Community Development Block Grant Program

2021

Quarter 3

Planning Grant Program

Indiana Office of Community and Rural Affairs
CDBG Program
One North Capitol, Suite 600
Indianapolis, IN 46204

Planning Grant Information and Application Instructions

The Office of Community and Rural Affairs (OCRA) seeks applications from eligible local units of government that would like to be considered for Planning Grants funded through the state Community Development Block Grant (CDBG) program. Eligible local units of government are counties, cities, or incorporated towns not located within an entitlement community. Unincorporated areas must apply through the county in which they are located.

General Planning Grant Information

The goal of the program is to encourage communities to plan for long-term community development. Communities interested in planning for projects relating to such issues as infrastructure, downtown revitalization, and community facilities are encouraged to apply. To be considered, projects must demonstrate the following:

- They meet a goal of the Federal Act;
- The particular planning project addresses established long-term community priorities;
- The funds granted will have a significant impact on the overall project;
- The community has demonstrated a strong commitment to the project and its sustainability; and
- The project is ready to proceed upon grant award and will be completed within 12 months after grant award.

Minimum Requirements

To be eligible for Planning Grant assistance, projects must meet the following minimum requirements:

- The lead applicant must be a non-entitlement city, county or incorporated town that possesses the legal capacity to carry out the proposed program.
- The proposed project must meet a national objective and be an eligible activity under Section 105 (a) of the Housing and Community Development Act of 1974. In general, the project must either:
  - benefit an area or clientele whose population is at least 51% low- and moderate-income
  - aid in prevention or elimination of slums or blight
- If the applicant has previously received any CDBG funds through the Office of Community and Rural Affairs or the Indiana Housing and Community Development Authority (IHCDA) the applicant must **NOT** have:
  - any unresolved monitoring/audit findings;
  - any overdue grant reports or closeout documents;
  - for cities and towns: two (2) open CDBG grants at the time of application;
  - for counties: three (3) open CDBG grants at the time of application;
  - an open CDBG grant that has not received Release of Funds
    - If a community has an open CDBG grant, the community must have an executed construction contract and be under construction, or a consultant under contract for planning grants before the community may apply for an additional CDBG grant. Grant Services must have received the Notice of Start of Construction to be considered "under construction" by the date the application is due.
- Any CDBG Program Income collected from a previous CDBG grant must be obligated for a use that has been approved by the Indiana Office of Community and Rural Affairs before another CDBG grant will be approved. Any available Program Income may be used as part of the local match for a CDBG project. Please contact the CDBG Program Director for additional information regarding Program Income.
- The cost per beneficiary ratio for the proposed project cannot exceed $5,000 (grant funds only).
- Local match must be provided by the applicant or third-party. Other state, federal or local grants can count toward the local match requirement. The local match must be in the minimum amount of 10% of the total project cost, not the grant amount being requested.
- **Starting with Quarter 3 of 2021, procurement of professional services for the planning study must be completed after a planning grant application has been awarded but prior to Release of Funds. Procurements that have been done at application will be accepted for Quarter 3 of 2021. Starting with Quarter 4 of 2021, if procurement occurred prior to award it will need to be redone.** The applicant must use the Qualification Based

Selection (QBS) or Request for Qualifications (RFQ) procurement process. All documentation of the process must be attached to the application.

- Grant Administrators used for CDBG Planning projects must have a Grant Administrator Certification issued by the Indiana Office of Community and Rural Affairs. A complete list of grant administrators who are current in this training is available here.
- All maps and photographic documentation included in the application must be in full color and accompanied by captions with dates or clearly defined legends.

ELIGIBLE PLANNING ACTIVITIES

The following list identifies the general types of eligible activities for the planning grant program. The list is not all-inclusive. **Applicants should contact their Community Liaison to determine if their project is eligible for funding.** Eligible planning activities consist of all costs associated with data gathering, study, analysis, and preparation of plans and the identification of actions to implement such plans, including:

1. Community development, redevelopment and functional plans in areas such as:
    a. Comprehensive Plans
    b. Broadband Readiness Plan
    c. Economic Recovery Plans
    d. Comprehensive Utility study—It is the policy of OCRA not to fund more than one phase or component of a single project type. This applies to all project types, although it is particularly relevant to utility projects. Even if a community does not intentionally phase a project, OCRA will take into account previously awarded projects for the same project type.

NOTE: If an applicant is applying for a grant to fund a plan type that they have already completed within the last five years, a letter of justification explaining why the plan needs to be redone must be included with the application.

MEETING A NATIONAL OBJECTIVE OF THE FEDERAL ACT

Title I of the Housing and Community Development Act of 1974, as amended, identifies the national objectives of the CDBG program:

- Planning grants must meet the national objective of Benefit to Low- and Moderate-Income on an Area Wide Basis.

The community will need to demonstrate that it meets the required objective by providing all required documentation and answering all relevant questions:

Benefit to Low- and Moderate-Income Persons – Area Basis

To show that a project benefits an area of low and moderate income people, the following questions must be clearly answered in the application on the National Objective Identification page:

1. What are the boundaries of the service area?
2. How do the boundaries correspond to the project's intended beneficiaries?
3. Using HUD Census data or a certified income survey, what percentage of persons in the service area is of low- and moderate-income?
4. How were the income characteristics of the target population determined?
5. Is the proposed facility available to all service area residents?

The income survey may be used at any time in the four-year period immediately following the date of the certification letter. The project area must be certified as a single area; multiple separate previously certified income surveys comprising the total project area will not be accepted.

The following documentation **MUST** be provided in the application:

1. Detailed map(s) showing location and boundaries of service area, including street names.

2. Certification of income survey results by an approved professional. The methodology of the income survey, the low- and moderate-income worksheet and the sample survey instrument must also be included.
3. Income Certification Form
4. For income surveys done in communities that are less than 40% LMI by Census, the income survey certification letter must provide a sound justification for the difference between the income survey LMI % and the Census data. It must address the specific economic conditions for the survey area.

Amount of Grant Request and Local Match:

The following maximum grant awards have been established by OCRA for Planning Grant recipients:

- Water Utilities infrastructure studies are limited as follows:
  - $60,000 for a study on two utilities (water or wastewater, and stormwater), and
  - $90,000 for a master utility study (water, wastewater, and storm water).
  - *Note: All utilities controlled by or of interest to by the community must be covered by the study.*
- Comprehensive plans are limited as follows:
  - Populations over 10,000 are limited to $60,000, and
  - Populations under 10,000 are limited to $50,000
- Economic recovery plans are limited to $50,000.
- Broadband plans will be limited to $50,000 for single community; $70,000 for a region.

The maximum award is not intended to serve as a target figure for requests for grant assistance. OCRA will review the level of grant assistance requested and will consider the appropriateness of the project's scope, level of demonstrated need, and the financial resources of the applicant. **If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the application before it is considered for funding.**

In order to participate in the Planning Grant program, **communities must commit at least ten percent (10%) of the total project cost** in matching funds toward the grant. For example, an applicant applying to fund a project costing a total of $50,000 must commit at least $5,000 or ten percent (10%) of this project cost. The grant request would then be for the amount of $45,000.

Consultants and Grant Administration

The Community Development Block Grant (CDBG) program requires the Qualifications Based Selection (QBS) procurement method for architectural and engineering services. All other professional services must be procured using the Request for Proposals (RFP) method, if being paid with CDBG funds. More information on the QBS process can be found here.

All grant administrators involved in CDBG projects must be fully accredited CDBG Grant Administrators. This certification must be current at the time of application. A list of such grant administrators is available at www.in.gov/ocra/2536.htm. Additional information on the CDBG Grant Administrator Certification Policy can be found on the OCRA website at: www.in.gov/ocra/2897.htm.

NOTE: Private firms or non-governmental entities that perform project development and administration activities for CDBG-assisted projects (project development, environmental review, grant application preparation, procurement assistance, grant administration) will NOT be allowed to perform architectural, engineering, planning, or other related services/activities for grantees or their non-profit sub-recipients on those projects.

If paid from CDBG funds, Grant Administrators may charge up to 8% of the CDBG grant amount. If paid from non-CDBG-funds, any amount over the 8% grant administration cap will be considered an ineligible cost.

Public Hearings and Citizen Participation

Two public hearings must be held at different stages of project development. One public hearing must be held prior to the submission of the application and the second must be held after OCRA approval of the planning study.

Note: New public hearings must be held for each grant cycle, regardless of prior application(s).

Public hearing notice must be posted at least 10 days prior to the hearing date. **Therefore, the public hearing cannot occur until the 11th day or after**. Applicants should be aware of local newspaper deadlines for submitting advertisements. Some smaller newspapers are published weekly and will require that the advertisement is placed well in advance of the public hearing. Other methods of advertising the public hearing is also encouraged. All public hearings must be accessible to handicapped persons. Public hearings should also be made convenient to the low- and moderate-income residents who will benefit from the project.

The public hearing notice and the publisher's affidavit documenting publication dates, the dated sign-in sheet and signed minutes **must be attached to the application for the first public hearing.** Documentation for the **second public hearing will be required upon submission of the final plan** to OCRA. The affidavit is the **only** application document accepted after the due date. **The affidavits must be received within 14 days of the due date. OCRA is not responsible for reminding applicants to submit this document.**

Minutes must be signed and dated by the party that recorded them. *If a third party, such as a grant administrator, takes the minutes of the meeting, the applicant **must** include a document stating that the third party is acting as the applicant's representative.* It is recommended that an audio tape of the public hearing be recorded and kept until the grant is closed out. OCRA may request transcripts of the public hearings.

- Place all documents from each public hearing together in the application. Do not separate by type of documentation.
- All public hearing ads submitted with the application must be of sufficient size to be readable upon review.
- Minutes should document the topics of discussion and not simply state "there was a discussion."
- Minutes are a great source of quotes showing residential impact.

All questions regarding Limited English Proficiency must be answered on the Citizen Participation page. Please attach the Four Factor Analysis and Language Access Plan as required.

For more information, please refer to the CDBG Handbook.

APPLICATION PROCESS & DEADLINES

The application must be submitted via the Indiana Electronic Grants Management System (INeGMS) by a certified Grant Administrator. The system is accessed via the main CDBG webpage at www.in.gov/ocra/cdbg.htm. Community members can also access the system but are not able to submit.

The application MUST be submitted by 11:59 PM ET on Thursday, July 15, 2021. Failure to comply with submission requirements could render an application ineligible.

The following process must be followed:

1. **Communication with Community Liaison (CL):**
   The applicant must contact their CL to notify the Office of their intention to submit an application and must collaborate on technical assistance with developing the application and advice on the planning process. A map of community liaison districts can be found here.

2. **Planning Grant Application:**
   Planning grant applications will be reviewed during quarterly funding cycles. The application deadline is the 15th every three month by 11:59 p.m. in order to be considered for that quarter's funding cycle.

Please answer all questions completely. Be sure to reference the page number of each piece of supporting documentation that has been attached, and do not include attachments that are not discussed and referenced in the narrative unless federal or state policy requires those attachments.

NOTE: Applicants that do not receive funding but choose to reapply will need to hold one additional public hearing to discuss the revisions that were made to the original application before resubmission.

NOTE: In the event of an incomplete application, the application will be returned and can be resubmitted once complete. Any additional information needed to complete the application must be submitted within two weeks of request. Date of receipt of application will be based on the date of receipt of all required documentation.

NOTE: If an application is returned because it is incomplete, no additional public hearing is required as long as the scope and budget for the project does not change substantially (by at least 10%). If an application is returned because it did not meet the minimum score requirement to be awarded, then another hearing will be required.

3. **Procurement:**
   The applicant must use Qualifications Based Selection (QBS) or Request for Qualifications (RFQ) process for architectural/engineering services, as laid out in the CDBG Handbook. This process should begin after the application has been awarded.

4. **Review of Draft Planning Study:**
   Upon completion of the draft planning study contact your Community Liaison, Grant Services or CDBG Program staff to determine the current method of submission for draft plans. OCRA is currently working on accepting draft plans via eGMS, and it is expected that process will be in place for any awards from this quarter.

   A minimum of sixty (60) days should be allowed for the initial review by OCRA. Please note, however, that the sixty days does not allow any time for revisions that may be necessary, as well as administrative close-out of the grant. Therefore, it is highly recommended that the plan be submitted as soon as possible prior to the deadline of the grant. Upon confirmation that OCRA's technical specifications for that plan type have been met and all necessary components were included, the plan will be formally approved by OCRA.

5. **Planning Project Completion:**
   After approval by OCRA of the draft document, a **second public hearing must be held to solicit public comment on the draft document. The draft must be made available to the public at the time of the hearing notice publication. At this second hearing, the lead applicant must approve the plan by resolution. A sample resolution can be found on the OCRA website (see Sample local Resolution Approving Plan).** This hearing must follow all of the same guidelines discussed above in the Public Hearings and Citizen Participation section of this application packet. A copy of the second public hearing notice, the publisher(s) affidavit, sign-in sheet, minutes, and the resolution approving the plan at the local level shall be forwarded to the CDBG Program Director. Receipt of these documents and approval of the document must occur prior to the submission of the request for final draw down of funds, or the draw request will be denied. ***Note: if a third party, such as a grant administrator, takes the minutes of the meeting, the applicant must include a document stating that the third party is acting as its representative*.**

GRANT EVALUATION CRITERIA
700 POINTS TOTAL

Applications must achieve a minimum score of **450 points** to be eligible for award.

NATIONAL OBJECTIVE SCORE (100 POINTS):
Depending on the National Objective to be met by the project, one of the following two mechanisms will be used to calculate the score for this category.

1. National Objective = Benefit to Low- and Moderate-Income Persons: 100 points maximum awarded according to the percentage of low- and moderate-income individuals to be served by the project. The total points given are computed as follows:

National Objective Score = % Low/Mod Beneficiaries X 1

2. National Objective = Prevention or Elimination of Slums or Blight: 100 points maximum awarded based on the characteristics listed below. The total points given are computed as follows:

National Objective Score = (Total of the points received in each category below)
- Applicant has a Slum/Blight Resolution for project area (50 pts.)
- The project site is a brownfield* (25 pts.)
- The building or district is listed on the Indiana or National Register of Historic Places** (10 pts.)
- The building or district is eligible for listing on the Indiana or National Register of Historic Places** (10 pts.)
- The building is on the Historic Landmarks Foundation of Indiana's "10 Most Endangered List" (15 pts.)

*The State of Indiana defines a brownfield as an industrial or commercial property that is abandoned, inactive, or underutilized, on which expansion or redevelopment is complicated due to actual or perceived environmental contamination.
Project may either be listed on **or eligible for listing on the Indiana or National Register of Historic Places. ***Both cannot be checked.***

COMMUNITY DISTRESS FACTORS (175 POINTS):
Various factors are used to determine the distress of a community. OCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana's small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include:

Percentage of Households with Income under Poverty Level
Median Household Income
Percent of Housing Units that are Vacant
Median Home Value
Unemployment Rate
Labor Force Participation

Local government scores, which are updated and published annually, can be found at: www.stats.indiana.edu/.

LOCAL MATCH CONTRIBUTION (75 POINTS):
A maximum of 75 points based on the percentage of local funds devoted to the project. This total is determined as follows:

Total Match Points = % Eligible Local Match X 1

The points total is capped at 75 points or 75% match, i.e., a project with 75% match or greater will receive 75 points. Below 75% match, the formula calculation will apply. Eligible local match can be local cash or debt sources. Federal, state, and local government grants are considered eligible match.

PROJECT DESIGN FACTORS (300 POINTS):

A maximum of 300 points awarded according to the evaluation in three areas:

Project Description – Is the project clearly defined as to determine eligibility? – 50 points
Project Need - Is the community need for this project documented and compelling? – 125 points
Financial Impact - Why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA Scoring Committee when evaluating the projects**. Applicants should refer to the application packet and address all questions present.** Applicants should work with their OCRA Community Liaison to identify ways to increase their project's competitiveness in these areas.

PROGRAM SPECIFIC POINTS (50 POINTS):

Planning Grants (PL)

- **Community Input and Collaboration** – A maximum of 25 points are awarded for communities that document public input and collaboration efforts beyond Public Hearings, letters of support, and surveys.
- **Connection to Previous Planning Effort** – A maximum of 15 points are awarded for documentation that the plan that is being applied for connects to a previous planning effort done by the community.
- **Implementation of Previous Plan or First-time Plans** – A maximum of 10 points are awarded for communities that document the successful implementation of a previous planning grant plan or for communities that have never received a Planning Grant before.

BONUS POINTS POLICY:

It is OCRA's policy to encourage and support regional coordination amongst rural communities. As such, a grant application that is included in a regional plan will be awarded 25 bonus points. To receive these bonus points requires verification of the regional plan from the CDBG Program Director approximately 1 week prior to application submission.

Bonus Points for Regional Planning – 25 points

POINTS REDUCTION POLICY:

It is the policy of OCRA not to fund more than one plan or component of a single plan type in different funding rounds. This applies to all plan types, although it is particularly relevant to utility plans. If a community needs to phase a plan in order to complete it, they should consider which phase would be most appropriate for CDBG assistance. Even if a community doesn't intentionally phase a plan, OCRA will take into account previously awarded plans for the same plan type. A community that has previously been awarded a grant for the same plan type will likely not be competitive and will be subject to the follow point reduction.

0 – 5 years since previous funding – (-50 points)

Example: Community submits and receives a Planning grant in 2015 to conduct an environmental assessment for a particular site. When applying for a Planning grant in 2020 to do an environmental assessment for a different site, they would be subject to a point reduction of 50 pts. They would have no point reduction in 2021.

2020 Scoring - Planning	
Minimum Score Needed: 450	
PROJECT DESCRIPTION:	
A detailed description, in non-technical terms, of the proposed project and desired outcomes at the conclusion of the grant period.	**15**
Is there a detailed easy to understand project description, in non-technical terms?	**10**
Are there clear and measurable desired outcomes addressed by the planning project after completion?	**5**
Scope of Work	**20**
Is the scope of work clear and logical for the type of planning project? Are ineligible items noted?	**10**
Does the scope of work correlate with the detailed budget? Per item costs are included.	**10**
Project Support	**15**
Is there documentation of a robust development process for the planning project?	**10**
Are there high-quality, clearly labeled maps that identify the expected area covered by the plan?	**5**
Project Description TOTAL	**50**
PROJECT NEED: (consider main PDIs and PDIs listed by project type if applicable)	
Priority	**45**
Is there documentation of a 3-5 year history of issues this plan would address?	**10**
Is frequency/prevalence of the issue(s) this plan would address compelling? Is adequate documentation included in the Appendix?	**10**
Is there a risk of the issue(s) this plan would address having a significant impact on residents? Is adequate documentation included in the Appendix?	**10**
Is this plan a community priority? Is adequate documentation included in the Appendix?	**10**
Are survey results and other data related to the issue(s) this plan would address included to adequately describe the need? (Photos are not considered data.)	**5**
Current Conditions	**15**
Are the current community/facility conditions well explained and documented?	**10**
Are high-quality color pictures showing conditions within the past 5 years included? Does every picture have a caption and date stamp? If no pictures, are reasons provided?	**5**
Residential Impact	**45**
Is the residential impact of the issues being addressed by the plan explained and documented? What are potential impacts on residents if planning is not completed?	**25**
Is residential support/need for the planning project outlined and documented?	**20**
Health and Safety	**20**
Are health and safety issue(s) this plan would address explained in detail? What are potential health risks if planning is not completed?	**10**
Are health and safety issue(s) this plan would address well documented?	**10**
Project Need TOTAL	**125**

FINANCIAL IMPACT:	
Previous Efforts	**50**
Have there been previous efforts to address the issue(s) this plan would cover by the community?	**30**
Is supporting documentation included explaining past efforts, including partnerships, expenditures and labor hours?	**20**
Sustainability	**15**
Is there an adequate sustainability plan for this project? Does the community have a timeline to update the plan?	**10**
Are there commitments to maintain the plan past the 5 year closeout window?	**5**
Financial Options	**25**
Were at least three (3) other financial options for the planning project investigated?	**10**
Is there an explanation of why CDBG is the best option for the planning project? Why are other financial options not the best option?	**10**
If CDBG funds are not awarded, will the planning project move forward?	**5**
Local Match	**10**
Is the local match option well explained and documented?	**10**
Fund Balances	**25**
Are the fund balances and relevant documentation for the applicant and sub-recipient adequately explained?	**15**
Are all discretionary fund balances accounted for and explained?	**10**
Financial Impact TOTAL	**125**

Application Checklist

Place the information in the application in the following order so OCRA staff can review the information efficiently. Forms and resources on OCRA's website have been hyperlinked. Please use those links to ensure you are using the most current version of those resources. All CDBG resources can be found at http://in.gov/ocra/2575.htm.

DO NOT INCLUDE THIS CHECK LIST OR ANY OF THE PRECEEDING PAGES IN THE SUBMISSION.

☐ **Applicant Information**
- ☐ First page of the application
- ☐ All blanks completed
- ☐ Local match meets program requirements
- ☐ Updated W-9 Form

☐ **Table of Contents**

☐ **Project Narrative**
- ☐ Project Description
- ☐ Project Need
- ☐ Fiscal Impact
- ☐ All sections are completed and are no more than three (3) pages in length
- ☐ Infrastructure Information (for Utility Plans, Comprehensive Plans, ED Plans only)

☐ **National Objective**
- ☐ Appropriate National Objective indicated
- ☐ All questions answered
- ☐ For LMI, Census data is provided. If an Income Survey is used, justification of the difference between survey results and Census data is required.

☐ **Beneficiaries**
- ☐ Numbers correspond to Income Survey results or Census data
- ☐ Grant amount requested divided by the total number of beneficiaries does not exceed $5,000/beneficiary limit
- ☐ Numbers are added correctly and consistent throughout application

☐ **Budget**
- ☐ Amounts must be rounded to the nearest dollar
- ☐ Summary Project Budget
- ☐ Detailed Itemized Budget
- ☐ All sections completed
- ☐ All calculations are correct (errors may result in rejection of submission)
- ☐ If applicable, approval of in-kind match from CDBG Program Director

☐ **Citizen Participation**
- ☐ All public hearing documentation
  - ☐ Documentation for the first public hearing
  - ☐ Copy of the published Notice for the first public hearing from the publisher/publication
  - ☐ Copy of publisher's affidavit
  - ☐ Public hearing occurred on or after the 11th day from publication
  - ☐ Sign-in sheet from first hearing included
  - ☐ Signed Minutes from first public hearing
  - ☐ Copy of response(s) to comments and/or complaints
- ☐ Four Factor Analysis worksheet
- ☐ Copy of Language Access Plan (if required)

- ☐ Documentation of third-party authorization to take minutes
- ☐ If applicable, multi-jurisdictional
  - ☐ Citizen participation for each jurisdiction
  - ☐ One hearing held within each jurisdiction
  - ☐ Separate documentation for all public hearings

☐ **Legal**

- ☐ Displacement
  - ☐ Displacement Assessment
  - ☐ Displacement Plan
- ☐ Form 6.6 Federal Funding Transparency Form (FFATA)
- ☐ Form 1 Disclosure Report
- ☐ Copy of Fair Housing Ordinance (only the actual ordinance language; should reflect updated federal language requirements)
- ☐ Copy of Drug Free Workplace Policy
- ☐ Civil Rights Certification
- ☐ Assurances & Certification
- ☐ Authorization of Submission
- ☐ If applicable, Cooperation Agreements
- ☐ If applicable, Multi-jurisdictional
  - ☐ Inter-local Cooperation Agreement
  - ☐ Resolution for each jurisdiction

☐ **Appendix A: National Objective Information**

- ☐ Maps (in color)
  - ☐ Boundaries of jurisdiction shown
  - ☐ Project area shown as well as service area
  - ☐ Detailed map of service area (including street names)
  - ☐ Service area corresponds to survey area
  - ☐ Floodplain map if located in 100-year flood plain
- ☐ Income Survey Information (if applicable)
  - ☐ Detailed description of survey methodology
  - ☐ Copy of sample survey form
  - ☐ Copies of written survey material
  - ☐ Map of survey area
  - ☐ Survey results analysis form
  - ☐ Certification form
  - ☐ Certification letter

☐ **Appendix B: Project Description Documentation**

- ☐ Scope of Work

☐ **Appendix C: Project Need Documentation**

- ☐ Relevant letters of need and other evidence of community need (Limited to seven letters; no page limit on the letters)
- ☐ Photos in color with dates and captions explaining relevancy
- ☐ Letter of justification for repeated plan type (if applicable)

☐ **Appendix D: Fiscal Impact Documentation**

- ☐ Applicant fiscal impact documentation
  - ☐ Cash & Investment Combined Statement
  - ☐ Tax sheet

☐ Clerk/Treasurer's Debt Report
☐ Ending balances of discretionary funds with explanations of the future use of those funds

☐ If applicable, sub-recipient fiscal documentation
☐ Income & Expenses Report
☐ Annual operating budget

☐ **Appendix E: Readiness Information**

☐ Environmental Review Form 1 (no supplementary letter required)
☐ Municipal resolution authorized by governing body committing the total amount of local match, indicating source and amount of match
☐ Written statement from Chief Financial Officer stating funds are available and dedicated to project
☐ Correspondence from bank, not-for-profit or other funding source (If applicable- Must be with original signature on letterhead)

☐ **Appendix F: Infrastructure Documentation**

☐ Copy of most recent water and sewer rate ordinance (Utility Plans only)