

Appendix Packet

The Appendix Packet includes Appendices A through I, as well as instructions for completing each appendix. Please complete the required* appendices and submit with your application. The original signed application must include the required appendices with original signature of the applicant's highest elected official or other authorized representative to be considered for funding.

- APPENDIX A:** *Authority to Participate (pg. 3)
- APPENDIX B1:** *Determining Benefit to Low and Moderate Income (LMI) Persons (pgs. 5–10)
- APPENDIX B2:** Job Creation/Retention Forms (pgs. 12-14)
- APPENDIX B3:** LMI Tables (pgs. 16 – 20)
Part 1: Listing of LMI % by community
Part 2: Listing of LMI Income Limits by census district
- APPENDIX C:** *Statement of Assurances and Certifications (pg. 22)
- APPENDIX D:** Environmental Review Information (pg. 24)
- APPENDIX E:** Joint Application Agreement (pg. 26)
- APPENDIX F:** Cooperative Application Agreement (pg. 28)
- APPENDIX G:** Potential Project Permit Requirements (pgs. 30-31)
- APPENDIX H:** *Applicant/Recipient Disclosure/Update Report (pgs. 33-35)
- APPENDIX I:** *ADA Certification (pg. 37)

Authority to Participate

Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

What is the purpose of this appendix?

Every applicant for CDBG funds **must** submit a resolution, motion, or similar action granting Authority to Participate in the program. The Authority to Participate also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project.

On the following page is one suggested format for this Authority to Participate. You may change the format only to the extent that it does not eliminate the key components, including the amount of the grant funds requested, the project description, and the signatory authority.

Authority to Participate

RESOLUTION NUMBER _____

A RESOLUTION of the (Council) _____
authorizing participation in the second solicitation of the Community Development Block Grant
Program.

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

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

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

The (Name and Title) _____ is also authorized to execute subsequent
amendments to said grant agreement to provide for adjustments to the project within the scope of
services or tasks, based upon the needs of the project.

PASSED AND APPROVED BY THE _____ on
_____, 20 _____.

IN WITNESS THERETO:

By: _____
Signature

Title

Attest: _____
Signature

Title

By: _____
Signature

Title

Attest: _____
Signature

Title

Appendix B1

Determining Benefit to Low and Moderate Income Persons

Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

What is the purpose of this appendix?

The national objective of the CDBG program is to benefit Low to Moderate Income (LMI) persons. Every applicant for CDBG funds **must** submit this appendix in order to verify that they meet this national objective.

On the following pages is a checklist which addresses each way in which a project can meet this national objective. You must work through the checklist until one of the starred notations indicates you need go no further.

Note: *If the project will not serve the entire community or if the data in Part 1 of Appendix B3 does not reflect that at least 51% of the community residents are LMI, you will need to conduct a survey of the area to be served by the project **prior** to submission of an application. **Contact CDBG Program staff for the survey methodology that must be utilized.** Survey results will be considered valid until the next application cycle or the next census data is published.*

Note: *If a project that meets the job creation benefit is in a primarily residential area, you must also show that you meet the area-wide benefit.*

Note: *Planning applications must demonstrate that at least 51% of the persons who would benefit from implementation of the plan, or a project which results from the plan, are LMI.*

Section 1: LMI Area-Wide Benefit

Complete Section 1 if you think your project meets the definition of an **Area-Wide Benefit** as defined on Pages 20 – 21 of the CDBG Handbook.

1. Identify the community your project will serve. _____

Note: *If more than one community will be served, contact DCCED for an LMI determination.*

2. Will your project serve the residents of the entire community? Yes No

3. If you answered **NO** to question #2, skip to question #10.

If you answered **YES** to question #2, refer to Part 1 of Appendix B. Is your community identified by census data as being at least 51% LMI according to Part 1 of Appendix B? Yes No

4. What is your community LMI % _____

★ **If you answered YES to both questions #2 and #3, your project meets the criteria for providing an Area-Wide Benefit to LMI residents. STOP HERE.**

5. If you answered **YES** to question #2 above, but **NO** to question #3 above, you will need to contact DCCED for information on conducting a survey to show that the income figures provided by census data in Part 1 of Appendix B are no longer valid and that your community is in fact at least 51% LMI.

6. Do the figures in Part 1 of Appendix B indicate that you must conduct a survey? Yes No

7. Have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? Yes No

8. Did you include the survey that was completed prior to submission of your application? Yes No

9. Did the survey results indicate that the residents of the entire community are at least 51% LMI as defined by census data income guidelines in Part 2 of Appendix B. Yes No

★ **If you answered YES to questions #6, #7, #8, and #9, your project meets the criteria for providing an Area-Wide Benefit to at least 51% LMI residents. STOP HERE.**

10. If you answered **NO** to question #2, you will need to identify the specific area within your community which will be served by this project. Prior to submission of an application contact DCCED for information on conducting a survey to show that the residents of that area are at least 51% LMI defined by census data.

Specific area within the community to be served:

11. After identifying the specific area within your community to be served by the project, have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? Yes No
12. Did you include the survey that was completed prior to submission of your application? Yes No
13. Did the survey results indicate that the residents of the area to be served are at least 51% LMI as defined by census data guidelines in Part 2 of Appendix B? Yes No

★ **If you identified the specific area to be served in question #10 and answered YES to questions #11, #12 and #13, your project meets the criteria for an Area-Wide Benefit to at least 51% LMI persons. STOP HERE.**

Section 2: LMI Limited Clientele

Complete Section 2 if you think your project meets the criteria for Limited Clientele as defined on Page 21 of the CDBG Handbook.

1. Will your project benefit one of the specific groups of people listed below? Yes No

If yes, please check the group to be served by this project:

- | | |
|---|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Severely disabled adults |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Migrant Farm Workers |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Persons living with the disease AIDS |

★ If you answered **YES** to question #1 and checked the appropriated group, your project meets the Limited Clientele criteria for serving 51% LMI persons. STOP HERE.

2. If you answered **NO** to question #1, you will need to identify the specific group of people your project will serve and provide information to show that at least 51% of those persons have income at or below the income figures listed in Part 2 of Appendix B.

Specific group within the community to be served:

3. Have you provided family size and financial information which shows that at least 51% of the persons who make up the group identified in question #2 above have income at or below that shown in the income tables in Part 2 of Appendix B? Yes No
4. Have you included family size and income information with your application? Yes No

★ If you identified a specific group to be served in question #2 above and answered **YES** to questions #3 and #4, your project meets the Limited Clientele criteria for serving at least 51% LMI persons. STOP HERE.

Section 2: LMI Limited Clientele

Page Two

5. Does your project impose income eligibility requirements, which limit the activity exclusively to LMI persons as defined by census data in Part 2 of Appendix B? Yes No
6. Is your project of such a nature and location that it may be concluded that the activity's clientele will primarily be LMI persons as defined by census data in Part 2 of Appendix B? Yes No
7. Does your project fall under one of the categories listed below? Yes No
If yes, please check the appropriate category:
- Construction of a Senior Center
 - Construction of job training facilities for severely disabled adults
8. Does your project include special projects directed to removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately-owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit? Yes No

★ If you answered YES to ANY of the questions asked in #5, #6, #7 OR #8, your project meets the Limited Clientele criteria for serving at least 51% LMI persons. STOP HERE.

Section 3: LMI Housing Activities

Complete Section 3 if you think your project meets the criteria for **Housing Activities** as defined on Page 22 of the CDBG Handbook.

Note: The State of Alaska CDBG Program does not target Housing Activities.

1. Does your project include activities which add or improve permanent residential structures which are either owner or renter occupied one-family or multi-family structures? Yes No

2. Upon completion of the residential units, will at least 51% of the units of the project be occupied by LMI persons with renter units available to LMI persons at affordable rents? Yes No

★ If you answered YES to questions #1 and #2 above, your project meets the Housing Activities criteria for serving at least 51% LMI persons. STOP HERE.

3. Does your project include one of the following examples of potentially eligible housing activities: Yes No
If yes, please check the appropriate category:
 - Acquisition of property for permanent housing
 - Rehabilitation of permanent housing
 - Conversion of non-residential structures into permanent housing
 - Eligible activities connected with new housing construction (e.g. site improvements, and “soft costs”)

★ If you answered YES to question #3 above and checked the appropriate activity, your project meets the Housing Activities criteria for serving at least 51% LMI persons. STOP HERE.

Section 4: Job Creation & Retention

Complete Section 4 if you think your project meets the criteria for **Job Creation & Retention** as defined on Pages 22 – 23 of the CDBG Handbook.

Note: *Planning Activities are not, in and of themselves, recognized by HUD as resulting in job creation or retention. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.*

Note: *If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit (Section 1).*

1. Does your project create or retain jobs (as defined on pages 22 – 23 of the CDBG Handbook) which are held or which will be available to LMI persons? Yes No
2. Have you completed and signed the attached Job Creation and Retention Certification Forms? Yes No
3. Are you prepared to report monthly to DCCED on your progress in meeting Job Creation and Retention requirements? Yes No

★ **If you answered YES to questions #1 – 3, your project meets the Job Creation & Retention criteria for serving at least 51% LMI persons. STOP HERE.**

Note: *You are asked to identify the specific jobs to be created and/or retained in your CDBG Application under Project Impact.*

Appendix **B2**

Job Creation/Retention Forms

Who must submit this appendix with their application?

Any applicant for second solicitation of CDBG funds who is meeting the LMI Benefit in Appendix B1 through Job Creation/Retention activities. You may not use Job Creation and Retention for meeting the LMI Objective for a Planning Application.

All projects meeting the LMI benefit through Job Creation/Retention activities must document and report the Ethnic/Racial characteristics of the persons who fill the job positions.

What is the purpose of this appendix?

An applicant proposing to meet the LMI benefit through job creation/retention is committing to tracking the required job data. The first page of this Appendix is to be filled out (indicate the number of jobs involved) and submitted with your application. The second and third pages are for your information and need not be submitted at this time; these will be required reports during the life of your grant, if funded.

Job Creation/Retention Certification

The Applicant, by signature and submittal of this application, acknowledges the requirement that, if awarded, this Community Development Block Grant Project will, during the life of the project or within two years of the start date of the project, whichever is less, result in either the creation of _____ (number) permanent, full-time equivalent jobs, 51% of which must be filled with persons of LMI households, or the retention of _____ (number) permanent, full-time equivalent jobs held by LMI persons. Job titles and descriptions for those jobs expected to be created or retained are attached.

A full-time equivalent job is defined as one in which the incumbent works at least forty (40) hours per week on a year-round basis. Low to moderate household income is defined as 80% of the median household income for the employee's family size for the area in which the project is located. Median household income information for the area in which this project is located is identified on the Income Limits Table, which is a part of Appendix B. Updates to this income data will be provided by the Department to the applicant as made available through HUD.

The applicant acknowledges that in order to justify expenditure of CDBG funds as outlined in this application and any subsequent grant agreement, the applicant will be required to maintain and submit information to the Department **monthly** which documents Job Creation activities and progress in meeting placement goals for LMI persons. This documentation will include the following information, which will be collected through use of the attached **Employee/Job Applicant Certification Form**:

1. Name, address, and social security number of each applicant for all jobs created by this project;
2. Household size for each job applicant;
3. Household income for each job applicant;
4. Racial/Ethnic characteristics.

Copies of each Employee/Applicant Certification Form will be submitted to the Department monthly by the Grantee.

Additionally, the Applicant/Grantee will be required to submit a **Job Creation Monthly Report**, copy attached, which summarizes the specific jobs created during the monthly reporting period, as well as the name, household income, family size, and date of hire for new hires during the month being reported. Racial/Ethnic characteristics will also be included.

The Applicant/Grantee further understands that failure to meet the job creation projections outlined in this certification and any subsequent grant agreement will result in withholding payment or a request for repayment of all or part of the grant funds.

Definitions: **Income:** Income includes all money or its equivalent received by members of a household in exchange for labor or services, from the sale of goods or property, public assistance payments, or as profit from financial investments. For clarification of special circumstances, contact your Grant Administrator.

Full-time equivalent: A position in which the employee works at least 40 hours per week (2,080 hours per year) on a year-round basis. A full-time equivalent position can result, for example, from two part-time permanent employees working 20 hours per week each. For clarification of special circumstances, contact your Grant Administrator.

Household/Family: A household consists of all members of a family, both adults and children, regularly sharing a single dwelling.

Employee Job Applicant Certification

The City/Borough to which you are now applying is the recipient of financial assistance through the State of Alaska's Small Cities Community Development Block Grant (CDBG) Program. As part of the program requirements, the City/Borough must report the number of jobs created for persons from low to moderate income households. This information is not part of the selection process and will not be used in determining which persons will be hired. This information is being requested to assist the City/Borough in satisfying the U.S. Department of Housing & Urban Development's requirements for documentation of the beneficiaries of CDBG assistance.

Name: _____	SSN: _____
Address: _____ _____	Date: _____
<p>Certification of Household Size & Income: I certify that the number of persons in my household is _____, and that my total household earning for the past year (12 months) did not exceed \$_____.</p>	
<p>Affirmative Action Information: The following information is collected for statistical purposes only. Your cooperation is appreciated.</p>	
<p>Date of Birth: ____/____/____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran</p> <p>Handicapped Status: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Race/Ethnic Origin (Check One)</p> <p><input type="checkbox"/> White (*11) <input type="checkbox"/> Asian (*13)</p> <p><input type="checkbox"/> Black (*12) <input type="checkbox"/> Haw/Pacific</p> <p><input type="checkbox"/> Am. Indian & <input type="checkbox"/> Islander (*15)</p> <p><input type="checkbox"/> AK Native (*14) <input type="checkbox"/> Other (*20)</p> <p style="text-align: center;">(* = Identity code)</p>
_____ Signature of Applicant	_____ Signature of City/Borough
_____ Date	_____ Date

Employer Only:

- Yes No **Was Applicant hired?**
- ♦ If no, stop here
 - ♦ If yes, employee's position title is _____
- Yes No **Is this a new position?**
- ♦ If no, this position has been refilled, and was previously held by (name) _____
 - ♦ If previously filled, who terminated employment?
 - employee employer

Job Creation Monthly Report

Grantee:	_____
Grant Number:	_____
Report Period:	From _____ To _____

_____ Number of Permanent, Full-time Equivalent Jobs to be Created during life of grant per Grant Agreement

_____ Number of New Permanent, Full-time Equivalent Jobs Created this report period

_____ Number of Permanent, Full-time Equivalent Jobs in which Low to Moderate Income Persons were hired this report period

_____ How many are new positions?

_____ How many are refills of positions previously reported?

_____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement

_____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement which were filled by persons of low to moderate income households

Yes No Are all jobs from previous reporting period(s) still in existence?

Yes No Are all jobs from previous reporting period(s) currently filled?

Identify the Job Title/Classification of each new Job Created this report period which was filled with a person from low to moderate income household (do not include any refilled, pre-existing positions):

(* For Racial/Ethnic Data use codes listed on page 13)

Job title/Classification	Name of Employee	Date Hired	Hours per Week Worked	Annual Household Income	Family Size	Racial/Ethnic Data *
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Certification: I certify that the above data is the most accurate available based upon current information and knowledge.

Signature

Printed Name

Date

Title

Appendix B3

LMI Tables

Who must submit this appendix with their application?

Appendix B3 is for your information only and should not be submitted with your application.

2024 HUD LMI DATA, BASED ON 2016-2020 AMERICAN COMMUNITY SURVEY (ACS)

What is the purpose of this appendix?

Part 1 of Appendix B3 indicates whether your city(ies) meets the LMI benefit on an area-wide basis. This will assist you in completing Appendix B1. Part 2 of Appendix B3 indicates the median family income for your area.

Part 1: LMI Percentages by Community

Community	% LMI	Community	% LMI	Community	% LMI
Aleutians East Borough	41.2%	Aniak city	59.10%	Copper Center CDP	44.40%
Aleutians West Census Area	34.9%	Anvik city	52.90%	Cordova city	28.10%
Anchorage Municipality	43.9%	Arctic Village CDP	89.10%	Covenant Life CDP	0.0%
Bethel Census Area	66.9%	Atka city	55.60%	Craig city	43.20%
Bristol Bay Borough	40.0%	Atmautluak CDP	86.20%	Crooked Creek CDP	90.90%
Chugach Census Area	35.2%	Atqasuk city	51.90%	Crown Point CDP	55.60%
Cooper River Census Area	46.5%	Attu Station CDP	0.0%	Deering city	70.00%
Denali Borough	37.8%	Badger CDP	30.60%	Delta Junction city	47.00%
Dillingham Census Area	57.7%	Bear Creek CDP	50.20%	Deltana CDP	32.60%
Fairbanks North Star Borough	37.1%	Beaver CDP	88.90%	Denali Park CDP	48.10%
Haines Borough	44.5%	Beluga CDP	0.0%	Diamond Ridge CDP	20.20%
Hoonah-Angoon Census Area	47.4%	Bethel city	42.00%	Dillingham city	39.40%
Juneau City and Borough	38.3%	Bettles city	0.0%	Diomedede city	73.70%
Kenai Peninsula Borough	41.7%	Big Delta CDP	23.20%	Dot Lake CDP	0.0%
Ketchikan Gateway Borough	40.9%	Big Lake CDP	44.60%	Dot Lake Village CDP	100.0%
Kodiak Island Borough	37.9%	Birch Creek CDP	0.0%	Dry Creek CDP	57.70%
Lake and Peninsula Borough	56.0%	Brevig Mission city	90.30%	Eagle city	63.60%
Matanuska-Susitna Borough	34.8%	Buckland city	65.00%	Eagle Village CDP	37.50%
Nome Census Area	56.3%	Buffalo Soapstone CDP	36.40%	Edna Bay city	100.0%
North Slope Borough	46.1%	Butte CDP	32.10%	Eek city	70.00%
Northwest Arctic Borough	57.9%	Cantwell CDP	61.90%	Egegik city	40.00%
Petersburg Census Area	36.5%	Central CDP	75.0%	Eielson AFB CDP	39.00%
Prince of Wales-Hyder Census Area	49.7%	Chalkyitsik CDP	77.80%	Ekwok city	85.70%
Sitka City and Borough	37.2%	Chase CDP	0.0%	Elfin Cove CDP	0.0%
Skagway Municipality	37.5%	Chefornak city	72.30%	Elim city	86.40%
Southeast Fairbanks Census Area	42.0%	Chena Ridge CDP	26.00%	Emmonak city	72.30%
Kusilvak (Wade Hampton) Census Area	80.8%	Chenega CDP	60.00%	Ester CDP	23.90%
Wrangell City and Borough	50.0%	Chevak city	81.40%	Eureka Roadhouse CDP	0.0%
Yakutat City and Borough	51.9%	Chickaloon CDP	57.10%	Evansville CDP	26.70%
Yukon-Koyukuk Census Area	64.2%	Chicken CDP	0.0%	Excursion Inlet CDP	0.0%
Adak city	68.40%	Chignik city	62.50%	Fairbanks city	47.10%
Akhiok city	93.90%	Chignik Lagoon CDP	57.10%	False Pass city	20.00%
Akiachak CDP	85.90%	Chignik Lake CDP	100.00%	Farmers Loop CDP	42.40%
Akiak city	81.70%	Chiniak CDP	0.0%	Farm Loop CDP	23.60%
Akutan city	68.20%	Chisana CDP	0.0%	Ferry CDP	100.0%
Alakanuk city	76.50%	Chistochina CDP	80.00%	Fishhook CDP	25.50%
Alatna CDP	83.30%	Chitina CDP	64.30%	Flat CDP	0.0%
Alcan Border CDP	0.0%	Chuathbaluk city	88.90%	Fort Greely CDP	61.90%
Aleknagik city	51.90%	Circle CDP	100.00%	Fort Yukon city	56.20%
Aleneva CDP	100.0%	Clam Gulch CDP	50.00%	Four Mile Road CDP	0.0%
Allakaket city	69.40%	Clark's Point city	100.00%	Fox CDP	0.0%
Ambler city	74.50%	Coffman Cove city	59.10%	Fox River CDP	62.90%
Anaktuvuk Pass city	64.00%	Cohoe CDP	44.00%	Fritz Creek CDP	33.90%
Anchorage municipality	43.90%	Cold Bay city	8.30%	Funny River CDP	67.90%
Anchor Point CDP	47.20%	Coldfoot CDP	0.0%		
Anderson city	20.00%	College CDP	39.80%		
Angoon city	70.70%	Cooper Landing CDP	59.60%		

Part 1: LMI Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	%LMI
Gakona CDP	61.00%	Ketchikan city	49.20%	Moose Creek CDP	44.70%
Galena city	37.60%	Kiana city	51.90%	Moose Pass CDP	28.60%
Gambell city	79.80%	King Cove city	44.80%	Mosquito Lake CDP	33.90%
Game Creek CDP	0.0%	King Salmon CDP	35.60%	Mountain Village city	80.00%
Gateway CDP	22.50%	Kipnuk CDP	87.50%	Mud Bay CDP	0.0%
Glacier View CDP	53.30%	Kivalina city	63.30%	Nabesna CDP	0.0%
Glennallen CDP	55.20%	Klawock city	48.20%	Naknek CDP	41.90%
Goldstream CDP	37.30%	Klukwan CDP	50.00%	Nanwalek CDP	74.40%
Golovin city	39.30%	Knik-Fairview CDP	27.50%	Napakia city	94.10%
Goodnews Bay city	60.00%	Knik River CDP	37.90%	Napaskiak city	80.40%
Grayling city	80.00%	Kobuk city	76.70%	Naukati Bay CDP	68.20%
Gulkana CDP	35.30%	Kodiak city	42.30%	Nelchina CDP	0.0%
Gustavus city	30.60%	Kodiak Station CDP	29.90%	Nelson Lagoon CDP	80.00%
Haines CDP	41.80%	Kokhanok CDP	80.00%	Nenana city	54.20%
Halibut Cove CDP	15.80%	Koliganek CDP	61.70%	Newhalen city	76.20%
Happy Valley CDP	54.90%	Kongiganak CDP	95.80%	New Stuyahok city	72.10%
Harding-Birch Lakes CDP	30.50%	Kotlik city	90.80%	Newtok CDP	86.40%
Healy CDP	32.70%	Kotzebue city	42.00%	Nightmute city	86.70%
Healy Lake CDP	100.0%	Koyuk city	83.70%	Nikiski CDP	46.40%
Hobart Bay CDP	0.0%	Koyukuk city	80.00%	Nikolaevsk CDP	55.30%
Hollis CDP	57.50%	Kupreanof city	0.0%	Nikolai city	69.60%
Holy Cross city	82.40%	Kwethluk city	71.70%	Nikolski CDP	100.0%
Homer city	50.00%	Kwigillingok CDP	84.70%	Ninilchik CDP	46.10%
Hoonah city	47.90%	Lake Louise CDP	0.0%	Noatak CDP	64.30%
Hooper Bay city	80.50%	Lake Minchumina CDP	50.00%	Nome city	31.10%
Hope CDP	50.00%	Larsen Bay city	33.30%	Nondalton city	66.70%
Houston city	49.60%	Lazy Mountain CDP	36.50%	Noorvik city	67.30%
Hughes city	100.0%	Levelock CDP	75.00%	North Lakes CDP	37.20%
Huslia city	80.00%	Larsen Bay city	33.30%	North Pole city	24.60%
Hydaburg city	68.50%	Lazy Mountain CDP	36.50%	Northway CDP	58.80%
Hyder CDP	0.0%	Lime Village CDP	100.0%	Nuiqsut city	57.10%
Igiugig CDP	58.30%	Livengood CDP	100.0%	Nulato city	78.30%
Iliamna CDP	22.20%	Loring CDP	0.0%	Nunam Iqua city	100.0%
Ivanof Bay CDP	0.0%	Lowell Point CDP	0.0%	Nunapitchuk city	83.30%
Juneau city and borough	38.30%	Lower Kalskag city	89.80%	Old Harbor city	81.40%
Kachemak city	47.20%	Lutak CDP	100.0%	Oscarville CDP	57.90%
Kake city	57.60%	Manley Hot Springs CDP	50.00%	Ouzinkie city	69.20%
Kaktovik city	48.60%	Manokotak city	69.30%	Palmer city	47.40%
Kalifornsky CDP	31.50%	Marshall city	88.20%	Paxson CDP	0.0%
Kaltag city	65.70%	McCarthy CDP	0.0%	Pedro Bay CDP	50.00%
Karluk CDP	33.30%	McGrath city	58.70%	Pelican city	81.80%
Kasaan city	30.00%	Meadow Lakes CDP	35.60%	Perryville CDP	81.80%
Kasigluk CDP	85.50%	Mekoryuk city	69.20%	Petersburg city	36.30%
Kasilof CDP	49.60%	Mendeltna CDP	0.0%	Petersville CDP	0.0%
Kenai city	48.80%	Mentasta Lake CDP	77.40%	Pilot Point city	50.00%
Kachemak city	47.20%	Mertarvik CDP	0.0%	Pilot Station city	76.20%
Kenny Lake CDP	63.90%	Metlakatla CDP	46.80%	Pitkas Point CDP	73.10%
		Mill Bay CDP	29.20%	Platinum city	40.00%
		Minto CDP	66.70%		

Part 1: LMI Percentages by Community (continued)

Community	LMI %	Community	LMI %	Community	LMI %
Pleasant Valley CDP	24.70%	Shaktoolik city	50.80%	Tununak CDP	88.20%
Point Baker CDP	0.0%	Shishmaref city	73.00%	Twin Hills CDP	85.70%
Point Hope city	63.60%	Shungnak city	69.00%	Two Rivers CDP	38.70%
Point Lay CDP	68.60%	Silver Springs CDP	32.40%	Tyonek CDP	73.50%
Point MacKenzie CDP	19.10%	Sitka city and borough	37.20%		
Point Possession CDP	0.0%	Skagway CDP	32.70%	Ugashik CDP	40.00%
Pope-Vannoy Landing CDP	0.0%	Skwentna CDP	50.00%	Unalakleet city	40.80%
Portage Creek CDP	0.0%	Slana CDP	0.0%	Unalaska city	30.40%
Port Alexander city	66.70%	Sleetmute CDP	75.00%	Upper Kalskag city	58.30%
Port Alsworth CDP	10.00%	Soldotna city	41.20%	Utqiagvik city	39.50%
Port Clarence CDP	0.0%	South Lakes CDP	32.20%		
Port Graham CDP	62.10%	South Naknek CDP	62.50%	Valdez city	36.00%
Port Heiden city	58.30%	South Van Horn CDP	54.40%	Venetie CDP	64.00%
Port Lions city	44.80%	Stebbins city	76.50%		
Port Protection CDP	0.0%	Steele Creek CDP	17.90%	Wainwright city	53.00%
Primrose CDP	0.0%	Sterling CDP	27.10%	Wales city	93.20%
Prudhoe Bay CDP	0.0%	Stevens Village CDP	100.0%	Wasilla city	39.70%
		Stony River CDP	75.00%	Whale Pass CDP	70.00%
Quinhagak city	76.00%	Sunrise CDP	0.0%	White Mountain city	73.50%
		Susitna CDP	0.0%	Whitestone CDP	0.0%
Rampart CDP	72.70%	Susitna North CDP	40.60%	Whitestone Logging Camp CDP	0.0%
Red Devil CDP	75.00%	Sutton-Alpine CDP	54.30%	Whittier city	66.70%
Red Dog Mine CDP	0.0%			Willow CDP	51.30%
Ridgeway CDP	40.10%	Takotna CDP	90.90%	Willow Creek CDP	100.0%
Ruby city	68.40%	Talkeetna CDP	26.90%	Wiseman CDP	0.0%
Russian Mission city	94.90%	Tanacross CDP	41.40%	Womens Bay CDP	35.30%
		Tanaina CDP	37.30%	Wrangell city and borough	50.00%
St. George city	55.00%	Tanana city	42.40%		
St. Mary's city	73.60%	Tatitlek CDP	87.50%	Yakutat CDP	51.90%
St. Michael city	76.50%	Tazlina CDP	27.00%		
St. Paul city	54.50%	Teller city	89.40%		
Salamatof CDP	44.20%	Tenakee Springs city	45.80%		
Salcha CDP	60.80%	Tetlin CDP	82.60%		
Sand Point city	33.80%	Thorne Bay city	52.80%		
Savoonga city	76.50%	Togiak city	77.60%		
Saxman city	69.20%	Tok CDP	47.30%		
Scammon Bay city	86.00%	Toksook Bay city	75.10%		
Selawik city	89.00%	Tolsona CDP	0.0%		
Seldovia city	54.69%*	Tonsina CDP	0.0%		
Seldovia Village CDP	28.60%	Trapper Creek CDP	50.80%		
Seward city	33.50%	Tuluksak CDP	81.30%		
Shageluk city	77.80%	Tuntutuliak CDP	90.60%		

Part 2: LMI Income Limits by Census District FY 2024

STATE: ALASKA

----- INCOME LIMITS -----

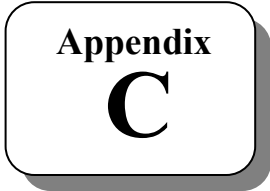
Prepared August 2024		1	2	3	4	5	6	7	8
		Person	Person	Person	Person	Person	Person	Person	Person
ALEUTIANS EAST BOROUGH	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$84,900	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
ALEUTIANS WEST CENSUS AREA	VERY LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
FY2024 Median Family Income: \$118,500	LOW INCOME	41500	47400	53350	59250	64000	68750	73500	78250
	MOD INCOME	49800	56880	64020	71100	76800	82500	88200	93900
BETHEL CENSUS AREA	VERY LOW INCOME	24000	27400	30850	34250	37000	39750	42500	45250
FY2024 Median Family Income: \$71,400	LOW INCOME	39950	45650	51350	57050	61650	66200	70750	75350
	MOD INCOME	47940	54780	61620	68460	73980	79440	84900	90420
BRISTOL BAY BOROUGH	VERY LOW INCOME	22900	26150	29400	32650	35300	37900	40500	43100
FY2024 Median Family Income: \$108,900	LOW INCOME	38150	43600	49050	54450	58850	63200	67550	71900
	MOD INCOME	45780	52320	58860	65340	70620	75840	81060	86280
CHUGACH CENSUS AREA	VERY LOW INCOME	22350	25550	28750	31900	34500	37050	39600	42150
FY2024 Median Family Income: \$102,200	LOW INCOME	37250	42550	47850	53150	57450	61700	65950	70200
	MOD INCOME	44700	51060	57420	63780	68940	74040	79140	84240
COPPER RIVER CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$101,100	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
DENALI BOROUGH	VERY LOW INCOME	28750	32850	36950	41050	44350	47650	50950	54200
FY2024 Median Family Income: \$139,000	LOW INCOME	47950	54750	61650	68450	73950	79450	84900	90400
	MOD INCOME	57540	65700	73980	82140	88740	95340	101880	108480
DILLINGHAM CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$77,000	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
FAIRBANKS	VERY LOW INCOME	22750	26000	29250	32500	35100	37700	40300	42900
FY2024 Median Family Income: \$110,000	LOW INCOME	37950	43350	48800	54200	58550	62900	67250	71550
	MOD INCOME	45540	52020	58560	65040	70260	75480	80700	85860
HAINES BOROUGH	VERY LOW INCOME	21700	24800	27900	31000	33500	36000	38450	40950
FY2024 Median Family Income: \$103,400	LOW INCOME	36200	41400	46550	51700	55850	60000	64150	68250
	MOD INCOME	43440	49680	55860	62040	67020	72000	76980	81900
HOONAH-ANGOON CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$83,900	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
JUNEAU CITY AND BOROUGH	VERY LOW INCOME	25400	29000	32650	36250	39150	42050	44950	47850
FY2024 Median Family Income: \$120,800	LOW INCOME	42300	48350	54400	60400	65250	70100	74900	79750
	MOD INCOME	50760	58020	65280	72480	78300	84120	89880	95700
KENAI PENINSULA BOROUGH	VERY LOW INCOME	22550	25800	29000	32200	34800	37400	39950	42550
FY2024 Median Family Income: \$107,400	LOW INCOME	37600	43000	48350	53700	58000	62300	66600	70900
	MOD INCOME	45120	51600	58020	64440	69600	74760	79920	85080
KETCHIKAN GATEWAY BOROUGH	VERY LOW INCOME	23550	26900	30250	33600	36300	39000	41700	44400
FY2024 Median Family Income: \$112,000	LOW INCOME	39200	44800	50400	56000	60500	65000	69450	73950
	MOD INCOME	47040	53760	60480	67200	72600	78000	83340	88740
KODIAK ISLAND BOROUGH	VERY LOW INCOME	23250	26600	29900	33200	35900	38550	41200	43850
FY2024 Median Family Income: \$110,700	LOW INCOME	38750	44300	49850	55350	59800	64250	68650	73100
	MOD INCOME	46500	53160	59820	66420	71760	77100	82380	87720

Part 2: LMI Income Limits by Census District FY 2024 (continued)

STATE: ALASKA

----- INCOME LIMITS -----

Prepared August 2024		1	2	3	4	5	6	7	8
		Person	Person	Person	Person	Person	Person	Person	Person
KUSILVAK (WADE-HAMPTON) CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$46,600	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
LAKE AND PENINSULA BOROUGH	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$68,900	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
MATANUSKA-SUSITNA BOROUGH	VERY LOW INCOME	21900	25000	28150	31250	33750	36250	38750	41250
FY2024 Median Family Income: \$104,100	LOW INCOME	36450	41650	46850	52050	56250	60400	64550	68750
	MOD INCOME	43740	49980	56220	62460	67500	72480	77460	82500
NOME CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$74,900	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
NORTH SLOPE BOROUGH	VERY LOW INCOME	23000	26250	29550	32800	35450	38050	40700	43300
FY2024 Median Family Income: \$98,400	LOW INCOME	38250	43750	49200	54650	59050	63400	67800	72150
	MOD INCOME	45900	52500	59040	65580	70860	76080	81360	86580
NORTHWEST ARCTIC BOROUGH	VERY LOW INCOME	22500	25700	28900	32100	34700	37250	39850	42400
FY2024 Median Family Income: \$82,300	LOW INCOME	37450	42800	48150	53500	57800	62050	66350	70650
	MOD INCOME	44940	51360	57780	64200	69360	74460	79620	84780
PETERSBURG BOROUGH	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$95,600	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
PRINCE OF WALES-HYDER CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$82,300	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
SITKA CITY AND BOROUGH	VERY LOW INCOME	24100	27550	31000	34400	37200	39950	42700	45450
FY2024 Median Family Income: \$114,600	LOW INCOME	40150	45850	51600	57300	61900	66500	71100	75650
	MOD INCOME	48180	55020	61920	68760	74280	79800	85320	90780
SKAGWAY MUNICIPALITY	VERY LOW INCOME	22650	25850	29100	32300	34900	37500	40100	42650
FY2024 Median Family Income: \$117,700	LOW INCOME	37700	43050	48450	53800	58150	62450	66750	71050
	MOD INCOME	45240	51660	58140	64560	69780	74940	80100	85260
SOUTHEAST FAIRBANKS CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$87,200	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
WRANGELL CITY AND BOROUGH	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$82,300	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
YAKUTAT CITY AND BOROUGH	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$83,300	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280
YUKON-KOYUKUK CENSUS AREA	VERY LOW INCOME	21300	24350	27400	30400	32850	35300	37700	40150
FY2024 Median Family Income: \$63,100	LOW INCOME	35500	40550	45600	50650	54750	58800	62850	66900
	MOD INCOME	42600	48660	54720	60780	65700	70560	75420	80280



Statement of Assurances and Certifications

Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

What is the purpose of this appendix?

Every applicant for CDBG funds **must** certify that it is complying with and will continue to comply with certain federal laws and requirements relating to the CDBG program.

On the following page is the suggested format for this Statement of Assurances and Certifications. We would prefer that you sign and submit this form, rather than reproducing it.

Is Appendix C signed by the highest elective or authorized signer?

Appendices must be signed by the applicant's highest elected official (usually the mayor) or other authorized certifying officer designated by the highest elected official referenced on Appendix A, Authority to Participate.

Statement of Assurances and Certifications

The local government certifies to the State that:

1. It will minimize displacement of persons as a result of activities assisted with CDBG funds;
2. Its program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and it will affirmatively further fair housing;
3. It will fulfill the citizen participation requirements of the plan provided by DCCED;
4. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 - a. CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this subpart; or
 - b. For the purpose of assessing any amount against properties owned and occupied by persons of moderate income, the unit of local government certified to the State in a manner acceptable to the State, that it lacks sufficient CDBG funds to comply with the requirements of paragraph 4.a. of this section;
5. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 570.496a(b) and Federal implementing regulations at 49 CFR Part 24; the requirements in 570.496a(c) governing the residential antidisplacement and relocation assistance plan and the relocation requirements of 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.
6. It will comply with Section 104(d) of the Housing & Community Development Act of 1974, as amended, including a certification that it has passed, made public, and is following a residential anti-displacement and relocation assistance plan.
7. It has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.
8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions — Appendix B to 24 CFR Part 24:
 - a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
9. Assurance and Certification:

The governing body has read and understands the foregoing and duly adopts or passes as an official act, a resolution, motion, or similar action authorizing the submission of this application, including all understandings, assurances and certifications contained herein, and directing and authorizing the signatory to act in connection with the application and to provide such additional information as may be required.

Signature, Chief Elected Official (or Executive Officer)

Printed Name of Official

Title of Official

Environmental Review Information

Who must submit this appendix with their application?

Appendix D is provided for your information only and should not be submitted with your application.

What is the purpose of this appendix?

Every applicant for CDBG funds must obtain appropriate environmental clearances for their proposed activity, as required by the federal regulations which accompany expenditure of any federal funds. DCCED will decide regarding the environmental requirements of each project. *The applicant may not make this determination.* Successful applicants will receive information about appropriate procedures for Environmental Review after notification of award.

Note: *All project activity must **stop at the time of submitting the application** and until the Environmental Review Requirements are met, including project activities funded with non-CDBG matching funds.*

Environmental Review

Each CDBG activity must obtain appropriate environmental clearances as required by 24 CFR Part 58 of NEPA and all related laws and authorities. DCCED will decide regarding the environmental requirements of each project and notify each grantee about appropriate procedures **after notification of award**. Projects will be determined by the Department to be either:

1. **EXEMPT** from further environmental review; *OR*
2. **CATEGORICALLY EXCLUDED** from further environmental review; *OR*
3. Requiring completion and submission of an **ENVIRONMENTAL STATUTORY CHECKLIST** and the **ENVIRONMENTAL ASSESSMENT CHECKLIST** to determine whether the project will or will not have a significant impact on the human environment. Based upon these checklists, if it is determined that the project will have a potentially significant impact on the human environment, the grant recipient will be required to do an **ENVIRONMENTAL IMPACT STATEMENT (EIS)**. The procedure for completion of an EIS is spelled out in 24 CFR Part 58 Subparts H and I.

The following activities, subject to HUD regulations, have been designated **EXEMPT**:

- ✓ Environmental studies or assessments;
- ✓ Planning activities;
- ✓ Reasonable engineering and design costs associated with an eligible activity;
- ✓ Interim assistance under provisions for imminent threats to health and safety when the assistance does not result in permanent changes to the environment.

The following activities, or any combination thereof, are **CATEGORICALLY EXCLUDED**:

- ✓ Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, and authorized economic development activities under the CDBG program, provided that continued use remains without change in scale, size, capacity, location or character;
- ✓ Removal of architectural barriers;
- ✓ Rehabilitation of buildings and improvements, provided that unit density of building occupancy is not increased more than 20%, the project does not involve changes in land use classification, and the estimated cost of rehabilitation is less than 75% of the total.

Joint Application Agreement

Who must submit this appendix with their application?

If two or more eligible applicants are submitting a single application for CDBG funding, the Joint Application Agreement must be filled out, signed by all parties, and submitted with the application.

What is the purpose of this appendix?

The Joint Application Agreement is one step in the required citizen participation process and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Joint Application Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

JOINT APPLICATION AGREEMENT

CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

WITNESSETH:

WHEREAS, _____ (has/have) identified need in the community(ies) to expand economic opportunities; and

WHEREAS, _____ contemplates submitting jointly with _____ an application for CDBG funds from the Alaska Department of Commerce, Community, and Economic Development (DCCED) for the purpose of meeting such needs; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant to Alaska Statutes, _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG funds, and agree to cooperate in implementation of the submitted program, as approved by the DCCED.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority, which it presently possesses.

PASSED AND APPROVED BY THE _____ and _____ on _____, 20____.

IN WITNESS THERETO:

By: _____
Signature and Title

Attest: _____
Signature and Title

By: _____
Signature and Title

Attest: _____
Signature and Title

Cooperative Agreement

Who must submit this appendix with their application?

If eligible applicants choose to apply in cooperation with a non-municipal entity such as a non-profit corporation or a Native Village Council, a Cooperative Agreement must be filled out, signed by all parties, and submitted with the application.

What is the purpose of this appendix?

The Cooperative Agreement is one step in the required citizen participation process and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Cooperative Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

Note: *The eligible (municipal) entity is the applicant, and the non-municipal entity is the Co-Applicant. Similarly, in the event the project is funded, the eligible entity will be the Grantee.*

COOPERATIVE AGREEMENT
CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

WITNESSETH:

WHEREAS, _____ (has/have) identified need in the community(ies) to expand economic opportunities; and

WHEREAS, (municipal entity) _____ contemplates submitting on behalf of (non-municipal entity) _____ an application for CDBG funds from the Department of Commerce, Community, and Economic Development (DCCED) for the purpose of meeting such needs; and

WHEREAS, _____ and _____ desire, and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, it is mutually agreed between _____ and _____ as follows:

1. The _____ and _____ hereby agree that the _____ will receive some specific benefit (i.e., usefulness, advantage, return) for the residents of the rural community for (a specified period of time, usually 20 years or the useful life of the facility) _____.
2. The _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG funds, and agree to cooperate in implementation of the submitted CDBG project, as approved by DCCED.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority which it presently possesses.

PASSED AND APPROVED BY THE _____ on _____, 20____.

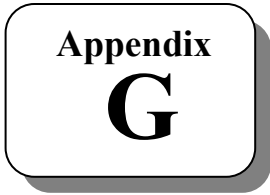
IN WITNESS THERETO:

By: _____
Signature and Title

Attest: _____
Signature and Title

By: _____
Signature and Title

Attest: _____
Signature and Title



Potential Project Permit Requirements

Who must submit this appendix with their application?

Appendix G is for your information only and should not be submitted with your application.

What is the purpose of this appendix?

Applicants for CDBG funding are required to obtain all necessary permits to facilitate the lawful carrying out of the proposed project. With Appendix G, DCCED is attempting to assist in this process by supplying the names, addresses, and phone numbers for various permitting agencies within the State and Federal Governments. This list is not intended to be all-inclusive. ***It remains the responsibility of the applicant to assure compliance with all permitting requirements.***

Potential Project Permit Requirements

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
School Construction	Authority of the Department of Education for review of construction documents for educational facilities.	Department of Education & Early Development P.O. Box 110500 Juneau, AK 99811-0050 (907) 465-2800 http://eed.alaska.gov/
Solid Waste Disposal Permit	Permit needed for disposal of solid waste or hazardous material	Department of Environmental Conservation P.O. Box 111800 Juneau, AK 99811-1800 (907) 465-5285 or 555 Cordova Anchorage, AK 99501 (907) 269-7501 or 610 University Avenue Fairbanks, AK 99709 (907) 451-2120 http://dec.alaska.gov
Water Discharge Permit Plan Review and Approval of Sewerage or Sewage Treatment Works	Permit needed for the disposal of wastewater on land or in waters.	Juneau, AK 99811-1800 (907) 465-5285 or 555 Cordova Anchorage, AK 99501 (907) 269-7501 or 610 University Avenue Fairbanks, AK 99709 (907) 451-2120 http://dec.alaska.gov
Plan Review and Approval of Public Water Systems	Plans for the construction, installation, modification or operation of a public water supply system must be approved prior to construction	Anchorage, AK 99501 (907) 269-7501 or 610 University Avenue Fairbanks, AK 99709 (907) 451-2120 http://dec.alaska.gov
Storage Tank Program	Pre-operation inspection is required to ensure compliance with health and sanitation standards for food service establishments, schools, day-care and pre-elementary schools, hotels and motels, swimming pools and bathing areas, and public toilets.	Fairbanks, AK 99709 (907) 451-2120 http://dec.alaska.gov
Anadromous (Salmon Spawning) Fish Protection Permit	Approval for any work in or near anadromous rivers, lakes, or streams.	Department of Natural Resources Division of Habitat P.O. Box 115526 Juneau, AK 99811-5526 (907) 465-4105 (or contact local office in Palmer, Anchorage, Fairbanks, Craig, Petersburg or Soldotna) http://www.habitat.adfg.alaska.gov/
Critical Habitat Area Permit State Game Refuge Permit	Approval for any work or development in a critical habitat area. Permit needed if proposing work or development within a designated state refuge or game sanctuary.	Juneau, AK 99811-5526 (907) 465-4105 (or contact local office in Palmer, Anchorage, Fairbanks, Craig, Petersburg or Soldotna) http://www.habitat.adfg.alaska.gov/
Hospital and Health Facility Construction	Authority of the Department of Health & Social Services for licensing and establishing standards for the construction of hospital and health facilities.	Department of Health & Social Services Health Facilities Licensing and Certification 4501 Business Park Boulevard Ste. 24 Building L Anchorage, AK 99503 (907) 334-2483 http://www.dhss.alaska.gov
Unemployment Insurance	Individuals, companies, and organizations that have one or more workers in covered employment for any part of a day must register with the Department.	Department of Labor & Workforce Development Employment Security Division P.O. Box 115509 Juneau, AK 99811-5509 (907) 465-2712 http://labor.alaska.gov/unemployment/
Workers' Compensation Insurance	Any employer with one or more employees working within the state must buy a workers' compensation insurance policy and submit proof of insurance to the Department.	Department of Labor & Workforce Development Division of Workers' Compensation P.O. Box 115512 Juneau, AK 99811-5512 (907) 465-2790 http://labor.alaska.gov/wc
Certification of Fitness – Electrical and Plumbing Certification of Pressure Vessels	Certifies the competency of electricians and plumbers. To ensure that boiler and pressure vessels and elevator constructions, installation and operation conform to regulations.	Department of Labor & Workforce Development Mechanical Inspection 3301 Eagle Street, Suite 302 Anchorage, AK 99503 (907) 269-4925 http://labor.alaska.gov/
Clearance regarding Preservation of Prehistoric and Archaeological Resources	Determination of presence/absence of cultural resources on the building site.	Department of Natural Resources Office of History & Archaeology 550 W 7 th Ave., Suite 1260 Anchorage, AK 99501-3557 (907) 269-8721 http://dnr.alaska.gov/parks/oha

Potential Project Permit Requirements (continued)

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
Rights-of-Way Easement	Authorization required for rights-of-way easement and construction or improvements on easements established on State lands.	Department Natural Resources Division of Mining, Land & Water 550 W 7 th Ave., Suite 1260 Anchorage, AK 99501-3557 (907) 269-8400 http://dnr.alaska.gov/mlw/
Water Rights Permit	Must obtain permit to use surface or ground water in Alaska	
Sand and Gravel Extraction	To obtain sand and gravel on State lands for use on the project.	
Life/Fire Safety Plan Check for Construction/Occupancy of Building	Approval of building plans is required for fire protection and safety. This applies to commercial, industrial business, institutional or other public buildings containing four or more dwelling units. Construction, repair, remodel, addition or change of occupancy of any building/structure as listed above, or installation or change of fuel tanks must be approved by the State Fire Marshal's office prior to any work being started.	Department of Public Safety Division of Fire & Life Safety 5700 East Tudor Road Anchorage, AK 99507 (907) 269-5491 or 2760 Sherwood Lane, Ste. 2-B Juneau, AK 99801 (907) 465-4331 or 1979 Peger Road Fairbanks, AK 99709 (907) 451-5200 https://dps.alaska.gov/Fire/Home
Handicapped Accessibility	Review and approval of plans for buildings and facilities with respect to handicapped access.	Department of Transportation & Public Facilities Statewide D & E Services P.O. Box 112500 3132 Channel Dr. Juneau, AK 99811-2500 (907) 465-2960 http://www.dot.state.ak.us/stwddes/
Driveway Permit	Permit required to construct and maintain a driveway or approach road on highway right-of-way.	
Discharge of Dredged or Fill Material into U.S. Waters	Permit required for the discharge of any dredged or fill material in US waters, including wetland. Permit cost is \$100 for commercial use or \$10 for non-commercial use.	Federal Agencies US Army Corps of Engineers US Army Engineer District, AK P.O. Box 6898 Elmendorf AFB, AK 99506-6898 (800) 478-2712 http://www.poa.usace.army.mil/
Structures or work in/or Affecting Navigable Waters	Permit required for any work or placement of structures in US waters.	
National Wildlife Refuge Land – Special Use Permit	Permit required for easements, roads or utilities in Wildlife Refuge Lands.	US Fish & Wildlife Service Division of Realty 1011 East Tudor Road, MS 221 Anchorage, AK 99503 (907) 786-3414 https://www.fws.gov/program/land-acquisition-and-reealty
Oil Storage Facilities – Spill Prevention Control Counter Measures Plans	Approval required for onshore and offshore oil storage facilities. Also contact the Alaska Dept. of Environmental Conservation, Compliance Assistance Office at (800) 510-2332	US Environmental Protection Agency Alaska Operations Office 222 West 7 th Ave. #19 Anchorage, AK 99513-7588 (800) 781-0983 (907) 271-5083 http://www.epa.gov/aboutepa/epa-alaska
Structures Which May Interfere with Airplane Flight Paths	Any construction or alteration of any structure, roadway, overhead wires and so on which may interfere with airplane flight paths must be reported to the Federal Aviation Administration.	US Dept of Transportation Federal Aviation Administration Alaskan Region Airports Division 222 West 7 th Avenue #14 Anchorage, AK 99513 (907) 271-5438 http://www.faa.gov/airports/alaskan

Applicant/Recipient Disclosure/Update Report HUD Reform Act, Section 102

Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

What is the purpose of this appendix?

This report is one part of the HUD Reform Act (24 CFR Part 12, et al), designed to ensure greater accountability and integrity in the way in which HUD makes assistance available under its programs.

Note: *There is a one page report every applicant for CDBG grant funds **must** submit with the CDBG application. Following the form is two pages of information/instructions.*

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): () -	2. Social Security Number or Employer ID Number: - -
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

- | | |
|--|--|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or <u>CDBG block grants</u> . (For further information see 24 CFR Sec. 4.3).
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
<input type="checkbox"/> Yes <input type="checkbox"/> No. |
|--|--|

If you answered “No” to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties.

You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
---------------------	--------------------

Form HUD-2880 (3/13)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. **Update reports (filed by "Recipients" of HUD Assistance): General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to *either* questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

ADA Certification

Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

What is the purpose of this appendix?

Every applicant for CDBG funds **must** certify its compliance with the Americans with Disabilities Act, and specifically with the following applicable Titles of the Act:

- Title I - Employment
- Title II - Public Services
- Title II, Part 35 - New Construction and Alterations
- Title III, Part 36 - New Construction
- Title III, Part 36 - Alterations

ADA Certification

(Grantee, Applicant, Contractor) Notice

By signature on this form, the (Grantee, Applicant, Contractor) certifies that they will comply with regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of state funds for this state capital project. Also the (Grantee, Applicant, Contractor) assures and certifies:

1. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title I - "Employment." In accordance with Title I of that Act, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment.
2. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II - "Public Services." In accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.
3. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II, Part 35, Section 35.151 - "New Construction and Alterations," which provides as follows:
 - (a) Design and Construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
 - (b) Alteration: Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such a manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
 - (c) Accessibility Standards: Design, construction, or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR Part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 5.1.3(5) and section 4.1.5(j) of ADAAG shall not apply.
4. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.401 - "New Construction." Except as provided in paragraphs (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1992 that are readily accessible to and usable by individuals with disabilities.
5. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.402 - "Alterations," which provides as follows:
 - (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.
 - (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

Name of Applicant: _____

Printed Name and Title of
Authorized Representative: _____

Signature: _____ Date _____