                     | Water Heating   | \$5.00                     | \$6.00  | \$8.00   | \$10.00                    | \$13.00  | \$14.00  | \$16.00  |
|                                 | Oil             | Home Heating               | \$49.00 | \$68.00  | \$87.00                    | \$106.00 | \$136.00 | \$155.00 |
| Oil                             | Water Heating   | \$16.00                    | \$22.00 | \$29.00  | \$36.00                    | \$45.00  | \$51.00  | \$58.00  |
|                                 | Sewer           | Other                      | \$10.00 | \$13.00  | \$17.00                    | \$21.00  | \$27.00  | \$30.00  |
| Trash Collection                | Other           | \$16.00                    | \$16.00 | \$16.00  | \$16.00                    | \$16.00  | \$16.00  | \$16.00  |
| Water                           | Other           | \$8.00                     | \$11.00 | \$14.00  | \$17.00                    | \$21.00  | \$24.00  | \$28.00  |
| <b>UTILITY ALLOWANCE TOTAL:</b> |                 | \$                         | \$      | \$       | \$                         | \$       | \$       | \$       |

| Region: 4 - Southern Virginia   |                 | Unit Type: 4 Exposed Walls |         |         | Effective Date: 07/01/2010 |          |          |          |
|---------------------------------|-----------------|----------------------------|---------|---------|----------------------------|----------|----------|----------|
| Utility                         | Usage           | Monthly Dollar Amount      |         |         |                            |          |          |          |
|                                 |                 | 0 BR                       | 1 BR    | 2BR     | 3BR                        | 4BR      | 5 BR     | 6 BR     |
| Appliance                       | Range/Microwave | \$2.00                     | \$2.00  | \$2.00  | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Refrigerator    | \$3.00                     | \$3.00  | \$3.00  | \$3.00                     | \$3.00   | \$3.00   | \$3.00   |
| Bottled Gas                     | Cooking         | \$5.00                     | \$7.00  | \$10.00 | \$12.00                    | \$15.00  | \$18.00  | \$20.00  |
|                                 | Home Heating    | \$43.00                    | \$59.00 | \$76.00 | \$91.00                    | \$116.00 | \$133.00 | \$150.00 |
|                                 | Water Heating   | \$14.00                    | \$20.00 | \$25.00 | \$31.00                    | \$39.00  | \$45.00  | \$50.00  |
| Electricity                     | Cooking         | \$2.00                     | \$3.00  | \$4.00  | \$4.00                     | \$6.00   | \$6.00   | \$7.00   |
|                                 | Cooling (A/C)   | \$5.00                     | \$8.00  | \$9.00  | \$12.00                    | \$15.00  | \$17.00  | \$19.00  |
|                                 | Home Heating    | \$21.00                    | \$26.00 | \$35.00 | \$43.00                    | \$54.00  | \$61.00  | \$70.00  |
|                                 | Other Electric  | \$10.00                    | \$15.00 | \$20.00 | \$24.00                    | \$29.00  | \$35.00  | \$40.00  |
|                                 | Tax             | \$2.00                     | \$2.00  | \$2.00  | \$2.00                     | \$2.00   | \$2.00   | \$2.00   |
|                                 | Water Heating   | \$7.00                     | \$10.00 | \$13.00 | \$15.00                    | \$20.00  | \$22.00  | \$25.00  |
|                                 | Natural Gas     | Cooking                    | \$3.00  | \$4.00  | \$5.00                     | \$6.00   | \$7.00   | \$8.00   |
| Home Heating                    |                 | \$22.00                    | \$29.00 | \$37.00 | \$46.00                    | \$58.00  | \$67.00  | \$75.00  |
| Tax                             |                 | \$1.00                     | \$1.00  | \$1.00  | \$1.00                     | \$1.00   | \$1.00   | \$1.00   |
| Water Heating                   |                 | \$7.00                     | \$10.00 | \$13.00 | \$15.00                    | \$20.00  | \$22.00  | \$25.00  |
| Oil                             | Home Heating    | \$29.00                    | \$40.00 | \$52.00 | \$62.00                    | \$79.00  | \$91.00  | \$103.00 |
|                                 | Water Heating   | \$10.00                    | \$13.00 | \$17.00 | \$21.00                    | \$27.00  | \$30.00  | \$34.00  |
| Sewer                           | Other           | \$16.00                    | \$22.00 | \$29.00 | \$35.00                    | \$45.00  | \$51.00  | \$58.00  |
| Trash Collection                | Other           | \$13.00                    | \$13.00 | \$13.00 | \$13.00                    | \$13.00  | \$13.00  | \$13.00  |
| Water                           | Other           | \$12.00                    | \$16.00 | \$21.00 | \$25.00                    | \$32.00  | \$37.00  | \$41.00  |
| <b>UTILITY ALLOWANCE TOTAL:</b> |                 | \$                         | \$      | \$      | \$                         | \$       | \$       | \$       |

| Region: 5 - Southwest Virginia  |                 | Unit Type: 4 Exposed Walls |         |          |          | Effective Date: 07/01/2010 |          |          |
|---------------------------------|-----------------|----------------------------|---------|----------|----------|----------------------------|----------|----------|
| Utility                         | Usage           | Monthly Dollar Amount      |         |          |          |                            |          |          |
|                                 |                 | 0 BR                       | 1 BR    | 2BR      | 3BR      | 4BR                        | 5 BR     | 6 BR     |
| Appliance                       | Range/Microwave | \$2.00                     | \$2.00  | \$2.00   | \$2.00   | \$2.00                     | \$2.00   | \$2.00   |
|                                 | Refrigerator    | \$3.00                     | \$3.00  | \$3.00   | \$3.00   | \$3.00                     | \$3.00   | \$3.00   |
| Bottled Gas                     | Cooking         | \$8.00                     | \$11.00 | \$14.00  | \$17.00  | \$21.00                    | \$24.00  | \$28.00  |
|                                 | Home Heating    | \$55.00                    | \$77.00 | \$100.00 | \$122.00 | \$154.00                   | \$177.00 | \$200.00 |
|                                 | Water Heating   | \$18.00                    | \$25.00 | \$32.00  | \$40.00  | \$50.00                    | \$58.00  | \$65.00  |
| Electricity                     | Cooking         | \$3.00                     | \$4.00  | \$5.00   | \$6.00   | \$7.00                     | \$8.00   | \$10.00  |
|                                 | Cooling (A/C)   | \$5.00                     | \$8.00  | \$9.00   | \$12.00  | \$15.00                    | \$17.00  | \$19.00  |
|                                 | Home Heating    | \$21.00                    | \$28.00 | \$36.00  | \$45.00  | \$55.00                    | \$63.00  | \$73.00  |
|                                 | Other Electric  | \$12.00                    | \$17.00 | \$22.00  | \$26.00  | \$33.00                    | \$38.00  | \$43.00  |
|                                 | Tax             | \$4.00                     | \$4.00  | \$4.00   | \$4.00   | \$4.00                     | \$4.00   | \$4.00   |
|                                 | Water Heating   | \$8.00                     | \$11.00 | \$14.00  | \$17.00  | \$21.00                    | \$24.00  | \$28.00  |
| Natural Gas                     | Cooking         | \$3.00                     | \$4.00  | \$5.00   | \$7.00   | \$8.00                     | \$10.00  | \$11.00  |
|                                 | Home Heating    | \$22.00                    | \$29.00 | \$38.00  | \$47.00  | \$60.00                    | \$68.00  | \$77.00  |
|                                 | Tax             | \$7.00                     | \$7.00  | \$7.00   | \$7.00   | \$7.00                     | \$7.00   | \$7.00   |
|                                 | Water Heating   | \$7.00                     | \$10.00 | \$13.00  | \$15.00  | \$20.00                    | \$22.00  | \$25.00  |
| Oil                             | Home Heating    | \$53.00                    | \$74.00 | \$95.00  | \$115.00 | \$148.00                   | \$167.00 | \$189.00 |
|                                 | Water Heating   | \$17.00                    | \$24.00 | \$31.00  | \$37.00  | \$48.00                    | \$54.00  | \$61.00  |
| Sewer                           | Other           | \$13.00                    | \$18.00 | \$23.00  | \$29.00  | \$36.00                    | \$42.00  | \$47.00  |
| Trash Collection                | Other           | \$12.00                    | \$12.00 | \$12.00  | \$12.00  | \$12.00                    | \$12.00  | \$12.00  |
| Water                           | Other           | \$12.00                    | \$17.00 | \$22.00  | \$26.00  | \$34.00                    | \$38.00  | \$43.00  |
| <b>UTILITY ALLOWANCE TOTAL:</b> |                 | \$                         | \$      | \$       | \$       | \$                         | \$       | \$       |

# APPENDIX I: PRELIMINARY ENGINEERING REPORT

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**If a PER was completed, at least three copies of it must accompany the proposal.**

A PER includes information on existing conditions pertaining to one or more infrastructure elements, design alternatives for improvements to existing conditions including costs, and a recommendation for selection of one of the alternatives including justification for the recommendation. Please note, PER costs do not count as leverage on a project. Additional guidance on what a Preliminary Engineering Report should contain is as follows:

1. A description of the area to be served.
  - a. Boundaries
  - b. Major obstacles
  - c. Elevations
  - d. Need for facility
  - e. Map/sketches/photos
  - f. Number of persons to be served
  - g. Growth areas and population trends
2. A description of the existing facilities.
  - a. Conditions
  - b. Suitability of continued use, if applicable
  - c. Number of persons currently being served
  - d. Plant capacity(ies)
3. A description of design alternatives considered.
  - a. Recommended course of action.
  - b. Justification for the recommended alternative.
  - c. Advantages and disadvantages of differing alternatives.
4. A general description of the proposed facility, including design criteria adopted.
  - a. Location of land and acreage/alternative sites
  - b. Permits required – rights-of-way, State Health or other agencies
  - c. If water facility: treatment, storage, pressure, distribution
  - d. If sewer facility: collection system, treatment system
5. Up-to-date estimated cost for development and construction.
  - a. Legal
  - b. Engineering
  - c. Plant and equipment
  - d. Operations and maintenance
6. Description of any construction constraints.

- a. Subsurface rock
  - b. High water table
  - c. Others that might affect construction
7. Describe any addition studies or evaluations which need to be done prior to project design and/or construction.

# APPENDIX J - USER AGREEMENTS

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The purpose of User Agreements is to confirm which households will or will not be connected to CDBG funded water and/or sewer improvements, and which households are LMI. They also confirm the owner or renter status of each household. The number of LMI User Agreements signed must be equal to or exceed the number of beneficiaries claimed in the Grant Proposal. LMI households who sign written declination statements to accept water or sewer services are counted as direct beneficiaries at Closeout as the service was made available to them. However, no more than 10% of proposed beneficiaries may decline connection.

User Agreements are not required if a locality has a mandatory hookup requirement, **and a documented history of its enforcement**. In any case, LMI-occupied units may not be charged a connection or tap fee, and must be physically connected to the system free of charge.

Grantees have three (3) options for completing user agreements. These options are described below.

## Option One

Given that substantial household information has already been gathered through the initial survey, the grantee may choose to simply build on that information. This could be done by using one (1) of the samples listed under this option. These samples assume that each project area household completed a survey that can be connected to its original household. Thus, option one contains the following samples:

1. Sample A is for use with LMI owner-occupants. Self-certified (signed) confirmation that the survey information given was correct. Also provides temporary construction easement for installation of a connection.
2. Sample B is for use with owner of LMI-occupied rental property. Signed by owner, provides temporary construction easement for installation of a connection. **Must be accompanied by User Agreement Sample C.**
3. Sample C is for use with LMI renter. Provides self-certification that income information provided in the survey was correct.
4. Sample D is for use with non-LMI owner-occupants *or* non-LMI renter occupied property. Confirms who will be responsible for paying connection fees, etc., and provides temporary construction easement for installation of a connection.

The expectation with use of this method is that original surveys would then be matched to the appropriate signed statements. If a 100% survey was not performed, survey information *and* user agreement information *must* be obtained from those units that did not participate in the initial survey.

## Option 2

In this option, previous survey information is not considered. Each unit in the project area is required to complete a full User Agreement. Please see User Agreement Sample E. Please modify this sample as needed.

## Option 3

Some Grantees may have included information on their initial surveys that would allow the surveys to also serve as User Agreements. To qualify, your survey must have been a 100% survey with 100% response, and included household size and income, the approximate minimum monthly charge for the new or improved service(s), an opportunity to decline the service(s), and the signature of a responsible adult in the household. If you believe that your surveys may also serve as user agreements, please bring this to the attention of your Community Representative. **He or she will do a 100% review of surveys, matching survey forms to houses both on a map and in the field. If your Community Representative concurs, and no additional information is needed, a waiver of this requirement will be provided by the Associate Director. Please note that it is extremely rare for surveys to be entirely sufficient to serve as User Agreements.**

## Grantees Receiving Rural Development Funds

While CDBG requirements forbid the payment of connection fees by LMI households, Rural Development (RD) has a policy that requires payment of connection fees by every household. To resolve this conflict in policies DHCD and RD have agreed to have LMI households pay a \$50 “connection fee.” However, this fee paid by LMI households should be treated by the Grantee as a pre-payment of \$50 toward the first \$50 of water or sewer to be used when the system goes on line. Once this “line of credit” is exhausted the LMI customer then begins paying for all water or sewer use thereafter the same as all non-LMI users.

**For Use With LMI Owner-Occupant (Sample A)**

**Statement Of Participation And Authorization**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Resident: \_\_\_\_\_

1. I certify by my signature herein, that the household income information I submitted by survey dated \_\_\_\_\_ is true and accurate.
2. I understand that if I participate in the *(Project Name)* by hooking onto the system before the *(Grantee's Name)* will install a service line connecting this house to the *(water or sewerage)* system, the cost of which will be paid by the *(Grantee's Name)*.
3. I further understand that if I choose to hook onto the *(water or sewerage)* system after the deadline, said hook up fees and service line costs will be borne by me and not the *(Grantee's Name)*.
4. Therefore, I hereby authorize the *(Grantee's Name)* to connect this house to the *(water or sewerage)* system including the construction of a service line from the house to the collector line.
5. I also hereby grant permission to the *(Grantee's Name)*'s Construction Contractor and other agents, including representatives of the Virginia Department of Housing and Community Development to enter my property for the purposes of constructing and inspecting said construction of said *(water or sewerage)* service line work.
6. Said permission is predicated on the basis that the Contractor will restore my property to a condition equal to or better than when the work commenced.
7. Any questions or concerns regarding the project will be directed to the *(Grantee's Name)*'s, *(Name of Office)*, and *(Phone and TDD Numbers)*.

Owner's Signature: \_\_\_\_\_

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

Owner's Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

**For Use With Owner Of LMI-Occupied  
Rental Property (Sample B)**

**Statement Of Participation And Authorization**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Resident: \_\_\_\_\_

1. I understand that if I participate in the *(Project Name)* by hooking the above referenced property occupied by a LMI household onto the system before *(Date)*, the *(Grantee's Name)* will install a service line connecting this house to the *(water or sewerage)* system, the cost of which will be paid by the *(Grantee's Name)*.
2. I further understand that if I choose to hook this property onto the *(water or sewerage)* system after the deadline, said service line costs will be borne by me and not the *(Grantee's Name)*.
3. Therefore, I hereby authorize the *(Grantee's Name)* to connect this property to the *(water or sewerage)* system including the construction of a service line from the house to the collector line.

If the *(Grantee's Name)* is providing indoor plumbing I/we hereby agree to enter into a contract that the house will be rented to LMI household for five years at the current rent plus any increases for taxes and insurance. All future tenants will pay the same rent but no more than 35% of their gross income.

4. I also hereby grant permission to the *(Grantee's Name)*'s Construction Contractor and other agents, including representatives of the Virginia Department of Housing and Community Development to enter my property for the purposes of constructing and inspecting said construction of said *(water or sewerage)* service line work.
5. Said permission is predicated on the basis that the Contractor will restore my property to a condition equal to or better than when the work commenced.
6. Any questions or concerns regarding the project will be directed to the *(Grantee's Name)*'s, *(Name of Office)*, and *(Phone and TDD Numbers)*.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**For Use With LMI Renter (Sample C)**  
**Statement Of Participation And Authorization**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Resident: \_\_\_\_\_

I certify by my signature herein, that the household income information I submitted by survey dated \_\_\_\_\_ is true and accurate.

Renter's Signature: \_\_\_\_\_

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

Renter's Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

**For Use With Non-LMI Owner-Occupants  
Or Non-LMI Renter Occupied Property (Sample D)**

**Statement Of Participation And Authorization**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Resident: \_\_\_\_\_

1. I understand that if I participate in the *(Project Name)* Project by hooking onto the system before *(Date)*, the *(Grantee's Name)* will install a service line connecting this house to the *(water or sewerage)* system, the cost of which will be paid by the *(Grantee's Name)*.
2. I further understand that if I choose to hook onto the *(water or sewerage)* system after the deadline, said hook up fees and service line costs will be borne by me and not the *(Grantee's Name)*.
3. Therefore, I hereby authorize the *(Grantee's Name)* to connect this house to the *(water or sewerage)* system including the construction of a service line from the house to the collector line.
4. I also hereby grant permission to the *(Grantee's Name)*'s Construction Contractor and other agents, including representatives of the Virginia Department of Housing and Community Development to enter my property for the purposes of constructing and inspecting said construction of said *(water or sewerage)* service line work.
5. Said permission is predicated on the basis that the Contractor will restore my property to a condition equal to or better than when the work commenced.
6. Any questions or concerns regarding the project will be directed to the *(Grantee's Name)*'s, *(Name of Office)*, and *(Phone and TDD Numbers)*.

Owner's Signature: \_\_\_\_\_

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

Owner's Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

## Service User Agreement (Sample E)

The *(Grantee's Name)* has been awarded a Community Improvement Grant to provide assistance to your neighborhood. Under this grant, the following facilities will be provided free of charge to those households which meet income criteria established by the U. S. Department of Housing and Urban Development, and you will be billed for a minimum monthly fee. You will then be a customer of the *(Grantee or Locality's service authority)*.

| Service                  | Minimum Monthly Fee |
|--------------------------|---------------------|
| Water                    | \$ _____            |
| Sewer                    | \$ _____            |
| Complete indoor plumbing | NONE                |

**(Grantee should include only those services included in the grant)**

Please indicate below whether or not you wish to have these service(s) provided:

- Yes, I accept a *(description of services provided)*. I understand that I will receive a monthly bill for the service(s).
- No, I do not accept *(description of services provided)*.

**OCCUPANT:** To confirm eligibility for a free hookup, I certify by my signature below that my household consists of \_\_\_\_\_ persons as of this date and that my household gross income in 200 was \$ \_\_\_\_\_. This is subject to verification by *(Locality)* prior to construction.

**IMPORTANT: If you are renting,** what is the cost of your monthly rent **plus** utilities? \$ \_\_\_\_\_. This agreement must be signed by the OWNER of the house.

**OWNER:** By my signature below, I, as the owner of this property, authorize the *(Grantee's Name)* to connect this house to the *(water or sewerage)* system including construction of a service line from the house to the collector line. I also grant permission to the *(Grantee's Name)*'s Construction Contractor and other agents, including representatives of the Virginia Department of Housing and Community Development to enter my property for the purpose of constructing and inspecting said construction of said *(water or sewerage)* service line work. This permission is predicated on the basis that the Contractor will restore my property to a condition equal to or better than when the work commenced. If the work to be performed is only for construction of a *(water or sewerage)* service line, no additional documentation of my authorization is necessary. If the work to be performed includes construction of a bathroom or other indoor plumbing facilities, my signature on an additional contract will be required prior to the commencement of work.

**WARNING:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or administer to any Department or Agency of the U.S. as to any matter within its jurisdiction.

Occupant

Owner (if different)

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Please return to \_\_\_\_\_**

**by \_\_\_\_\_**

# APPENDIX K – ENGINEERING SCHEDULE

---

| CONSTRUCTION COST | Table I<br>%<br>Basic Engr. Fee | Table II<br>%<br>Basic Engr. Fee | Table III<br>%<br>Insp. Fee |
|-------------------|---------------------------------|----------------------------------|-----------------------------|
| Less than 100,000 | ----- TO BE NEGOTIATED -----    | -----                            | 10.0                        |
| 100,000           | 15.0                            | 14.0                             | 9.8                         |
| 200,000           | 14.8                            | 13.0                             | 8.6                         |
| 300,000           | 14.6                            | 12.0                             | 7.5                         |
| 400,000           | 14.4                            | 11.0                             | 7.0                         |
| 500,000           | 14.2                            | 10.0                             | 6.6                         |
| 600,000           | 14.0                            | 9.8                              | 6.5                         |
| 700,000           | 13.0                            | 9.6                              | 6.4                         |
| 800,000           | 12.0                            | 9.4                              | 6.2                         |
| 900,000           | 11.0                            | 9.2                              | 6.0                         |
| 1,000,000         | 10.0                            | 9.0                              | 5.7                         |
| 2,000,000         | 9.8                             | 8.8                              | 4.9                         |
| 3,000,000         | 9.6                             | 8.6                              | 4.5                         |
| 4,000,000         | 9.4                             | 8.4                              | 4.4                         |
| 5,000,000         | 9.2                             | 8.2                              | 4.2                         |
| 10,000,000        | 8.2                             | 7.2                              | 3.7                         |
| 20,000,000        | 8.0                             | 7.0                              | 3.3                         |

## CONSTRUCTION ITEMS

TABLE I

Water and sewer treatment facilities  
(add one percent)  
Booster Stations  
Water distribution lines, under 16" in  
diameter and appurtenances  
rehabilitation)  
Sanitary sewer lines under 24" in  
diameter and appurtenances  
Renovation and rehabilitation  
Lift Stations

TABLE II

Water distribution lines 16" and larger in  
diameter and appurtenances  
Sanitary sewerlines greater than 24" in diameter  
and appurtenances  
Water storage facilities (including  
Storm sewers and drains  
Roads and streets  
Industrial buildings, warehouses, etc.  
Grading except when incidental to the project

Surveys for design such as topography, profiles and cross sections are included in the compensation for basic engineering services and Tables I and II have been adjusted to allow for this work.

Any revision in the plans and specifications necessary to bring the cost of the project within the funds allocated for development, will be at no additional cost to the Owner (Grantee).

The fees for project costs falling between the figures shown shall be interpolated to the nearest one-tenth of one percent and are to be adjusted to suit special conditions stated in the Contract.

If resident inspection is provided by the engineer, the applicable percentage shown under Table III in the fee schedule be used to determine the maximum CDBG participation will be allowed for full-time resident inspection. The time allowed for construction of each project should be stated in the preliminary engineering report. Resident inspection costs should be shown as a separate item in the project cost summary.

Additional cost for engineering and resident inspection due to projects not being completed in schedule will be an item included in determining the amount of liquidated damages stated in the contract.

Projects with activities bid simultaneously shall be considered as one project for the purpose of computing basic engineering fees and inspection fees.

The percents listed on the chart under columns for Tables I, II and III were established to determine a maximum CDBG participation. It is anticipated that any CDBG funds available as a result of applying less than the maximum CDBG participation for engineering services will be available for other eligible project costs.

To calculate CDBG participation in engineer’s fees, take the following steps:

**Step 1.** Total all public infrastructure construction costs from the budget (do not include housing construction costs or LMI service line costs).

**Example**

| Activity              | Cost             | Which Table? |
|-----------------------|------------------|--------------|
| Water treatment plant | 400,000          | Table I      |
| Roads                 | 300,000          | Table II     |
| 12” Water line        | 300,000          | Table I      |
| <b>Total</b>          | <b>1,000,000</b> |              |

**Step 2.** Note the total construction costs on the Fee Curve and the corresponding percentages.

**Example**

| Total Cost | Table I: Basic | Table II: Basic | Inspection Fee |
|------------|----------------|-----------------|----------------|
| 1,000,000  | 10.0           | 9.0             | 5.7            |

Should total construction costs be in the middle of two figures on the table, extrapolate to the nearest tenth percentage:

| Total Cost | Table I: Basic | Table II: Basic | Inspection Fee |
|------------|----------------|-----------------|----------------|
| \$550,000  | 14.1           | 9.9             | 6.6            |

**Step 3.** Add up construction totals for all items that are in Table I.

**Example**

| Activity              | Cost    |         |
|-----------------------|---------|---------|
| Water Treatment Plant | 400,000 | Table I |
| 12" Water Line        | 300,000 | Table I |
| Total Table I items:  | 700,000 |         |

**Step 4.** Add up construction totals for all items that are in Table II.

**Example**

| Activity              | Cost    |          |
|-----------------------|---------|----------|
| Roads                 | 300,000 | Table II |
| Total Table II items: | 300,000 |          |

**Step 5.** Multiply percentages arrived at in Step 2 with the respective totals of Table I and Table II.

**Example**

Table I—10.0%

| Activity              | Cost    |         |
|-----------------------|---------|---------|
| Water Treatment Plant | 400,000 | Table I |
| 12" Water Line        | 300,000 | Table I |
| Total Table I items   | 700,000 | 10.0%   |

$\$700,000 * 10.0 = \$70,000$

Table II—9.0%

| Activity             | Cost    |          |
|----------------------|---------|----------|
| Roads                | 300,000 | Table II |
| Total Table II items | 300,000 | 9.0%     |

$\$300,000 * 9.0\% = \$27,000$

**Step 6.** Add the total from Step 5 together.

**Example**

$$\$70,000 + \$27,000 = \$97,000$$

If construction costs were wholly funded by CDBG, this figure would represent the most CDBG would participate in basic engineering fees. Anything above this would be the locality's responsibility.

**Step 7.** If your project exceeds the amount of CDBG funds budgeted for construction of the engineered items (as the example does), determine what proportion of the total engineering fees arrived at in Step 6 DHCD will pay.

**Example**

|                    |           |
|--------------------|-----------|
| CDBG               | 550,000   |
| Engineered Project | 1,000,000 |
| CDBG % =           | 55.5%     |

Multiply this figure (55.5%) by total arrived at in Step 6 (68,400)

$\$97,000 * 55.5\% = \$53,835$  is the most DHCD will spend on basic engineering fees in this project.

**Step 8.** Inspection Fees are determined by multiplying the percentage arrived at in Step 1 by the total construction costs used in Step 1. Again, CDBG represents a percentage of the total.

**Example**

$$\$1,000,000 * 5.7\% = \$57,000$$

$\$57,000 * 55.5\% = \$31,635$  is the maximum CDBG participation in Inspection Fees

# APPENDIX L - SAMPLE PARTICIPATION AGREEMENTS

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## Landlord Participation Agreement

(Project Name)

I, (LANDLORD'S FULL NAME), own rental property in the neighborhood targeted for Community Development Block Grant (CDBG) assistance and my property is currently occupied by a low- and moderate-income household as determined by the survey completed by (LOCALITY). I understand (LOCALITY) will be applying for CDBG funding in the Spring of (YEAR). I am interested in participating in the housing rehabilitation program if (LOCALITY) received an award of CDBG funding.

I understand and agree to the following requirements as the owner of rental property:

- The person or household living in my rental property must be low- and moderate-income. (LOCALITY) will provide assistance to me in determining low- and moderate-income status.
- A lien will be placed on my rental property in an amount equal to the cost of rehabilitation of this property to Housing Quality Standards as determined by (LOCALITY). This lien will be held by (LOCALITY) for a period of 10 years.
- I am required to continue renting this property to low- and moderate-income persons for 10 years.
- At the end of the loan term, having rented this property to low- and moderate-income persons for the specified period, the (LOCALITY) will remove the lien in full and I will pay nothing.
- The rent for low- and moderate-income occupants during the lien period cannot exceed 35 percent of the household's income for rent plus utilities. (LOCALITY) will provide assistance to me in determining this amount. I understand that I cannot increase the rental cost to any current LMI tenant except to cover any increases in taxes or insurance on the property.
- I understand I will not be permitted to accept tenant-based voucher assistance for the 10-year term of the lien.
- If I do not comply with this Agreement at any time during the specified period, then I will be responsible for repaying the assistance I received from the County to improve this property.

I understand this Agreement is valid only if the County receives and award of CDBG funding and I subsequently agree to permit repairs to the subject property.

Landlord Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

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

## Façade Participation Agreement

I, \_\_\_\_\_, own commercial property at \_\_\_\_\_ in the Project Area which is currently targeted for Community Development Block Grant (CDBG) assistance.

I understand that for a limited time, the Town of \_\_\_\_\_ will make CDBG funds available for building owners to make improvements under the Façade Improvement Program up to a maximum range of \$7,500 - \$15,000 for building facades (visible from the public right of way such as rear, front, and side).

I understand that the funds are made available in the form of 0% interest deferred loan. The loan is forgiven at a rate of 20% each year for five years; and is completely forgiven at the end of the five year term after completion of the improvements, provided that I meet certain conditions, such as:

- The improvements are completed in accordance with design plans originally approved by the Town.
- I retain ownership of the building during the five year period or the loan must be repaid for any remaining unforgiven portion of the loan.
- I must match the loan amount with expenditures on other exterior and/or interior building improvements and provide documented proof of match or I must contribute an equal dollar amount for the improvements.
- I must keep the building occupied with a business or if currently vacant, I must obtain a tenant within one year of the completion of improvement work.

I understand that CDBG funds will provide design development assistance for an architect for the façade improvements. All work will be bid out by the Town and require compliance with local, state and federal regulations. I must enter into a three-party construction contract between the Town, the contractor and myself before the work begins.

I understand that a deed of trust and a deed of trust note (promissory note) will be executed for the 0% interest deferred loan for the amount of the improvements.

I understand that the architecture services provided through CDBG funds include site inspection, owner consultation, façade improvement design & color rendering, preliminary cost estimate, and work write-up for purposes of construction bidding. The architect, upon my request, may also assist me in generally identifying other needed improvements for consideration in order to meet the matching investment requirement. I may contract by separate agreement at my expense for additional services or plans from the architect.

I understand that local banks may offer low interest loans for downtown building owners to assist them in meeting obligations to match the loan amount. I may borrow funds at a favorable rate of interest in order to make improvements or pay for my share of the facade improvements to the buildings. I may count expenditures already made to the buildings since July 1, 2008 as

my matching funds. I must present cancelled checks, invoices or other appropriate information to document the matching investment.

I understand that Town Council has appointed a Façade Improvement Advisory Board to review, approve and monitor the façade improvement project and loans.

I understand that if I do not comply with the general terms of this agreement at any time during the specified loan period, then I will be responsible for repaying the unforgiven balance of assistance I received from this program to improve the property.

I UNDERSTAND THAT THIS STATEMENT OF INTEREST IS NON-BINDING. IT IS ONLY VALID IF THE TOWN OF \_\_\_\_\_ RECEIVES CDBG FUNDING AND IF I SUBSEQUENTLY AGREE TO PARTICIPATE IN THE PROGRAM WITH THE COMPLETION OF A FAÇADE IMPROVEMENT PROGRAM APPLICATION WHICH IS APPROVED BY THE FAÇADE IMPROVEMENT ADVISORY BOARD.

If you are interested in participating in the program, please sign below.

|                              |                       |
|------------------------------|-----------------------|
| _____                        | _____                 |
| Owner Signature              | Building Address      |
| _____                        | _____                 |
| Date Owner                   | Mailing Address       |
| _____                        | _____                 |
| Name of Owner (please print) | Owner phone # / email |

---

**ADDITIONAL INFORMATION**

Type of Building Improvements since July 1, 2010 \_\_\_\_\_

Amount of Building Improvements since July 1, 2010 \_\_\_\_\_

Proposed New Façade Improvements \_\_\_\_\_

Estimated Costs \_\_\_\_\_

*The Façade Improvement Program is subject to availability of funds and approval by the Façade Improvement Advisory Board and the funding agency, Virginia Department of Housing and Community Development.*



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**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**  
*Partners for Better Communities*