

**TRANSMITTAL**

To:

**THE COUNCIL**

Date:

**MAR 10 2014**

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



**ERIC GARCETTI**

Mayor

(Ana Guerrero)



Eric Garcetti, Mayor  
Rushmore D. Cervantes, Interim General Manager

Strategic Planning & Policy Division  
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tel 213.928.9071 | fax 213.808.8999  
hcidla.lacity.org

February 21, 2014

Council File: New  
Council District(s): Citywide  
Contact Persons:  
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Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO RELEASE THE NEIGHBORHOOD IMPROVEMENT FUND (NIF) CALL FOR PROJECTS**

**SUMMARY**

The General Manager of the Los Angeles Housing and Community Investment Department (HCIDLA) respectfully submits this transmittal recommending release of the Neighborhood Improvement Fund (NIF) Call for Projects, and requests the Mayor's Office process it for review and approval by the Mayor and City Council. Upon approval by your office and the City Council, HCIDLA plans to release the NIF Call for Projects in April 2014, subject to the requirements contained in the Council File.

The 39th Program Year Housing and Community Development Action Plan (CF 12-1607) set aside funds specifically for competitively selected projects through the NIF. The NIF was originally funded with Community Development Block Grant (CDBG) funds at \$2.5 million, but when the Plan was revised in January (CF 12-1607-S8), an additional \$2.5 million was added to the NIF for a total of \$5 million. The NIF is intended to maximize positive neighborhood impacts through strategic, cost-effective capital projects. The projects should be part of a larger community strategy, such as the Great Streets Initiative, and should encourage development of communities within Los Angeles. Projects funded through the NIF should leverage other funding for greater impact and benefit and further spur economic growth.

## **RECOMMENDATIONS**

The General Manager of the Los Angeles Housing and Community Investment Department (HCIDLA) respectfully requests that:

1. Your office schedule this transmittal at the next available meeting of the appropriate City Council committee and forward it to the City Council for review and approval immediately thereafter;
2. The City Council, subject to the approval of the Mayor, authorize the HCIDLA General Manager or designee to:
  - a. Prepare and release a Call for Projects funded by the NIF, subject to City Attorney review as to form.
  - b. Submit recommendations to the Mayor and City Council for review and approval of NIF awardees for project implementation to start between May 1, 2014 and April 30, 2016. Awards are subject to receipt of U.S. Department of Housing and Urban Development (HUD) funding to the City.

## **NIF STRATEGY**

The NIF is designed to provide gap financing to fund capital projects for neighborhood improvements that are aligned with the Consolidated Plan goals, the Mayor's Great Streets Initiative, and other place-based strategies. Projects will be required to have the support of the office of the Councilmember in whose district the project will be located. Nonprofit organizations, for profit organizations, and City Departments will be eligible to submit applications for project funding through the NIF. Priority will be given to projects that:

- Are part of a larger neighborhood revitalization strategy;
- Can demonstrate a significant benefit to low- and moderate-income residents;
- Have leveraged and obtained other funding commitments;
- Are in locations that are highly accessible to transit; and
- Are ready for immediate implementation.

The NIF supports the goals of the Great Streets Initiative—the Mayor's initiative to transform roadways within the city into more livable, upgraded, and attractive destinations. Place-based strategies, including the Great Streets Initiative, will help prioritize the deployment of limited resources, including the NIF, and will help measure and evaluate the potential impact of investments. As these place-based strategies are implemented, they can be used to analyze and further prioritize distribution of resources.

The NIF offers a strategic approach to funding capital projects, ensuring both short- and long-term success. It provides a framework that requires sufficient project funding, management capacity, and

project readiness. This will accelerate project completion and meet HUD timeliness requirements. The NIF also incorporates consideration of the final use of the facility or structure to ensure the successful implementation of the required public benefit, once the capital project is complete.

This new approach to funding neighborhood improvement projects will also incorporate recommendations from a 2007 City Controller's audit. The Controller's audit concluded that with a strategic focus, the City could recast neighborhood improvement projects to achieve specific, measurable and long-term results. The recommended strategy and activities for the NIF program will incorporate these recommendations.

### **NIF DESIGN AND ELIGIBLE USES**

Under the CDBG regulations, neighborhood improvement activities are restrictive in nature. In funding public facilities and neighborhood improvement projects, the NIF may be used for acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements. Examples of eligible capital projects include:

- Major renovations of community facilities and nonprofit service centers
- Acquisition of land and site clearance for new construction
- Curb cuts and sidewalk construction
- Reconstruction of buckling sidewalks
- New park and recreational facility construction or major renovations serving areas with low-income residents
- Renovating the exteriors of local businesses in low-income areas
- Accessibility improvements in compliance with the Americans with Disabilities Act (ADA)

Under certain conditions, NIF funds also may be used to alleviate slum and blighted conditions and may be provided to undertake exterior improvements to businesses in deteriorated areas.

The NIF cannot be used for service-oriented projects, repair and maintenance of facilities or improvements, new housing construction, or as a substitute for City General Funds. CDBG regulations permit installation of permanent, attached appliances, but activities such as replacement of broken windows, removal and installation of new carpeting or drapery, exterior or interior painting, filling of potholes, or replacement of lighting are not eligible through CDBG.

The NIF may be used to complete physical improvement projects integral to the operation or expansion of a facility, including, but are not limited to, reroofing; completion of room additions; replacement of existing and nonfunctioning housing, ventilation and air conditioning systems; ADA improvements; and installation of kitchen facilities to accommodate the needs of clients. Because of the limited nature of available funding, applicants must request only the most essential and immediate funding needs for completion of the project, i.e., *gap financing*. They also must demonstrate sufficient outside funding committed to complete the project.

## **ASSESSMENT OF PROJECT APPLICATIONS**

The review of NIF applications will focus on feasibility, capacity, and readiness for implementation. Recommendations for funding will be linked to both community and citywide priorities. Projects will require an application (draft attached), which is designed to capture essential information about each project compared to NIF requirements, including underwriting guidelines and Federal and City contractual conditions.

Applications will be reviewed for:

- Project meeting CDBG eligibility requirements
- Applicant's financial stability
- Applicant's capacity to complete capital projects
- Plan and organization's capacity to meet public benefit requirement post-construction
- Probability of construction starting and ending on time (project readiness)

HCIDLA will assess project applications and provide technical assistance. The end goal is to increase the potential for successful completion of capital projects and ensure the sustainability of programs after the project is complete.

Projects will be evaluated for alignment with the following four strategic directions highlighted in the City's five-year Consolidated Plan:

- Maximize community and economic impact through place-based strategies focused on opportunities around transit corridors that provide access to jobs;
- Support programs that create jobs, increase family economic stabilization and mobility, create and preserve affordable and workforce housing, and reduce and end homelessness;
- Link and leverage limited Consolidated Plan resources with other resources and investments to sustain and expand community benefit; and
- Increase operating efficiency and effectiveness of the City and its partners through continued consolidation, integration and standardization of public services and community development activities.

While the NIF program is for payment of capital improvements, the projects that are funded also must improve and provide public benefits consistent with CDBG objectives. Completion of the project construction does not mean completion of the CDBG requirements, as projects must be formally closed out through inspection and determined to be used for eligible CDBG purposes; in some cases, buildings must continue to be used to benefit the public for a period of at least five years following the completion of the project.

The intention of the NIF is to provide gap financing. Funding recipients must match every dollar of NIF with \$1 or more from other sources. Proposals must include a letter of commitment of funds at an amount equal to or greater than the NIF funding application; a letter of credit from an established

lender; or a funding commitment from a Federal or State agency, private nonprofit, or local government.

## **NIF APPLICATION**

NIF applications will include and explain the following:

- 1) **Support and Commitment**
  - a) A letter of support from the office of the Council District in which the project is located.
  - b) A letter of commitment from a City department designated as project sponsor.
  - c) General letters of support and acknowledgement from community organizations within the Council District.
  
- 2) **Strategic Alignment**
  - a) Justification that project activities are essential elements of a larger neighborhood or place-based strategy.
  - b) The facility or improvement serves the community as a whole or a special needs clientele.
  - c) The project produces quantifiable benefits or impacts in the selected target area.
  
- 3) **Organizational Capacity**
  - a) Information about the applicant and description of the roles and responsibilities of its staff in implementing the project.
  - b) Demonstration of prior experience with the proposed project type and the applicant's capacity to successfully implement it.
  - c) Evidence applicant has the experience and technical ability to manage the capital project or that the development team hired to do the work has the capacity to complete the project on time and per contract specifications.
  
- 4) **Project Feasibility, Planning, and Support**
  - a) Project budget represents the sources and uses of the total development cost (TDC). CDBG funds are for gap financing and represent 50 percent or less of TDC of project. Evidence that project resources shall fully meet TDC of the project. Application contains a firm commitment of cash match or real property equal to or more than 100 percent of the NIF request. Pledges of future maintenance shall not be considered as eligible match, and shall be the responsibility of the awarded agency. TDC must include payment of prevailing wages and application meets this and other Federal and City contractual requirements.
  - b) Documentation of financial stability, if a nonprofit, or solvency, if a business; be in good standing on current projects or activities in the City, if applicable; demonstrate that local capacity is strengthened through project completion; and if included in the submitted proposal, that collaborative efforts are integral to project success.
  - c) Demonstration of the financial ability to maintain improvements after completion, for at least a period of five years.

**5) Project Readiness and other Factors**

- a) Evidence of site control of real property by the applicant, to be verified through the initial underwriting process. A facility or improvement must be owned by a public, private, or nonprofit entity, or under long-term lease, purchase agreement, or other form of demonstrable site control.
- b) Letters of commitment for non-NIF program funds, including loan commitments or letters of credit from a lending institution, or award letters from Federal, State, or private nonprofit agencies, or businesses.
- c) Project will have a planned construction start within one year and will complete construction within two years.
- d) A City of Los Angeles Conflict of Interest certification.

**PROJECT FUNDING**

Applicants selected for funding will receive a contract for the grant funds and will be reimbursed for eligible project expenditures. Contracts will be managed through related City departments and a City department will have a Memorandum of Understanding with HCIDLA.

The recommended range for individual project funding is \$100,000 - \$250,000. An allocation of project funding is recommended as one-time only, to conserve available funding and provide opportunities for additional projects. Staff will create a waiting list of eligible projects for approval. The list will expire after one year and new applications for projects will be accepted as future funding becomes available. Recommendations for funding of projects through the NIF will be subject to Mayor and Council review and approval.

**FEDERAL AND CITY REQUIREMENTS**

Successful applicants shall demonstrate that all applicable Federal grant requirements will be met, including the Uniform Relocation Act, Federal Acquisition Standards, requirements of the Fair Housing and Equal Opportunity Act, the Civil Rights Acts of 1964 and 1972, Davis-Bacon labor standards, all requirements in the grant regulations found in the Office of Management and Budget Circulars A-110 and A-122, the City Administrative Code, and all other applicable Federal, State, or City requirements, as defined in the Call for Projects.

After the project is awarded, the City will request an Environmental Release of Funds from HUD; the project must receive this before construction begins. If construction was previously underway using other funds, construction may need to be stopped, pending HUD's approval.

**PERFORMANCE STANDARDS**

The successful applicant and City monitoring staff shall review and approve an acceptable, reasonable timeline for project completion, and the applicant shall have the primary responsibility to develop and meet defined milestones. HCIDLA staff shall provide technical assistance to the applicant upon

request. The contract between the applicant and the City will include a description of discrete phases and associated outcomes of the project.

Performance standards for the public benefit, which is required after the capital project is complete, shall be developed and incorporated in the awardee's contract. Monitoring and reporting requirements post-construction shall also be set forth therein. A minimum five-year period of facility operation for its intended, original use is required under HUD regulations. In the event of a change of use in the assisted facility, cash repayment to the CDBG funds may be required.

#### SCHEDULE

The plan is to release the Neighborhood Improvement Fund Call for Projects in April 2014 with applications due within 30 days. After applications are received, they will be evaluated, scores will be released, and applicants will have an opportunity to appeal. Subsequently, HCIDLA will transmit scores, results of any appeals, and project funding recommendations to the Mayor and Council. Project awards are planned for September 2014.

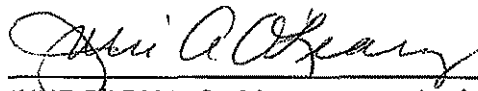
#### FISCAL IMPACT

HCIDLA's proposed actions will have no fiscal impact on the City General Funds; CDBG funds the NIF program.

Prepared by:

  
SERGIO SAMAYOA, Sr. Management Analyst  
Planning and Procurement Section

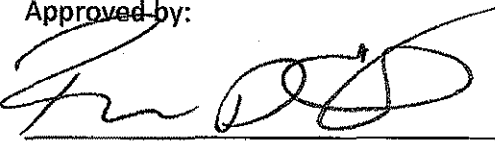
Reviewed by:

  
JULIE O'LEARY, Sr. Management Analyst II  
Planning and Procurement Section

Reviewed by:

  
EDWIN C. GIPSON II  
Director of Strategic Planning and Policy

Approved by:

  
RUSHMORE D. CERVANTES  
Interim General Manager

RC:ECG:JO:SS:BH

Attachment: Draft NIF Application



The Housing and Community Investment Department (HCIDLA) welcomes your application for funding through the Neighborhood Improvement Fund (NIF). The NIF has been allocated \$2.5 million to fund capital projects for neighborhood improvements. Maximum funding per project is \$250,000, and NIF requires a minimum secured 100% match to leverage the funds and provide the most benefit for the community.

The NIF is funded with Community Development Block Grant (CDBG) dollars, which can be used for a variety of capital projects, and is subject to federal and City requirements. The projects must ultimately provide some form of qualified benefit to the public, and the primary beneficiaries must be low-and-moderate income city residents. Examples of eligible projects include: major renovations of community facilities and nonprofit service centers; acquiring land and clearing sites for new construction; curb cuts and sidewalk construction; reconstruction of buckling sidewalks; new park and recreational facility construction or major renovation serving areas with low-income residents; renovating the exteriors of local businesses in low-income areas; and accessibility improvements in compliance with the Americans with Disabilities Act (ADA). The NIF cannot be used for service-oriented projects (such as community cleanups), repair and maintenance projects, new housing construction, or as a substitute for City General Funds.

Following are several requirements and factors that, if not properly considered, may adversely affect your project feasibility and NIF project application:

- Every capital project, regardless of the timing or nature of funding, must provide a public service or benefit (i.e., CDBG National Objective) after project completion. Awardees must certify that the project's National Objective was met for the term required and will be required to submit progress reports on meeting the objective.
- All program income generated from the completed project must be disclosed.
- All projects, regardless of the phase, portion, or amount funded by the NIF, will be subject to all federal regulatory requirements, including labor standards (Davis-Bacon wage rates), ADA requirements, and environmental review under the National Environmental Policy Act (NEPA).
- Federal regulations pertaining to site acquisition, residential and business relocation, and historic designation of properties should be considered.
- All projects must comply with City social responsibility requirements, such as the Equal Benefits Ordinance and Living Wage Ordinance.
- Projects that are currently underway with non-NIF funding may be subject to a temporary stop work order, upon award, until the City receives official clearance (Notice of Release of Funds) from HUD.

To assist in evaluating your project, we have prepared a Neighborhood Improvement Fund Application. The Application captures essential information about your proposal and the requirements for neighborhood improvement projects. This is to assure accurate understanding and underwriting of the proposal, and helps assure that your project incorporates and meets all Federal and City requirements.

Priority will be given to projects that:

- Are aligned along city transit centers and stops
- Leverage more federal, state, or private sector funds
- Are place-based and can demonstrate a significantly beneficial impact on local residents and businesses.

Projects must further the following goal, which is found in the City's 2013-17 Housing and Community Development Consolidated Plan, and was endorsed by the Mayor:

- Quality of life: In highly accessible locations, foster the provision of basic services and additional community benefits.

Proposals must demonstrate how projects further promote the following Priority Outcome, established by the Mayor:

- Create a more sustainable and livable City of Los Angeles.

Projects must also support the goals of the Great Streets Initiative:

1. Increased economic activity
2. Improved access and mobility
3. Enhanced neighborhood character
4. Greater community engagement
5. Improved environmental resilience
6. Safer and more secure communities

Or other established Place-Based Strategies.

HCIDLA staff is available to provide technical assistance and answer questions on understanding specific requirements and eligibility thresholds for the NIF and the use of CDBG. If you have any questions, please call HCIDLA staff at (213) 744-7313.

1. Project Name:
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2. Description. Please describe the entire project, including nature, scope, size of project, and what will be paid for using CDBG dollars.
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3. Rendering of Project	Please attach
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4. Site Location address	
Street #	
Fraction	
Street Direction	
Street Name	
Street Suffix	
Suite	
City	
State	
Zip Code	
Contact Person	
Contact Phone	
Contact Email	
List of Alternate Contacts	Please attach
Census Tracts for project location	Self-populate based on Site Location address

5. Applicant Type	<ul style="list-style-type: none"> <li>• Nonprofit</li> <li>• For Profit</li> <li>• City Department (Complete questions 14-16)</li> </ul>
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6. Legal Name of Agency/Applicant	
Address	
# Street	
Fraction	
Street Direction	
Street Name	
Street Suffix	
Suite	
City	

State	
Zip Code	
Contact Person	
Contact Phone	
Contact Email	

7. Name of person who is authorized to enter into an agreement with the City	
Contact Person	
Contact Phone	
Title	
Contact Email	

8. Names of Agency Principals or Board of Directors	Please attach
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9. Articles of incorporation	Please attach
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10. City of Los Angeles Business Tax Registration Certificate Number (BTRC#)	
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11. DUNS Number	
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12. IRS Number Enter number and attach IRS letter	
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13. California Secretary of State Certificate Number <i>Attach Certificate of Good Standing from the Secretary of State</i>	
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14. Will you be working with a City Department?	Yes No
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15. Have you contacted this department?	Yes No
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16. <b>**If working with City Department Please provide name and contact information for City Department</b>	
Contact Person	
Contact Phone	

Contact Email	
Street Number	
Fraction	
Street Dir.	
Street Name	
Street Suffix	
Suite	
City	
State	
Zip Code	

17. Council District and Congressional District	
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18. Total Development Cost of Project	
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19. Requested CDBG Funding Amount	
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20. Specific use for funds	
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21. Please state Partnerships, If any	
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22. Estimate Completion timeframe	Please attach Exhibit ____ <i>Schedule of Project Milestones.</i>
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CDBG funds may be used for the following activities (*please check appropriate box*):

**What is the project activity?**

<input type="checkbox"/>	Acquisition of land, buildings, easements, or rights of way for a public purpose.
<input type="checkbox"/>	Property acquisition for rehabilitation by nonprofit and for-profit organizations*
<input type="checkbox"/>	Clearance, including demolition of buildings and improvements, removal of rubble and debris, and removal or containment of environmental contaminants, and movement of structures.
<input type="checkbox"/>	Installation of energy efficiency improvements, including heating and cooling equipment, siding, wall and attic insulation, water conserving irrigation systems, energy auditing, and repair of water and sewer leaks.
<input type="checkbox"/>	Public facilities and improvements to municipally-owned buildings and land, including ADA improvements, in low- and moderate-income areas.
<input type="checkbox"/>	Rehabilitation of publicly or privately owned commercial or industrial buildings, but limited to exterior improvements or to correct code violations. Building should not be located on a thoroughfare.
<input type="checkbox"/>	Rehabilitation of nonprofit-owned nonresidential buildings and improvements.
<input type="checkbox"/>	Rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned, but which must be on the National Register of Historic Places or listed in a state or local inventory of historic places or landmarks.

\*Eligible facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for runaway children, drug offenders or parolees; group homes for physically and developmentally disabled individuals; and temporary housing for disaster victims.

**How do you plan to meet the required National Objective? Please choose from the two options below:**

<input type="checkbox"/>	<b>Low and Moderate Income, Area Benefit:</b> Project is to improve an area where 51% of individuals in a defined service area are low- and moderate-income (80% or below the Los Angeles County median income) and the area is primarily residential. Application must identify the census tracts at and surrounding the proposed project that meet this income definition. Attach a map with the proposed service area, the list of eligible census tracts, and identify the source of the tract data. See _____(Census Web Page) for income by census tract. A discussion of the service area is needed in Tab 8.
<input type="checkbox"/>	<b>Low and Moderate Income, Limited Clientele:</b> Project is to target individuals who 1) have an income 80% or below the County median income, or, 2) have special needs, including seniors and the frail elderly, abused children, the physically and mentally disabled, and victims of domestic violence.
<input type="checkbox"/>	<b>Slums and Blight, Area:</b> Area must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law. Study of area must have been conducted by City in last 10 years.
<input type="checkbox"/>	<b>Slums and Blight, Spot:</b> Including report indicating conditions of building are detrimental to the health and safety of potential occupants.

**Project Name**

Was this project funded under a different name?	Y N
If yes, what was its previous name or names?	

**Project Location**

What is the Census Tract number of the Project Site Location?	
What is/are the Lot Parcel Number(s)?	

**Phase I and II Environmental Assessment Reviews**

Is Phase I Assessment completed?	Y N
	Please Attach Here
Is Phase I Assessment current (within 180 days)?	Y N
If No, please attach Phase I Environmental Report Update	Please attach here
Does the Phase I Report call for a Phase II or additional Assessment?	Y N
	Please attach the phase II or additional assessment reports here
If not completed, please provide the date of anticipated completion	

**Historic Review**

If applicable, what is the original date of construction for the project (Building)?	
What is the age of the building?	
	Please attach here.

Current Building Permit	
Is the building located in a historic site?	Y N
Is the site located in a historic district?	Y N

**Planning**

Please provide the name, phone of the City planner and the date consulted.	Name Phone Date
Does the Project comply with a district plan?	Y N
Is a zone change anticipated?	Y N
Will the project require a change in use for the site?	Y N
Is site located in a flood zone	Y N
Does the agency have flood insurance?	Y N
Please provide a copy of your flood insurance policy	Attach here
Please provide the following information related to your Site and District Plan.	District Plan Name Current Zone Current Use
Please choose one of the following from the menu provided regarding your CEQA Status:	<ul style="list-style-type: none"> <li>○ Ministerial</li> <li>○ Categorically Exempt</li> <li>○ Negative Declaration</li> <li>○ Mitigated Negative Declaration</li> <li>○ Environmental Impact Report</li> <li>○ Reconsideration of prev. Environmental Review</li> </ul>



Please provide the following information for all filed cases related to CEQA:	
	Case number:
	Date filed:
	Date completed:
	End of comment period:
	Date adopted/certified:
	Date filed with county clerk:
	Date when all appeals were exhausted:
Of the following activities, please check all that apply:	
Is this a rehabilitation of a building built prior to 1978?	Y N
If yes, please attach: <ul style="list-style-type: none"> <li>• Asbestos Survey</li> <li>• Lead-Based Paint Survey</li> </ul>	Attach Here
Demolition?	Y N
If yes, please attach demolition plan or draft	Attach Here
Demolition of building built prior to 1978?	Y N
If yes, please attach: <ul style="list-style-type: none"> <li>• Asbestos Survey</li> <li>• Lead-Based Paint Survey</li> </ul>	Attach Here
Relocation?	Y N
If yes, please attach relocation plan	Attach Here
New Construction?	Y N
If yes, please attach soil report	Attach Here

Of the following items, please check all that are present at the project site:	
CA Oak Trees?	Y N
If yes, please attach color photos	Attach here
Storage Tanks? (Underground)	Y N
Storage Tanks? (Above-ground)	Y N
Transformers?	Y N

**Environmental Noise**

Will the site be subject to environmental noise from the surrounding neighborhood?	Y N
If yes, please specify: <ul style="list-style-type: none"> <li>• Airport</li> <li>• Freeway</li> <li>• Railroad</li> <li>• Other (describe)</li> <li>•</li> </ul>	
Will the site produce environmental noise?	Y N

**Site Photos of Project Site**

<p>Please ensure that all angles of the project are included.</p> <ul style="list-style-type: none"> <li>• Front</li> <li>• Back</li> <li>• Left</li> <li>• Right</li> <li>• Architectural Features</li> </ul>	Attach site photos here:
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**Site Photos of Area**

<p>Unless otherwise indicated, please attach only one photo of each item or view requested.</p> <ul style="list-style-type: none"> <li>• Each Building on same block</li> <li>• View of one direction, “up” the block.</li> <li>• View of the opposite direction, “down” the block.</li> <li>• View Across the Street</li> <li>• All Historical Points of interest within a half-mile radius.</li> </ul>	<p style="text-align: center;">Attach color photos here:</p>
<p>Additional document required to complete your environmental package:</p> <ul style="list-style-type: none"> <li>• Signed environmental Checklist (Scanned)</li> <li>• Scanned ZIMAS Report</li> </ul>	<p style="text-align: center;">Please attach here:</p>

**Certifications**

<p>Procurement Issues Review –  Scrolling Explanation of Procurement Issues Review</p>	<p>Check the box if you agree:  I certify that I read and understand the section regarding Procurement Issues Review</p>
<p>Davis Bacon – Prevailing Wages  Scrolling Explanation of Davis Bacon – Prevailing Wages</p>	<p>Check the box if you agree:  I certify that I read and understand the section regarding Davis Bacon – Prevailing Wages</p>
<p>Relocation Plan  Scrolling Explanation of Relocation Plan</p>	<p>Check the box if you agree:  I certify that I read and understand the section regarding Relocation Plan</p>

Notice to Proceed Scrolling Explanation of Notice to Proceed	Check the box if you agree: I certify that I read and understand the section regarding Notice to Proceed
Environmental Scrolling Explanation of Environmental	Check the box if you agree: I certify that I read and understand the section regarding Environmental
Preservation Scrolling Explanation of Preservation	Check the box if you agree: I certify that I read and understand the section regarding Preservation

Projects must demonstrate how it will fill a need in the community along with linkages the City's place-based strategy. Priority will be given to projects that demonstrate both of these factors

<p>Support Letter – City Councilmember (Letter must be from the Council District where your project is located)</p>	<p>Please attach Letter(s) of support from the City Councilmember</p>
<p>If you plan to enter into a partnership with a City Department, please choose the stage of the project when the partnership will begin. This can be either during the Capital project stage, or to post-construction, when satisfying the National Objective/Public Benefit requirement.</p>	<p>Capital Project Stage National Objective/ Public Benefit Stage (Post project)</p>
<p>If you plan to enter into a partnership with a City Department, either during the project stage, or for the program that will satisfy the National Objective during the post-project stage, you must show proof that you have consulted with said department.</p> <p>Letter must indicate, which City Department, what Stage (project or post-project) of project you will work with Department, what the Department's role is and any support and comments.</p>	<p>Please attach Letter(s) from the City Department</p>

<b>Financial stability</b>		
Please provide Certified Audited Financial Statements for the last 2 years for the lead organization, which should include balance sheet, income statement, cash flow statements, and notes. Label as Exhibit ____.		
<b>Capital Project Budget and Gap Financing</b>		
For NIF, projects must have 100% or greater secured match funding. Attach copies of Award letters for all secured funding sources, including public sources, loan commitment letters, and grant award letters.  Complete the <i>Projected Sources and Uses of Funds</i> and attach and label as Exhibit ____.		
<b>Program Feasibility Post-Project Services or Benefit</b>		
If boxes ____ or ____ on Tab 2 <i>National Objective</i> were selected, please complete the section below.		
<b>Program Requirement:</b> Every capital project, regardless of the timing or nature of funding, must provide a public service or provide a benefit in the area, i.e., CDBG National Objective, for five years after the project is completed. Awardees will have to certify that the project's national objective is continuing to be met during that time and will be required to submit progress reports on meeting the objective.  Please answer the following questions to demonstrate how the National Objective requirement will be funded.		
Once the project is complete, it must satisfy the National Objective selected in Tab 2b. Will this endeavor require and operating budget?	Yes      No	If yes, will the public benefit be a service.    Yes      No  If not a service, please describe the type benefit.
Request for completed form:  Please provide an <i>Operating Budget</i> for the public benefit to be provided once the proposed Capital Project is complete.	Provide a blank form:  <i>Operating Budget Form</i>	Applicant to provide a completed form:  Please attach the completed <i>Operating Budget Form</i> here.
Request for information:  Please provide a list of sources of funding to support program implementation once the capital project is completed. Sources must add up to the total operating budget.		Applicant to provide the following information.  List of sources with dollar amounts for each.

<p>Please provide evidence of funding for the post project service or other benefit.</p>	<p><b>Explanation:</b> Please include track record of previous funding, if applicable.</p>	<p><b>Applicant to provide:</b> Documentation, including award letters, evidence of past funding, etc.</p>
<p><b>Request for Documents:</b>  Please provide 2 (most recent years) Certified Audited Financial Statements for the organization responsible for implementing a program.</p>	<p><b>Explanation:</b>  This is required if the Entity providing services is not the same as the developer/sponsor of the construction project.</p>	<p><b>Applicant to provide:</b>  Please attach Certified Audited Financial Statements Here (for the organization responsible for implementing a public benefit).</p>
<p><b>Return on Investment</b></p>		
<p><b>Request for Documents:</b>  Please provide a recent appraisal (no more than 6 months old). The Appraisal must include a post-project valuation, as well as its value in its current state.</p>		<p><b>Applicant to provide:</b>  Please attach the appraisal here.</p>
<p><b>Request for information:</b>  Please provide an estimate of the number of clients to be served or that will benefit from the project. Please include your basis and any assumptions used to produce this estimate,</p>		<p><b>Applicant to provide:</b>  Please provide information in the text box here.</p>

**Lead Agency Staff**

<p>Please identify, in detail, your organization's involvement in construction projects similar to the one being proposed. You must demonstrate the capability to complete the project within the timeframe provided by the grant.</p>	<p>Narrative response</p>
<p>Please discuss your role as the lead agency for the proposed project.</p>	<p>Narrative Response</p>
<p>Provide job descriptions of positions vital to project. If position is filled, provide resumes as well. Key staff would include all executives, as well as project supervisors and resource coordinators.</p>	<p>Please attach</p>
<p>List the types of professional licenses held by key staff.</p>	<p>Attach proof of all professional licenses here.</p>
<p>What projects has your agency developed? Describe any recent accomplishments to illustrate your work.</p>	<p>Narrative Response</p>
<p>List partners participating in the completion of the proposed capital project.</p>	<p>Narrative Response</p>
<p>List partners designated to meet the post-project public benefit requirement (from Tab 5)</p>	<p>Narrative Response</p>
<p>Describe, if any, your agency's past experience working with City departments. Identify the department, project name, status of completion, scope of project, budget amount and any commendations or awards received.</p>	<p>Narrative Response</p>



**Visibility:** How the community will perceive the proposed project, physically or otherwise.

How will the project be seen (visually) by the community as a whole? How will the community perceive it?	Narrative Response
How will the project improve the appearance of the surrounding neighborhood?	Narrative Response
What are the benefits to those not served directly? How will it be perceived by this population?	Narrative Response

**Capacity Development:** How the proposed project will increase the community's ability to address its own needs.

How will local partners be used, and what type of experience will they gain from their participation in the management of the Capital project?	Narrative Response
List all local organizations based in the immediate or surrounding communities that will be used as a partner for this project.	Narrative Response
Describe what outreach you have done or community input you have received on this project. This might include input from organization such as Neighborhood Councilor, Block Clubs, Community Police Advisory Board, Neighborhood Watch, Business Improvement District or Historical Society.	Narrative Response Also Attach letter of support
Please describe how your service area was identified including justification of census tracts or sections	

**Economic Impact:** The anticipated economic activity that will be leveraged as a result of this project.

How will these resources affect the community?	Narrative Response
How will this project stimulate economic activity in the community?	
Describe what the need is in this community, how this project will fill need in the community. What are linkages to local community, and how the project will be tied into the City's place-based strategy?	Narrative Response

Is this project located within ½ miles of a transit stop?	Yes No
If Yes, what metro stop or rapid transit bus stop?	
Is this project part of a larger community planning effort?	Yes No
If Yes, please describe the plan, including what is the area the plan covers, what are the goals of the plan?	Narrative Response
Is this project part of the City's Great Street Initiative? What area or street in the Initiative?	Narrative Response
Is the project located within the Promise Zone?	Yes No
What is the impact of not funding this project through the NIF?	Narrative Response
What would be the impact of funding the project through the NIF later?	Narrative Response