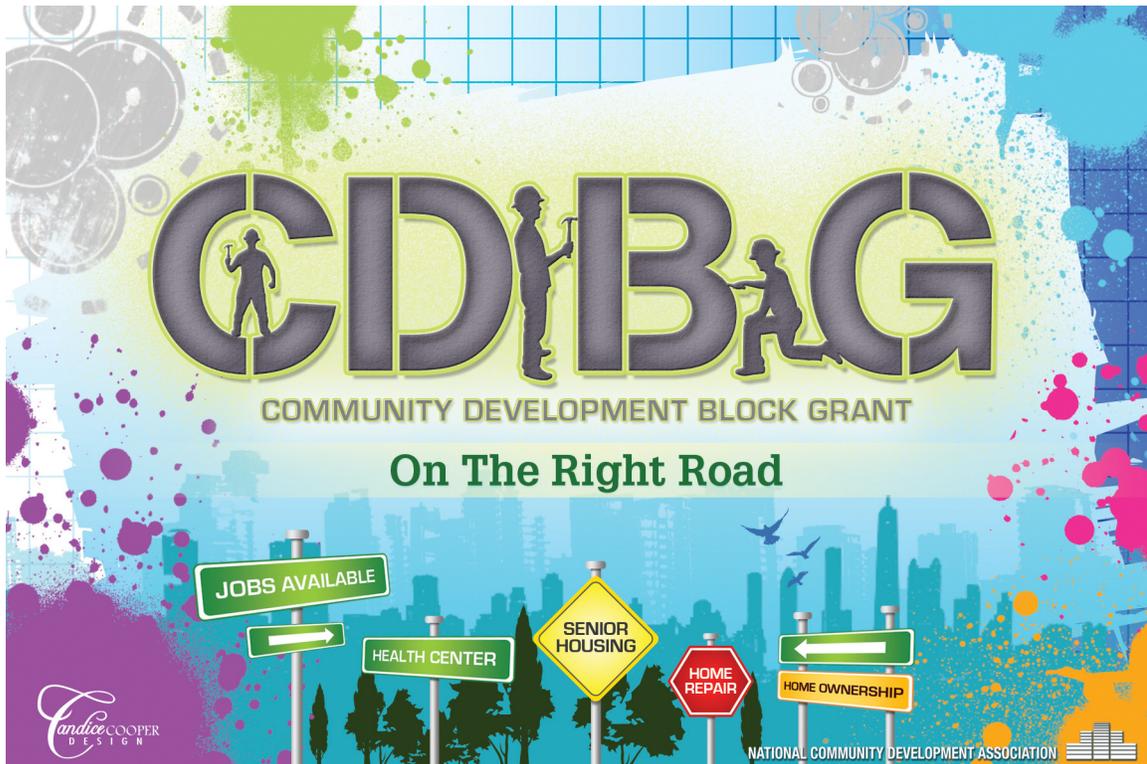


Small Cities Community Development Block Grant 2009 Application



Department of Economic and Community Development

Joan McDonald, Commissioner

Ronald Angelo
Deputy Commissioner

Lawrence Lusardi
Executive Director

Office of Municipal Development

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM

Applicant Information

Applicant Name _____

Applicant Address _____

City _____ State _____ Zip _____

Contact Name _____ Title _____

Phone _____ Fax _____

E-Mail _____ FEIN _____

Did a consultant prepare this application? Yes No
If yes, provide the following:

Consultant Name _____ Phone # _____

Company (if applicable) _____

Address _____ City _____

E-Mail _____

1. Project Information

Small Cities Grant Request: \$ _____ Total Project Cost \$ _____

Amount Leveraged by Town \$ _____

Project Name _____

Project Address _____

Census Tract _____ Block Group _____

Congressional District _____

Is this a Multi-jurisdictional application? ____ Yes ____ No

List names of other communities participating:

1.1 Project Type

- Community Facility Public Service Economic Development
 Housing Planning

1.2 Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types. Contact your DECD representative (if necessary) to determine the correct unit type for this activity.

Unit Type	# of Units	Unit Type	# of Units
People	_____	Housing Units	_____
Households	_____	Jobs	_____
Businesses	_____	Organizations	_____

1.3 Performance Measures

Select the one objective that best describes the purpose of the activity. Then select the outcome category, which best reflects what the town is trying to achieve.

Objectives:

- Suitable Living Environment ___
 Decent Housing ___
 Creating Economic Opportunities ___

Outcomes:

- Availability/Accessibility ___
 Affordability ___
 Sustainability ___

Common Indicators - (Measures Results) Complete attached Exhibit #

- Amount of funds leveraged \$ _____
 Number of households, businesses, or units assisted _____
 Income levels of persons or households 30% _____ 50% _____ 80% _____

Racial Classification	Owner		Renter		Total	
	All	Hisp	All	Hisp	All	Hisp
White						
Black/African American						
Asian						
American Indian/Alaskan Native						
Native Hawaiian/Other Pacific Islander						
American Indian/Alaskan Native & White						
Asian & White						
Black/African American & White						
American Indian/Alaskan Native & Black/African American						
Other Multi-Racial						
Totals:						

Number of Female-Headed Households. _____

Citizen Participation

> Develop a Citizen Participation Plan and submit it with the application as an exhibit. In addition to the plan, the community will need to describe your public hearing process (see instructions).

> **Submit an original of each Public Hearing Notice, affidavit of publication,** and include a copy of the minutes of the public hearing.

Also attach a copy of the town council or board of selectman meeting minutes in which the project was approved.

1.4 Acquisition

Does the proposed project require the applicant to acquire property? _____

Does the town have title to the property? _____

If the town does not have title, is there an option to purchase the property?

_____ Yes (if yes include date) _____ No

1.5 Relocation

If you are planning a project that has relocation as a part of the project, have the General Information Notices (GIN) been sent out? ___Yes ___No ___Not Applicable

Tenant Relocation

Please check all that apply.

Tenants will be permanently relocated _____

Tenants will be temporarily relocated _____

No Tenant relocation _____

1.6 National Objective

___ Low and Moderate income benefit

___ Slum and Blight – prevent or eliminate

___ Urgent Need - (must meet the 4 very specific criteria)

% of Funds benefiting low/mod income persons: _____ %

1.7 Narrative

Attach a project description of 500 words or less as Exhibit. Cover the following:

- What is the purpose of the project?
- Identify the magnitude and severity of any identified problem, including any past efforts to deal with the problem.
- What is the nature of the project?
- Whom is it designed to benefit?
- What is the impact of the problem on L/M persons?
- To what extent does it benefit the neighborhood, municipality, and region?
- Does this project address issues identified in the local Community Development Plan? (enclose a copy of the plan)

1.8 Program Benefit Data for Area Benefit Activities

Enter the following data for area benefit activities that meet the low- and moderate-income national objective by benefiting all of the residents of a particular area where at least fifty-one percent (51%) of the residents are low- and moderate-income persons.

a. If a survey was used to establish the percentage of low- and moderate-income persons in the service area, list that percentage here: _____ %

Include the survey methodology as part of the application

b. If Census Data was used to establish the percentage of low- and moderate-income persons in the service area, report the percentage and Census data as follows:

- If the service area covers **all** of the Block Groups in a Census Tract, list **only** the Census Tract number (do **not** list the Block Group numbers). Provide data for **all** of the persons who reside in the Census Tract; or,
- If the service area covers only **some** of the Block Groups in a Census Tract, list each of the Block Group numbers on a separate line with the Census Tract number. Provide data for **only** the persons who reside in each of the Block Groups.
- Define the service area boundaries (attach a map).

Census Tract Number	Block Group Number	Total Persons in Census Tract or Block Group	Total Low and Moderate Income Persons

Totals: _____ A) _____ (B)

Divide (B) by (A) and enter the percentage here: _____ %

2. Project Need

Document the need for this project and attach as Exhibit

- Present the relevant data.
- Write a brief narrative (250 words or less) that relates the data presented for the project.

Suggested sources of information include: documentation of health and safety issues, demonstrated business need/interest, waiting lists for proposed activity for rehabilitation loans, availability of affordable home ownership housing stock in target area, lack of services, facilities, and /or public utilities etc.

3. Applicant Capacity

3.1 Key personnel

Identify key personnel, including CEO, Town staff, consultants, etc., who will be involved in the proposed project. Attach as Exhibit (form 3.1 provided). Resumes or narratives can be used. The town is ultimately responsible for all aspects of the project and will be the first point of contact.

3.2 Identify all community development projects funded from sources other than from a Small Cities Block Grant under way by this municipality.

Activity	Date Initiated	Date Planned for Completion	Date Completed	Original Budget	Final Budget

3.3 Identify the spending status of every Small Cities grant that has not received a close-out certificate.

Spending Verification Form for Small Cities

Grant Year _____ Total Grant _____

Amount Expended to date _____ Percent Expended _____

2007 grant agreement signed Date: _____

Grant Year _____ Total Grant _____

Amount Expended to date _____ Percent Expended _____

Grant Year _____ Total Grant _____

Amount Expended to date _____ Percent Expended _____

3.4 Subrecipient

Identify any sub-recipient that will be involved in the proposed project:

Sub-recipient Name: _____
 Address: _____
 City : _____ Zip Code _____
 Contact/Title: _____
 Telephone: _____ Fax Number: _____

Submit the sub-recipient agreement between the town and the sub-recipient that will administer any portion of the proposed project. (If the agreement is not available at the time of application, it must be executed and a copy returned to DECD along with the Assistance Agreement – if the grant is awarded.)

3.4a Identify the 4 most recent projects, similar to the proposed project that the sub-recipient has either brought to completion or assisted in bringing to completion.

Project	Date Initiated	Date Planned for Completion	Date Completed	Original Budget	Final Budget

3.4b Litigation

Is either the applicant community or sub-recipient entity facing any litigation and/or audit finding related to housing, economic development, community development activities, Fair Housing & EEOC, and environment ?

YES NO

If yes, indicate the nature of the litigation, status of that litigation and/or audit finding. Attach as Exhibit 3.4b

3.5 Compliance with Project Requirements

Indicate for any of the projects noted in 3.4a, instances of either audit or monitoring findings and the status of those findings.

Grantee/Sub-Recipient	Project Name	Funding Source	Finding	Status

4. Project Feasibility- Sources and Uses

4.1 Sources and Uses

In a brief description identify all potential sources of financing for this project in order of lien position. Also complete Exhibits 4.1 (forms provided) and attach commitment letter(s).

4.1a Operating Funds and Rental Subsidies.

In a brief description identify all sources of operating funds and rental subsidies for this project. Also complete Exhibit 4.1a (form provided) and attach commitment letter(s).

4.1b Financial or Programmatic Link with Social Service Providers.

In a brief description identify any links that will be formalized with social service providers. Also complete Exhibit 4.1b (form provided) and attach commitment letter(s).

4.2 Program Income on Hand

Prepare and attach as Exhibit. (see below)

The purpose of this report is to determine the actual amount of program income on hand. In the first column list the source(s) of program income by grant year. In subsequent columns list the amount earned to date, the amount expended to date, and the amount of program income on hand. This information must be given separately for each grant. The information supplied should be accurate as of the date that the application is due/submitted to DECD.

Program Income Format

Source(s) of Program Income	Amount of P.I. Earned to Date	Amount of P.I. Expended to Date	Amount of P.I. on Hand
<i>Activity: SC-96 (example)</i>	<i>75,000</i>	<i>61,000</i>	<i>14,000</i>

4.3 Environmental/Feasibility/Compliance

Please √ if any of the following applies to your project.

I. Unusual Site Conditions:

- Rocks/ledge _____
- Utilities _____
- Woods _____
- Historic Requirements _____
- Other _____

4.4 Coordination/Approvals/Clearances

Readiness to Proceed

Check each required approval or permit that will need to be obtained for your activity.

I. Approvals/Clearances:

- Historic _____
- Zoning _____
- Planning _____
- Wetlands _____
- CHFA / LHA housing _____
- Easement _____
- Right of Ways (Utilities) _____
- Dept. of Environmental Protection _____
- Dept. of Public Health _____
- Dept. of Transportation _____
- HUD _____
- Other _____

II. Permits

- Local _____
- State _____
- Other _____

III. For approvals/permits/clearances checked, please indicate date of approval or date of anticipated approval. Please submit/attach documentation for verification as Exhibit 4.4.

5. Community Impact

5.1a Community Impact Map

This map should highlight major housing patterns, transportation, relevant services, significant community facilities, and the locations of substantial public and private investment as well as any other features relevant to demonstrating community impact. (Attach as Exhibit 5.1a)

5.1b Map Narrative

Highlight important features represented on the map and address the following. (Attach as Exhibit 5.1b)

- Describe how the project will promote diversity and economic integration.
- Community Development Linkage: Describe how the project is consistent with existing planning or if the project will overcome fair housing impediments identified in existing plans (local, state, regional, other project with area of impact).
- Describe how the project is part of a coordinated approach to community development needs.

- Describe the way this project will be part of a broader community plan.
- Describe how this project will promote community members' ability to contribute to their own well being and that of their families and community.

5.1c Census Tract Data (Attach as Exhibit 5.1c)

- Provide the numbers and the percentages of low and moderate income persons in each census tract associated with the project.
- Provide the numbers and the percentages of minorities in each census tract associated with the project.

5.1d Does the community have an approved Community Revitalization Strategy (CRS)? (For more detail, refer to DECD's current approved Action Plan)

YES NO

Is this application activity part of the community's CRS? YES NO

5.2 Community Support

Are there letters of support from any of those who provide or represent those who provide and receive services in the project area? List and attach letters as Exhibit 5.2.

Name of Group/Organization	Contact Person
_____	_____
_____	_____
_____	_____
_____	_____

5.3 Answer only if this is a housing project.

Housing Activities:

- a. Any displacement anticipated ____ Yes ____ No
 b. 1 for 1 Replacement ____ Yes ____ No

If this is a first time home ownership program, and will a training program be required? YES NO

Number of Hours: _____

Description: _____

5.4 Affordability

Provide sample landlord-tenant agreement indicating the 5 year minimum Fair Market Rents (FMR) affordability period. Each completed residential rehabilitation project file must have a signed copy of the landlord-tenant agreement (if applicable).

Method of Affordability

- Deed Restriction Ground Lease Land Trust
- Restrictive Covenant Other (specify)

How does this project promote resident participation? If a housing authority activity, does it have a resident member of the board?

Explain briefly: _____

5.5 Responsible Growth:

Everyone must answer the questions below. If you answer in the affirmative to any of the questions, your project should comply with Responsible Growth Principles. (See Section 5.5 for objectives)

1. The proposed work does not involve a tract of undeveloped land? __Y __N
2. The Project can be served by existing public utility service. ____ Y ____N
3. The Property is located on a public street with a maximum speed limit of 25 mph.
____ Y ____ N
4. The project minimizes impervious surface and incorporates appropriate stormwater management techniques to reduce run-off and improve surface water quality, i.e. dry-wells, bio-swales, etc. ____ Y ____ N
5. How does the project activities address the Conservation & Development Plan objectives listed below. Is the project area within a Conservation & Development Plan area appropriate for development? __Y __N
 - a. Redevelop and revitalize regional centers and areas
 - b. Expand housing opportunities and design choices
 - c. Concentrate development around transportation nodes and along major transportation corridors to support the viability of transportation options
 - d. Conserve and restore the natural environment, cultural and historical resources, and traditional rural lands
 - e. Protect and ensure the integrity of environmental assets critical to public health and safety
 - f. Promote integrated planning across all levels of government

6. Transit Oriented Developments as defined in the June Special Session, Public Act No. 07-7 of the Connecticut General Assembly "Transit Oriented Development" means the development of residential, commercial and employment centers within one-half mile or walking distance of public transportation facilities, including rail and bus rapid transit services, that meet transit supportive standards for land uses, built environment densities and walkable environments, in order to facilitate and encourage the use of those services. For the purposes of awarding points, this category may include any form of public transportation, provided that activities contiguous to the project include appropriate transportation improvements, i.e. bus shelters, bus pull-offs, bus schedule coordination, etc.

Does the Project promote or enhance alternatives to private automobile transportation. ____ Y ____ N

7. Is the site located within one-quarter (0.25) mile from a town center or rural community center with a full-service grocery store, bank, etc. ____ Y ____ N

8. Sidewalks adjacent to multi-family buildings or throughout scattered site projects that connect to sidewalks in surrounding area should have sufficient pedestrian crossings and streetscape creating a sense of place and walkability. Does the Project support and enhance adjacent mixed land uses. Does the Project take advantage of municipal zoning density credits and/or mixed use zoning overlays. ____ Y ____ N

9. Is there Public park or community recreation center within one-quarter (0.25) mile. ____ Y ____ N

10. Does the Project renovate/rehabilitate a building appearing on the National Register of Historic Places, State Register, or a designated Local Historic property. ____ Y ____ N

11. Does the Project minimize natural resources impacts through avoidance, use of density credits to preserve open space, creation of community gardens, pocket-parks, retention of existing foliage, use of native vegetative species. ____ Y ____ N

6. Fair Housing and Equal Opportunity

6.1 Complete ONLY if this is a Housing Project

6.1a Does the project provide a housing type and/or create a type of housing that is underrepresented in the benefit area?

YES NO

If yes, check all that apply and provide percentage current and anticipated type of housing:

Ownership	<input type="checkbox"/>	current % _____	anticipated % _____
Rental	<input type="checkbox"/>	current % _____	anticipated % _____
Cooperative	<input type="checkbox"/>	current % _____	anticipated % _____
Other _____	<input type="checkbox"/>	current % _____	anticipated % _____
Not Applicable	<input type="checkbox"/>		

6.1b Does the project serve a household type or create housing for a household type that is underrepresented in the benefit area?

YES NO

If yes, check all that apply and provide the percentage of current household sizes in the population and percentage of anticipated household sizes to be served:

Large Family	<input type="checkbox"/>	Current % of pop.	_____	Anticipated %	_____
Special Needs (i.e. disabled households)	<input type="checkbox"/>	Current % of pop.	_____	Anticipated %	_____
Elderly	<input type="checkbox"/>	Current % of pop.	_____	Anticipated %	_____
Other (i.e. subsidized, homeless)	<input type="checkbox"/>	Current % of pop.	_____	Anticipated %	_____

6.1c Based on application question 1.8, does the housing serve income ranges that are underrepresented in the benefit area?

YES NO

If yes, check all that apply and provide the percentage of the predominant income levels in the benefit area and the percentage of the predominant income levels in the proposed project.

	Predominant Income In the benefit area	Predominant Income in project
0-30% - Extremely Low Income	_____ %	_____ %
31-50 % - Very Low Income	_____ %	_____ %
51-80% - Low Income	_____ %	_____ %
81-100 AMI	_____ %	_____ %
Over 100% AMI	_____ %	_____ %

6.2 Non-Housing Applicants ONLY

6.2a Does the activity promote diversity and economic integration in the municipality?

YES NO

If yes, check all that apply:

- Providing staffing for a fair housing complaint and enforcement process.
- Providing access to the town/city services for a group of people protected from discrimination by the state and federal fair housing laws that is under-represented in the municipality.

- Providing transportation services that would allow a group of people protected from discrimination by the state and federal fair housing laws that is under-represented in the municipality to access other city services.
- Providing access to housing for a group of people protected from discrimination by the state and federal fair housing laws that is under-represented in the municipality.
- Conducting regular monitoring of bank lending practices within the town
- Working with local landlords, real estate agents, and lenders to develop affirmative marketing strategies which encourage applications from people least likely to apply based on current town demographics.
- Encourage area lenders to develop fair lending and training and monitoring programs, including self-testing of lending practices.

6.3 For All Applicants

6.3a Analysis of Impediments (AI) to Fair Housing

Does the proposed activity address any elements of the State of Connecticut's Analysis of Impediments to Fair Housing at either the state or local level?

- YES NO

If yes, check all that apply:

- Increasing housing access for protected classes
- Increasing the supply of affordable housing
- Systemic data collection on fair housing issues
- Providing fair housing outreach and education activities
- Monitoring and enforcing the fair housing laws and policies
- Contracting for training of municipal staff assigned to fair housing enforcement and complaint processing
- Contract for training of any municipal or housing authority staff on the fair housing laws
- Perform outreach to the community on fair housing laws
- Review local building and zoning codes, including removal of restrictive occupancy standards, family definitions, and density requirements
- Develop a formal procedure for inspecting and monitoring new construction and substantial rehabilitation for compliance with the fair housing laws, the Americans With Disabilities Acts and related laws
- Expanding access to public transportation by developing van pools and ride sharing programs
- Promoting inclusionary zoning through the expansion of multi-family zones
- Encouraging the development of alternative ownership models
- Donating town land for development of lower cost multi-family housing
- Creating a local land trust to expand the supply of affordable homeownership options
- Supporting local not-for-profits and housing partnerships in efforts to develop additional affordable housing
- Using the local housing authority as a vehicle for creation of affordable family rental housing
- Directly appropriating local funds for development of lower cost family housing
- Waiving impact and permit fees for affordable housing development
- Creating or expanding Section 8 or other mobility counseling programs
- Affirmatively marketing Section 8, RAP, and other rental subsidy programs through dissemination of information to local landlords

- Eliminating local residency preferences within subsidized housing within the town
- Developing a consistent tenant selection methodology that clearly defines criteria by which each applicant for housing will be judged and does not exclude any protected class
- Encouraging local lenders to adopt a “second look” policy before rejecting mortgage applicants;

6.3b Fair Housing Action Plan

Provide a copy of the municipality’s Fair Housing Action Plan that was developed or updated within the last three years that is consistent with the requirements of the “Fair Housing Action Plan Guidelines and Implementation Steps to Address Impediments Identified at the Local Level.” The Fair Housing Action Plan mirrors the form included with the Small Cities Application instructions and must include the “Fair Housing Action Plan - Calculation Forms”. No points will be awarded without **both** the Fair Housing Action Plan on the correct form **and** the “Income Needed for Housing” calculation forms. The Fair Housing Action Plan must be signed and dated by the current administrator of the municipality. Attach as Exhibit 6.3b-1 and 6.3b-2.

6.3c Section 3 Plan

Provide a copy of the municipality’s Section 3 Plan for this grant that is signed and dated by the current administrator of the town or municipality. Attach as Exhibit 6.3c.

6.3d Affirmative Action Policy Statement

Provide the municipality’s Affirmative Action Policy Statement signed and dated by the current administrator of the town or municipality. Attach as Exhibit 6.3d.

6.3e Affirmative Action Plan

Provide an Affirmative Action Plan signed and dated by the current administrator of the town or municipality. Attach as Exhibit 6.3e.

6.3f Section 504/ADA Notices

1. Submit a copy of the Municipality’s Section 504/ADA Notice established to meet the requirements of Title II of the Americans’ With Disabilities Act of 1990. Attach as Exhibit 6.3f-1.
2. Submit a copy of the Municipality’s Section 504/ADA Grievance Procedure established to meet the requirements of Title II of the Americans’ with Disabilities Act of 1990. Attach as Exhibit 6.3f-2.

6.3g Section 504/ADA Self-Evaluation and Transition Plan

1. Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its facilities within the past 3 years?

- YES NO

If yes, provide a signed and dated copy. Attach as Exhibit 6.3g-1.

2. Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its rules, policies and programs within the past 3 years?

- YES NO

If yes, provide a signed and dated copy. Attach as Exhibit 6.3g-2.

3. Has the municipality completed or updated a Section 504/ADA Transition Plan for its facilities and its programs within the past 3 years?

YES NO

If yes, provide a signed and dated copy. Attach as Exhibit 6.3g-3.

6.4 Complete If Past Grantee Only

6.4a Local Fair Housing Steps

Identify any Local Fair Housing Action Steps that have been completed or are in the process of being completed as indicated in the Fair Housing Action Plan within the last 3 years. You must complete a Fair Housing Action Plan Schedule form and attach as Exhibit 6.4a.

6.4b Past Performance – Section 3

Document the number of opportunities awarded to Section 3 contractors or residents over the past 3 years to comply with training, employment and contracting provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended. Goals should reflect the municipality’s active Section 3 Plan and results should be demonstrated from that Plan.

Goals:

YEAR	# of Contracts	Dollar Amount	Training/Hiring

Accomplishments:

YEAR	# of Contracts	Dollar Amount	Training/Hiring

If no awards were made over the past 3 years, indicate the municipality’s good faith efforts to comply. Check all that apply:

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community development programs, to the greatest extent feasible, toward low and very low-income persons, particularly those who are recipients of government assistance for housing
- Participated in a HUD program or other program, which promotes the training or employment of Section 3 residents
- Participated in a HUD program or other program, which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located
- Other _____

6.4c Past Performance-Set-Aside

Document the number of contractor and subcontractor awards made to certified small and minority firms and women’s business enterprise over the past 3 years, as required by 24 CFR Section 85.36(e) and Section 4a-60g of the Connecticut General Statutes.

YEAR	# of Contracts	MBE	WBE	Dollar Amount

If goals were not met over the past 3 years, indicate the municipality’s good faith efforts to comply. Check all that apply:

- Attempted to recruit small and minority firms and women’s business enterprise through: local advertising media, signs prominently displayed at the project site, and contacts with community development programs.
- Contacted the Department of Administrative Services, Office of Supplier Diversity, who maintains a list of certified small and minority business enterprises, which is available online.
- Create and maintain solicitation list and uses list to contact potential contractors.
- Other _____

6.5 Complete If New Applicant Only

6.5a New Grantee

Is the municipality a new CDBG Small Cities grantee? A new grantee is defined as a municipality who has not applied for a Small Cities grant over the past consecutive 3 years.

- YES NO

6.5b Past Fair Housing Initiatives

Identify projects, initiatives, and/or actions that the municipality has taken in the past 3 years to promote the principles of fair housing. Complete Past Fair Housing Initiatives Schedule form and attach as Exhibit 6.5b.

7.0 Consistency with Connecticut’s Consolidated Plan

The State of Connecticut 2005-2009 Consolidated Plan for Housing and Community Development assesses and identifies areas of need within the state and 12 goals set by the state to address those needs. Please refer to the Needs Assessment and the Goals, Objectives, Priorities And Measures sections of the 2005-2009 Consolidated Plan when completing the following section.

Need Addressed: _____

Goal Addressed: _____

Goal Sub-Category Addressed: _____

Objective Addressed: _____

Targeted Population Addressed: _____

Geographic Target Addressed: _____

Describe how the Program/Project is consistent with the State's Consolidated Plan:

8.0 Construction Documents

Please check all that apply.

A. Drawings Completion Level (Submit drawings as Exhibit 8A.)

None _____ Schematic _____ Design Development _____ Construction/Final _____

B. Specifications Completion Level (Submit specifications as Exhibit 8A)

None _____ Outline _____ Developmental _____ Final/Bid/Contract Package _____

C. Time needed for Completion of Drawings & Specifications (Final Bid Set)

0 mos _____ 1-3 mos _____ 3-6 mos _____ >6 mos _____

D. Length of Construction Period: (Submit construction schedule as Exhibit 8D.)

< 6 mos. _____ 6-9 mos. _____ 9-12 mos. _____ 12-15 mos _____ 15-18 mos _____
>18 mos. _____

E. Estimated Time for Non-Local Building Permits, Approvals, Clearances

<1 mos _____ 1-3 mos _____ 3-6 mos _____ >6 mos _____

F. Construction Cost Estimate (Submit as Exhibit 8F)

Please attach a detailed/itemized construction cost estimate.

G. Construction Procurement Plan (Submit as Exhibit 8G)

Please attach a narrative description of the process that will be used for the selection of the (construction professionals) contractor, project manager or technical specialist etc.

8.1 Energy Star - For Projects and Programs

Projects & Programs should incorporate as many energy-saving products as possible. Make sure that these products are included in your specifications.

For ENERGY STAR Qualified Products Go to web site www.energystar.gov for product info. Make a list of the products you intend to use and Attach as **Exhibit 8.1**.

9.0 Programs: Residential Rehabilitation & Infrastructure

Guidelines submitted must include in narrative form A-G. (Each exhibit can be a clearly identified with lettered paragraph on the same sheet, not separate sheets for each exhibit.)

A. Procurement Process for:

- Architect
- Contractor
- Technical Assistance
- Environmental Professional

Please attach as **Exhibit 9A**

B. Building Evaluation Process:

- Hazardous Materials: Asbestos/Lead Paint/Storage Tanks
- Code/ Proposed Work
- Historical

Please attach as **Exhibit 9B**

C. Site Evaluation Process:

- Well/Septic
- Floodplain
- Soil Contamination
- Storage Tanks
- Proposed Work

Please attach as **Exhibit 9C**

D. Construction Monitoring Process:

Please attach as **Exhibit 9D**

E. Approval/Permitting Process:

- DEP
- DPH

Please attach as **Exhibit 9E**

F. Schedule of completion of all construction/program:

Please attach as **Exhibit 9F**

G. 75% replacement value threshold

Please attach as **Exhibit 9G**

10. DECD Training

10.0 DECD Training

List the DECD Training(s) attended by town staff for CDBG within the past year.

Name of town staff member _____

Title _____

Training(s) Attended _____
