

**INSTRUCTIONS for
Public Improvements in support of Housing New Construction**

Note: Only one project activity is allowed under this funding cycle.

A. ACTIVITY DESCRIPTION:

1. **Proposed use of funds:** Check the box that best describes the type of project that is proposed.
2. Indicate the total dollar amount that is being requested for this specific activity. This dollar amount must include any activity delivery costs.
3. If the proposed program will be carried out in a target area, identify the census tracts and applicable block groups for the proposed target area.

Depending on local indicators and census data, applicants may strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area.

4. Under each column, identify the proposed number of beneficiaries for each specific income group.
(Refer to Appendix B for a link to the list of income limits by county.)

Non-TIG (Non-Targeted Income Group) refers to households that earn 81% and above of the county median income.

TIG (Targeted Income Group) refers to households that earn between 51% and 80% of the county median income.

LTIG (Lowest Targeted Income Group) refers to households that earn between 31% and 50% of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

Extremely LTIG (Extremely Lowest Targeted Income Group) refers to households that earn 30% or less of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

5. Indicate who will carry out this activity.

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6. Project Description:

Provide a detailed project description. Give information about the use of CDBG funds, the total project costs, and the total number of beneficiaries.

If the applicant is proposing a combination of uses, explain all aspects of these combinations and how they fit into the overall scope of the project. If the proposed activity is part of a larger project, please describe the whole project and how the CDBG-funded portion fits into that project.

Remember that the completion of the public improvements and occupancy of the TIG/LTIG beneficiaries must occur by CDBG contract expiration. For this type of project, the CDBG program will allow up to 30 months from State contract execution for the expenditure of all CDBG contract funds; however, up to an additional 30 months may be permitted in order to achieve the TIG benefit.

7. Site Control: Provide a description of the current site control status, check the appropriate box, and attach documentation. Full site control documentation must be provided and identified on the Readiness Chart in order to obtain readiness points in this category.

8. Environmental Clearance: Identify the estimated level of National Environmental Policy Act (NEPA) clearance for the proposed activity (See Chapter 3 of the current grant management manual for NEPA clearance level determination guidance and call the CDBG representative with questions or clarification.).

The project's schedule and budget must allow for sufficient time to complete environmental clearances prior to commencement of activities. Public improvements activities require a more extensive review so more time is typically needed.

Environmental documents provided for readiness points that do not meet CDBG NEPA requirements will not be given any readiness points under this category. In addition, for this year a California Environmental Quality Act (CEQA) review must also be submitted for review by our agency. If USDA or another funding agency that is a member of the California Finance Coordinating Committee (CFCC) is funding the project, it is in the best interest of the applicant to have a Combined Environmental Review done which meets all the standards of all the funding agencies under the CFCC. **Please contact the CDBG representative for further guidance on the project's ERR and how to obtain points for readiness.**

CDBG staff recommends completing the ERR, up to the point of public noticing, prior to submitting the CDBG application in order to receive additional readiness points. If any "choice limiting actions" are taken prior to completing the environmental review and obtaining release of CDBG funds, the state will not allow any CDBG funds to be used on the project. Call the CDBG representative with any questions on what constitutes a choice limiting action.

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B. NEED FOR ACTIVITY:

1. Narrative of Severe Health and Safety Issue that this Activity will Address: Provide a brief description of what severe health and safety issue will be solved with implementation of the proposed activity.
2. Description of How this Activity will Eliminate the Current Problem: Give specific examples of how the proposed project will eliminate the severe health safety problem.
3. Description of How the Applicant will Ensure that the Improvements Funded with this Proposal will be Maintained in the Future: Give a detailed description of how the infrastructure improvements will be maintained and what local source of funds will fund the maintenance. For example: City has established a rate system and reserve fund plan approved by Department of Health Services which provides for on going operations and maintenance costs plus reserves for system replacement as the useful life of different components expires.
4. “Quantitative” Documentation of Problem: Check the box that best describes how the local jurisdiction documented the severe health and safety issue which this funding proposal activity will solve. The most effective methods of documentation include:
 - a. Cease and desist orders or letters of non-compliance from State and Federal regulatory agencies, letters or documentation from county health or public improvements agencies listing non-compliance issues, studies from engineers which document failed structural systems or inadequate flows or pressure, letter from local fire marshal or planning director which states that the water system is not adequate for fire flows, etc.

All documentation must describe the direct health and safety impact on TIG residents and all health and safety issues that results from the lack of services or facilities.
 - b. Surveys of existing service levels and needs showing the number of people not served due to inadequate facilities.
 - c. Surveys of intended beneficiaries regarding their unmet public improvements needs and the impacts of not having the facility or service.

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5. Documentation Chart: Third party documentation of the problem is a critical element of a successful public improvements application. The applicant should obtain as many third party letters and documentation as possible which describe and discuss the problem being addressed by the proposed activity. The best letters should also “quantify” the problem by including specifics on restricted flows, defective storage treatment facilities, supply deficiencies, and water quality problems. The most competitive applications will contain documentation from an **outside agency** (preferably a regulatory agency) stating that the problem the project is addressing is severe and health threatening. In particular, for water and sewer projects, documentation should be sought from the Department of Health Services and the State Water Resources Control Board. One example of quantitative documentation that is not from an outside agency would be the testing results of water sources for a community with excess levels of contaminants above State or Federal standards. Call the CDBG representative with questions or clarifications about documentation that can be used for this section.

6. Please enter the percentage of all renter households that are paying more than 25% of their income for housing.

Notes: Applicants **must** use 2000 Census data for this number. Overpayment data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendices).

Applicants must attach the 2000 Census table and show the calculations. **Failure to do either one will result in no points being given under this category.**

7. Please enter the percentage of total households that are overcrowded.

Notes: Overcrowding means 1.01 or more persons per room.

Applicants **must** use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendices).

Applicants must attach the 2000 Census table and show the calculations. **Failure to do either one will result in no points being given under this category.**

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8. **Need for New Units.** Recent surveys (less than 5 years) or 2000 Census data are acceptable documentation. The data requested is for the entire jurisdiction.
- a. Please:
- enter the percent(s) of **owner-occupied** units that are vacant in the entire jurisdiction, and
 - check the appropriate data source (2000 Census or local survey), and
 - attach a copy of the Census table with the calculations and/or the results of the local survey (as applicable). **Failure to do either one will result in no points being given under this category.**
- b. Please:
- enter the percent(s) of **rental** units that are vacant in the entire jurisdiction, and
 - check the appropriate data source (2000 Census or local survey), and
 - attach a copy of the Census table with the calculations and/or the results of the local survey (as applicable). **Failure to do either one will result in no points being given under this category.**

Notes: If the applicant is using 2000 Census data, refer to the Census Summary File 1, Table DP-1 (see sample of this table in Appendices) for the jurisdiction-wide vacancy rates by tenure type.

If the applicant is using local survey data, please include a copy of the survey instrument, the survey methodology that was used, and the results of that survey with pertinent information highlighted.

9. Please state whether there is a project-specific waiting list or market study. If yes, applicants must attach a copy. **Failure to do so will result in no points being given under this category.**

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10. Supplemental Information: If the Census data for Overpayment, Overcrowding, and/or Homeownership or Rental Vacancy Rate do not accurately depict your community's need in those categories, please:

Check which category(ies) are being rebutted:

- ❖ Worsened Overpayment: Information rebutting or not captured in the 2000 Census.
 - ❖ Housing Overcrowding: Information rebutting or not captured in the 2000 Census.
- describe the community's worsened needs in those categories,
 - attach third-party documentation, if available, showing the community's worsened needs in those categories,
 - and identify the page number in the application where the third-party documentation can be found .

Notes: Such supplemental information **may not be older than five years** from this year's application filing date and **must be specific to the community**.

Vacancy rate data cannot be supplemented, as recent surveys are already allowed as noted above under "Need for New Units."

C. TARGETED INCOME GROUP BENEFIT:

1. Enter the percentage of total CDBG assisted units that would be TIG.
 - If the applicant is proposing assistance for development of individual-ownership housing, the project **must** have 100% TIG benefit. (Skip to Section D. Sources and Uses Form).
 - If the applicant is proposing assistance for the development of rental housing, answer the questions that follow.
2. If the answer to question #1 is 51% or greater, skip to Section D. Sources and Uses Form.

If the answer to question # 1 is between 20% and 50%, continue with question #3.

If the answer to question #1 is less than 20%, **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

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3. State whether the applicant is proposing to assist a senior housing project.

If the answer is “Yes,” **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

If the answer is “No,” continue with next questions.

4. a. Enter the **total** development costs for this project (as shown on sources and uses).
4. b. Enter the dollar amount of CDBG funds requested for this project.
4. c. Divide the CDBG funds by the total development costs. Indicate this number as a percentage. (This is the percentage of CDBG dollars relevant to the total development costs.)
4. d. Is the percentage of TIG dollars **equal to or less than** the percentage of TIG households in the project shown in question number one above?

If the answer is “Yes,” the project **meets** the TIG National Objective for this activity.

If the answer is “No,” **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

D. SOURCES AND USES:

1. Sources and Uses Form. Complete this form by showing all the planned funding sources needed to complete the project and what uses or activities under the project that those sources will fund.

Sources. The major funding sources are printed on the form.

The amounts and sources for local and private funding contributions in this chart should match the information provided on the leverage charts in the application summary form. Make entries here for any State, Federal, or other sources, that will be used to finance the **entire project**.

Uses. Identify the cost categories applicable to the proposed project and enter the amounts that have been budgeted. Allocate the amounts across the table to the funds that are expected to be received from all the sources listed. This chart should include costs for the **entire project** (not just the CDBG portion). The applicant’s cost estimates can assist in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.

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- The Equipment category could include items such as outdoor pump equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.

Please double-check the totals, in all rows at the far right and at the bottom of all columns, for accuracy.

E. STATE OBJECTIVES

For Public Improvements in support of Housing New Construction projects, the State Objectives listed below will be available.

Check the appropriate State Objective(s) that the applicant is committing to fulfill and for which the applicant would like to receive points.

Important Note: Applicants are advised that failure to comply with any State Objective that the applicant has committed to fulfill may result in the applicant having to return CDBG funds.

- **Infrastructure Proposals:** Up to 25 points will be awarded for public infrastructure projects.
- **Energy Efficiency Proposals:** Up to 50 points will be added for activities that commit to using the established minimum level of energy efficiency standards. Examples of energy efficiency standards include, but not limited to, installing Energy Star ceiling fans and appliances, installing non-combustible roofing materials, using engineered lumber, providing effective air sealing, etc. (where applicable to the program/project)

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

- **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51 percent of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)

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- **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90 percent of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Capacity Building:**
Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

F. READINESS TO PROCEED:

Of the 150 points available for capacity, the application may be awarded up to 50 of those points if the applicant completes and documents actions that make the proposed project ready to proceed. The purpose of the Program Readiness Chart is to allow applicants to show the level of readiness for their project and to prompt them to provide proper readiness documents for each part of the chart. **The Department will not give partial points for partially completed readiness factors.** (There is an exception is for the environmental review factor.)

All documentation must be provided to show that the whole factor of readiness was covered. Different applicants will have different levels of readiness. Some may have site control but not all funding in place. Some may not have site control but may have sufficient funds to do the project. Speak to the CDBG representative about what level of documentation is required to receive full point under each factor. The applicant pool sets the standard. Those applicant that prove they are the most ready to proceed will receive full points while those that are less ready will be prorated based on the amount of work remaining before construction can begin.

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1. Program Operator/Administrator:

- Identify who will be the grant administrator (the city/county, an outside consultant, another agency, etc.) If the applicant will administer the grant, provide resumes and duty statements. For consultants, show that they have been selected by the governing body to administer the grant via governing body resolution, minutes, or action items.
- Identify who will be the project administrator (ensure that the project is put out to bid and that prevailing wages are paid)
- Indicate the page numbers where the supporting documentation can be found.

Regardless of who is operating and administering the project, the applicant must include proper documentation (copies of resumes and duty statement for applicant's staff and or local approval of consultant contracts or Subrecipient agreements). Draft unexecuted agreements will not receive points in this category.

2. Environmental Clearance Level:

Identify all key environmental documentation that has been completed to satisfy National Environmental Policy Act (NEPA) environmental clearance. It is not necessary to submit a finished environmental review record (ERR) and applicants will get partial points for a partial ERR. However, applicants that submit an inaccurate or incomplete ERR that does not meet NEPA procedural requirements will not get any points.

Note: Most public improvements projects involve an Environmental Assessment (with a Finding of No Significant Impact). *Please refer to the CDBG 2006 Grant Management Manual, Chapter 3, for guidance on this issue.*

3. Site Control:

Identify all forms of site control that are required for this project and attach the proper documentation. Examples include: option to purchase, easements, deeds of trust, map of project showing is all in an existing public right-of-way, etc.

4. Special Conditions:

Identify all items that are being submitting in order to evidence that the jurisdiction has complied with special conditions (to be identified in the executed contract, if awarded). Examples of special condition items include project certification that no relocation of persons will take place as part of conducting the activity, HCD approval of program income reuse plan, etc. *Please contact the CDBG Representative for guidance on meeting all public improvements special conditions.*

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5. Project Financing:
Identify all items that are being submitted in order to evidence that the jurisdiction has secured all financing commitments needed (except CDBG funds requested) to complete the entire project.
6. Project Readiness:
Identify any other items that for the project to show evidence that the jurisdiction is ready to implement the project upon CDBG contract award and clearance. Such items may include:
- Local Government Approvals
 - Completed Plans and Specifications (or preliminary plan and/or engineer hired to do final plans). Only provide a letter from the engineer certifying that the plans are completed. **DO NOT SUBMIT THE FULL SET OF PLANS.**
 - Completed Bid Package. AS ABOVE, ONLY PROVIDE A LETTER.
 - List of pre-approved families to receive assessments

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A. ACTIVITY INFORMATION:

1. Identify the proposed activity. **Check only one.** Please see the NOFA for description of funding limitations under these uses.

_____ Off-Site Improvements (utilities, streets, curbs, gutters, sidewalks, etc.)

_____ On-Site Improvements to publicly owned land
(to be used for construction of new housing and the improvements must be undertaken while the property is still in public ownership)

_____ Clearance of sites from toxic contaminants (when the property is to be used for the construction of new housing).

2. How much is being requested for this activity? \$ _____ (inc. activity delivery)

3. For activities that will be carried out within a target area, identify the following (see instructions):

| Census Tract |
|--------------|--------------|--------------|--------------|--------------|
| | | | | |
| Block Groups |

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4. Proposed Beneficiaries by Income Group (*see instructions*):

Households -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

5. This activity will be carried out by:

Jurisdiction
 Consultant
 Combination of jurisdiction/consultant

OR

Another unit of local government
 Another public agency
 Non-profit

For-profit
 Faith-based organization
 Other: _____

Name of the agency/organization: _____

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6. Please provide a detailed description of the project.

7. Site Control. If the proposed project involves site acquisition, please answer the following question.

- Does the applicant have site control in place for at least 90 days beyond the execution date of the CDBG contract?

Yes. Attach documentation.
Below.

No. Explain

Note: Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and satisfaction of any special conditions are not reimbursable from the grant.

8. Environmental Clearance. State what the anticipated level of environmental clearance is under the National Environmental Policy Act (NEPA)?

Environmental Assessment

Categorically Excluded, But Subject to 58.5....

Other: _____

Note: An Environmental Assessment is required when the project will increase service and/or capacity by more than 20%.

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B. NEED FOR ACTIVITY:

1. Describe the SEVERE health and safety needs this activity addresses:
2. Describe how the activity will ELIMINATE the health problem, describe the extent.
3. Provide documentation showing financial systems are in place for long-term operation and maintenance of the system. (e.g., a rate structure or financing plan to set up replacement or operating reserves, etc.)
4. How was the health and safety need determined? (Complete the *Health and Safety Need Documentation Chart* and attach appropriate documentation)

____ Cease and Desist Order, see page ____.

____ Letter from Enforcement Agency, see page ____.

____ Letter from other Funding Agency of status on their eligibility list, see page _____.

____ Study documenting problem and recommended solution see page ____.

____ Other Type of Environmental Report or Assessment

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5. HEALTH and SAFETY NEED DOCUMENTATION CHART		
SOURCE	TYPE OF DOCUMENTATION to Support Health and Safety Need (letter, reso., Cease and Desist Order, newspaper clipping, report, etc.)	Page # (in app.)
Department of Health Services		
Regional Water Quality Control Board		
Department of Water Resources		
County Health Department		
Fire Department		
Law Enforcement Agency		
Department of Social Services		
Newspaper		
Engineering Firms		
Local Water Board		
Irrigation District		
Board of Supervisors		
Other: _____ _____		

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Data Type	Instructions:	%	Data Source
6. <u>Overpayment</u>	Enter the percentage of all renter households who are paying more than 25% of income for housing. <i>Please show calculations on the attached Census table.</i>	_____%	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____
7. <u>Overcrowding</u>	Enter the percentage of total households that are overcrowded. <i>Please show calculations on the attached Census table.</i>	_____%	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____

8. Need for New Units:

Data Type	Instructions:	%	Data Source
	Below, enter the vacancy rate for the tenancy type(s) proposed (homeowner and/or rental).		Below, specify if data is from 2000 Census OR local survey.
a. <u>Home-ownership vacancy Rate</u>	Enter the percent(s) of <u>owner-occupied</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	_____%	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____
b. <u>Rental Vacancy Rate</u>	Enter the percent(s) of <u>rental</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	_____%	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____

Note: The Council of Governments' (COGs) needs figures for new low- and very low-income units will be analyzed as a percentage of current number of units in the community. The data for this factor have been independently obtained by the Department.

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9. Waiting List or Market Study documentation.

Is there a **project-specific** Waiting List?

NO.

YES. Documentation can be found on what page of this application?

Page: _____

Is there a **project-specific** Market Study?

NO.

YES. Documentation can be found on what page of this application?

Page: _____

Note: Applicants must submit a copy of the documentation in order to receive points under this category.

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10. Supplemental Information. This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to the community's worsened overpayment and/or overcrowding needs. Provide all information that is requested.

Check if the applicant is providing supplemental information for:

Worsened Overpayment Worsened Housing Overcrowding

Describe the worsened overpayment and/or overcrowding issue.

How is this issue specific to the community and what documentation does the applicant have to support this issue?

List:

- third-party documentation (must be less than 5 years old) that is being submitted to support the issue, and
- the date of the documentation submitted, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

Note: Applicants must complete this chart and include the documentation in their application in order to receive points under this category.

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C. TARGETED INCOME GROUP (TIG) BENEFIT

All CDBG Housing New Construction projects must meet the TIG National Objective in order to be eligible for funding. ***Answer the questions and follow the prompts below to determine project eligibility.***

1.	What percentage of housing units benefiting from this proposed activity are TIG households?	_____ %	
	<ul style="list-style-type: none"> • If proposing assistance for development of individual-ownership housing, it must be <u>100% TIG benefit</u>. (Stop. <i>GO to Section D.</i>) • If proposing assistance for the development of rental housing, <i>CONTINUE with questions below.</i> 		
2.	<ul style="list-style-type: none"> • If the answer to question # 1 is 51% or greater, Stop. <i>GO to Section D.</i> • If the answer to question # 1 is between 20% and 50%, <i>CONTINUE with questions below.</i> 		
	<ul style="list-style-type: none"> • If the answer to question # 1 is less than 20%, ... 		STOP. The project does not meet the TIG National Objective and is ineligible .
3.	Does the applicant propose to assist a senior housing project?	___ YES ___ NO.	STOP. The project does not meet the TIG National Objective and is ineligible . CONTINUE.
4. a.	Enter the Total Development Costs (TDC) for this project.	\$ _____	
4. b.	Enter the dollar amount of CDBG funds requested for this project.	\$ _____	
4. c.	Divide CDBG funds (4. b.) <u>by</u> TDC (4. a.) = (percentage of CDBG funds relevant to TDC)	_____ %	
4. d.	Is the percentage of CDBG funds equal to or less than the percentage of TIG households shown in question # 1 above?	___ YES ___ NO.	The project meets the TIG National Objective for this activity. The project does not meet the TIG National Objective and is ineligible .

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D. SOURCES AND USES FORM. Show all funds budgeted for the entire project (CDBG funds requested and all other funding sources).

USES	SOURCES							Totals:
	State CDBG	Local Financial	Private Financial	Program Income	Federal	State Funds	Other: List	
Land Acquisition								\$
Building Acquisition								\$
Construction On-Site								\$
Construction Off-Site								\$
Equipment								\$
Final Plans & Specs.								\$
Fees								\$
Contingency								\$
Relocation								\$
Local Gov. Approvals								\$
Other:								\$
Other:								\$
Totals:	\$	\$	\$	\$	\$	\$	\$	\$

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E. STATE OBJECTIVES (Maximum of 50 points for all activities in the application)

Does the activity qualify for one (or more) of the State Objectives listed below? If so, check those State Objectives that the applicant is committing to fulfill.

Important Notice: Failure to comply with any State Objective requirements may result in the applicant having to return CDBG funds.

Energy Efficiency Proposals: Up to 50 points will be awarded for activities that commit to using the established minimum level of green building standards. At a minimum, the applicant must commit to doing the following (where applicable to the program/project):

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

Site:	
	Use plant and tree species that require low water use in sufficient quantities.
	Install irrigation system using only low-flow drip, bubblers, or low-flow sprinklers.
Materials and Resources:	
	Use engineered lumber - <ul style="list-style-type: none"> a. Beams and Headers b. Wood I-Joists or web trusses for floors and ceilings
	Use Oriented Strand Board (OSB) for floor, wall, and roof sheathing.
	Provide effective air sealing – <ul style="list-style-type: none"> a. Seal sole plates. b. Seal exterior penetrations at plumbing, electrical, and other penetrations. c. Seal top plate penetrations at plumbing, electrical, cable, and other penetrations d. Weatherstrip doors and attic access openings. e. Seal penetrations in interior equipment closets and rooms. f. Seal around bathtub drain penetrations in raised floors.
	Install and flash windows in compliance with window installation protocols.

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	<p>Exterior Doors –</p> <ul style="list-style-type: none"> a. Insulated or solid core. b. Flush, paint or stain grade shall be metal clad or have hardwood faces. c. Factory primed on six sides with a one year warranty.
	<p>Select durable non-combustible roofing materials which carry a three-year contractor installation guarantee –</p> <ul style="list-style-type: none"> a. 20-year manufacturer’s warranty; or b. 30-year manufacturer’s warranty.
Energy Efficiency:	
	<p>Install ENERGY STAR® Ceiling Fans in living areas and all bedrooms; install a whole house fan with insulated louvers; or install an economizer.</p>
	<p>Install ENERGY STAR® Appliances (where applicable)</p>
	<p>Install gas storage water heater with an Energy Factor (EF) of 0.62 or greater and a capacity of at least 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.</p>
Water Efficiency:	
	<p>Use water-saving fixtures or flow restrictors.</p> <ul style="list-style-type: none"> a. Kitchen and Service Areas < 2 gallons per minute (gpm). b. Bathroom Sinks < or = 1.5 gallons per minute (gpm). c. Showers and Bathtubs < or = 2.5 gallons per minute (gpm).
Indoor Environmental Quality:	
	<p>Use Low-VOC paint and stain.</p> <ul style="list-style-type: none"> a. Flat interior wall/ceiling paints & stains < 50gpl VOCs. b. Non-flat wall/ceiling paints & stains < 150gpl VOCs
	<p>Provide window coverings –</p> <ul style="list-style-type: none"> a. Drapes or blinds may be fire retardant.
	<p>Floor coverings –</p> <ul style="list-style-type: none"> a. Light and medium traffic areas shall have vinyl or linoleum at least 3/32” in thickness. b. Heavy traffic areas shall have vinyl or linoleum at least 1/8” in thickness. c. Carpet shall comply with U.S. Department of Housing and Urban Development/Federal Housing Administration UM 44C, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor areas.

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- _____ **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51% of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)

- _____ **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing **or** proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90% of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)

- _____ **Infrastructure Proposals:** Up to 25 points will be awarded for public infrastructure projects.

Capacity Building (*check one*):

- _____ Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

- _____ Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Identify the two years that a CDBG General Allocation application was submitted and not funded:

Years: _____ **and** _____

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F. READINESS CHART – Public Improvements

See Instructions for details of how to complete this form and provide proper documentation. No partial points will be given, if all readiness documents are not submitted and completed properly, no points will be awarded in the category.

PROGRAM OPERATOR	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
In-House Administration			
Sub-recipient Agreement			
Consultant Hired			

ENVIRONMENTAL	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Complete Environmental Review Record (ERR)			
Ready to Publish Public Notice			
Environmental Finding Form			
Form 58.6			

SPECIAL CONDITIONS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Site Control			
All financing in place			
PI Reuse Plan Approved			
Timeline for completion			
Current cost estimate by engineer			

READINESS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Waiting List – Eligible Participants			
List of Eligible Bidders			
Final Plans and Specs			
Bid Documents Completed			