

City of East Bethel
Housing and Redevelopment Authority
Regular Meeting – 6:30 PM
Date: October 2, 2013



		Item
6:30 PM	1.0	Call to Order
6:31 PM	2.0	Adopt Agenda
6:32 PM	3.0	Approve Minutes
	Page 2-5	July 3, 2013 Regular Meeting
6:35 PM	4.0	HRA Projects and Fund Uses
	Page 6-15	
7:00 PM	5.0	Anoka County CBDG Program
	Page 16-49	
7:20 PM	6.0	Adjourn



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

October 2, 2013

Agenda Item Number:

Item 3.0

Agenda Item:

Housing Redevelopment Authority Meeting Minutes July 3, 2013

Requested Action:

Review and approve meeting minutes from July 3, 2013 Regular Meeting

Background Information:

Meeting minutes from the July 3, 2013, Regular Meeting are attached for your review and approval.

Attachment:

- 1. HRA Minutes, July 3, 2013

Fiscal Impact:

None

Recommendation(s):

Review and approve meeting minutes from July 3, 2013 Regular Meeting Minutes.

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

City of East Bethel
Housing and Redevelopment Authority
July 3, 2013

The Housing and Redevelopment Authority (HRA) met on July 3, 2013 for their regular meeting at City Hall at 6:30 PM.

MEMBERS PRESENT: Bob DeRoche Ron Koller Richard Lawrence
 Heidi Moegerle (6:33 PM) Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney

Call to Order DeRoche called the meeting to order at 6:30 PM.

Adopt Agenda **DeRoche made a motion to adopt the July 3, 2013 Housing and Redevelopment Authority (HRA) meeting agenda. Ronning seconded; all in favor, motion carries.**

Approve Minutes **DeRoche made a motion to approve the April 3, 2013 Regular Meeting Minutes, April 24, 2013 Work Meeting Minutes, and May 1, 2013 Special Meeting Minutes. Koller seconded; all in favor, motion carries.**

Council Member Moegerle arrived at 6:33 p.m.

HRA Projects and Fund Uses Davis explained that at the last HRA meeting we discussed some potential projects and some potential uses of some HRA Funds. We identified five to six possible projects. At that time we anticipated knowing a little bit more of what we had in the balance of the bond revenues. Due to some re-bid items, that information is still not totally available. So, at this point I would suggest we wait until we are able to ascertain exactly what we have until we make some proposals for these projects, so we will know exactly what type of funding is available.

I had a conversation with Bob earlier today, and he had talked with someone from Anoka County regarding grant and loan funds for individual water and sewer improvements on individual lots. I will let him report and address what he found out on that matter.

DeRoche, "I had put in a couple calls to Karen Skepper, but she is gone right at the moment. But, I did speak with the person in charge of the CDBG funds, grants, loans. There are actually quite a few opportunities for people that are in the lower income brackets. I believe for a single person it was \$32,000 and for a married couple it was about \$52,000. This isn't just for the residents on Coon Lake Beach; it has to do with anyone in the City that has a non-compliant system. One of the pluses of it is the fact that it is an environmental issue. Some cities apply for these grants and some don't. Columbia Heights has had eight grants out of the last ten years. It was suggested that the representative from Anoka County come up and have a meeting with Jack, Colleen and myself and anyone else that is interested. We can go over the programs and see what the good points are, bad points and any little catches are to it and then go on from there. We have been talking about this for a couple years and we need to do something here before something happens."

DeRoche, "At Hiawatha, I think Ham Lake has discussed a couple different options. I think there has been discussion about them doing a community system, but I think we have

discussed in the past that we would rather not do that. I would rather not do that if we can avoid it. I told the Anoka County representative that I would get ahold of her after Monday and see if we can set something up. See what is out there.”

Moegerle, “When Mr. Martin was our Building Department person, I asked him about programs that would help all of our residents. And he indicated there were grants available through the county. However, there were roadblocks to them. First there were informational roadblocks, that even though people would apply for them they didn’t have equity in their homes, they didn’t meet the income guidelines. He said while it is very nice that they have things listed on their website, as a practical matter they are not as available as you think they would be. He indicated our own program would be better because we could set our own guidelines. Also, this year I attended the League of Minnesota (LMC) conference and they discussed some options there also. Every year I have attended and then I have put together a report and provided it to Jack and I will do that. They had information on the Minnesota Housing Financing Agency and that might be available for funds. It might be worth investigating. I will pass it along to Jack.”

DeRoche, “The funding she was talking about was billed out by the County, but they are federal funds. And, she recommended that the City not get into its own banking. The person I talked to was Kate, who put together the funding for the program to redo the Coon Lake Beach Community Center. I think it is worth listening to what she has to say. We have to help the people. It may not be open to everyone. There are parameters to a certain amount to income. And, we might have to look at ways to help people that don’t qualify for these programs. But, the HRA money is sitting there and we have to find ways to do something with it. It has to be under the guidelines of state law. We told people certain things, and those are avenues we need to look into.”

Moegerle, “How can we not be a bank and still use these funds? We have to look into that.” DeRoche, “That is something I would like Colleen, as the community development director to look into. There has been meetings right? Not just development, but to maybe put something together for the east side and help them rebuild, reface.” Davis, “We have had some meetings with the group. But we were holding back until we get some definitive information for them in what we could offer for financial assistance or a project for them. Some have been interested in the water and sewer, some have been against. All are for the street improvements. I think that is the item they are most interested in seeing done. What we would like to do is design some type of project where we could combine all of these, street improvements, water and sewer extension and some programs to help them with store front renovation and rehabilitation.”

Davis, “To answer your question on the bank stuff, depending on what we do we may have to be a bank on some of these items. We may need to limit what we do and try to protect ourselves as much as possible so we can recoup any money that is made available in terms of loans.” DeRoche, “Absolutely. And, anything that has to do with the federal funds that are being handled through the County, we need to let them do all the accounting and the banking and whatever they are going to do with that. I don’t think the City should be getting involved in that.” Davis, “Also, we need to explore this to make sure we are not duplicating something that is already out there and find out what they can and will be able to do in terms of assistance. And then we can tailor our response to what they can do.”

Ronning, “What kind of funds are available?” DeRoche, “That is what we want to have a meeting for.” Ronning, “I mean within the HRA.” Davis, “In terms of dollars? There is

approximately \$800,000 in that account.” Moegerle, “I thought we allocated \$281,000 for the interfund loan?” Davis, “We approved that, but that is like a letter of credit. It will only be drawn down if there are users for that.” Moegerle, “Have we had many people line up for that?” Davis, “No, we have not. We have spoken with all the business owners in a meeting and now we have met with seven individually. A couple of them have expressed some interest in the loan, but none have made an application for it yet. Depending on what happens tonight there will probably be some invoices that go out for the SAC and WAC fees. And, I assume when those go out we will have a little more response.” Moegerle, “I ask that we also check on the state funds along with the federal funds you are talking about with the county.” Lawrence, “So you will keep us posted on the meeting you are supposed to have with Anoka County?” DeRoche, “Yes, in fact hopefully it will be next week.”

Adjourn

Moegerle made a motion to adjourn the HRA meeting at 6:44 PM. DeRoche, “Have there been any more discussions with the church?” Davis, “We haven’t heard anything from them. Again, we are waiting to see what funds are going to be available from the bond issue and then we will have a little bit more idea of what kind of packages we can put together. I have indicated to the church that we are open to discussing an extension if they have intent or the desire to pursue the senior housing. We will follow up on that as soon as we find out what monies we have available and what we can structure for them.” **Koller seconded; all in favor, motion carries.**

Attest:

Wendy Warren
Deputy City Clerk



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

October 2, 2013

Agenda Item Number:

Item 4.0

Agenda Item:

HRA Projects and Fund Uses

Requested Action:

Discuss Potential HRA (Housing and Redevelopment Authority) Projects and Uses of HRA Funds

Background Information:

Based on bid costs for both phases of the Municipal Utility Forcemain Project (Castle Towers), projected costs for the decommissioning of the Castle Towers Sewage Treatment Plant and lift station repairs and allowing for a contingency of \$200,000 for change orders or other unanticipated costs, we are estimating that we will have approximately \$800,000 in available bond funds to apply to a multiple source funded project to extend water and sewer service to the east side of Hwy. 65 between 184th Ave. and 187th Lane along the Service Road.

In addition to the more customary HRA activities that address strictly housing there are a variety of uses we may wish to explore for their potential as projects to leverage our HRA funds to produce primary economic development results. The following projects could be candidates for HRA funding:

1.) Hwy. 65 East Side Redevelopment Project

Purpose: Extend water and sewer service and street improvements, offer storefront renovation loans and provide streetscaping to the east side of Hwy. 65 from 184th Avenue to 187th Lane. The use of funds for this type of project would clean up a blighted area and stimulate the potential for residential development in the areas immediately surrounding the affected properties. This project would also provide utility service to this area and possibly be a catalyst for a Senior Housing Project that could potentially be located in this area.

In addition to the above benefits, this project would provide up to \$291,200 for SAC and WAC connections and extend water and sewer service within extendable limits of property south of 184th Avenue.

Estimated Cost: \$2-2.5 million dollars depending on the scope of the project

Other Funding: This project would have to be bundled with City Street Capital Improvement Plans, MnDOT Cooperative Agreement Grants, City Assessments and Municipal Utility Bond fund balances to supplement HRA monies to generate the total funds required to make this feasible.

Comments: This type of project would provide the highest return on investment of any of the alternatives that Staff has reviewed in terms of combining economic development needs and housing goals. The project could be designed to recover those costs that are assessable and require any type of loan repayment.

We estimate that the costs for this project would be 2.1 million dollars and potential funds available could be up to 2.5 million dollars depending on CBDG approval (See Attachments 1 & 2).

2.) Our Savior's Utility Extension

Purpose: Extend water and sewer service to Our Savior's Lutheran Church (OSLC) to service an area that would be developed for Senior Housing. This project would require an agreement with OSLC that would commit them to the project. Details of such an agreement would be determined by HRA program guidelines. The use of HRA funds for this project could free up any bond fund balances from the Municipal Utilities Project for other uses.

Estimated Cost: \$250,000 to \$450,000.

Comments: This project would be dependent on the guarantees that would be required from OSLC in regards to developing Senior Housing both in terms of commitment to the implementation of a project and the approval of an acceptable time line for completion. This may still be a project for use of any excess bond funds but the bond funds would have to be committed by no later than the end of this year. Terms of reimbursement are yet to be determined.

The costs to extend service to the site and accommodate future off site extensions would be \$436,139 and the costs to serve only the site would be \$330,689. The difference between these costs, \$105,450, would be the responsibility of the City as they represent an increase in line size. There have been no other discussion as to cost sharing and Staff is in the process of arranging a meeting with OSLC to determine their interest in the project.

3.) Storefront Renovation Program

Purpose: to provide loan funds to improve the storefronts and signage of up to 19 businesses along the service road on the east side of Hwy. 65 from 183rd Lane to 188th Avenue. This type of program would improve the overall appearance of a commercially blighted area and enhance the attractiveness of adjoining property for residential use.

Estimated Cost: \$400,000 to \$500,000

Comments: This would be an eligible CBDG project but there are no assurances of funding. The City may desire to explore the possibility of developing a City HRA program to address this matter if grant funds are not available.

4.) Citywide Septic System Improvement Loan Program

Purpose: Provide low interest loans for septic system improvements for failing systems in the City. This type of program could possibly be combined with County CBDG assistance to provide

additional funds for these activities. This item will be discussed as a separate program in the following agenda item for the October 2, 2013 meeting.

Estimated Cost: \$100,000 to 500,000 and up depending on the number of applicants or the choice of solutions to the problems associated with Coon Lake.

Comments: This type of project would meet eligibility requirements but would offer little in the way of economic development. It may also be only a temporary solution to a much larger problem of service provision that may be required at some point in the future. While being limited as to direct economic development benefits, this use of funds could have a potentially significant environmental impact in terms of both surface and subsurface water quality. This type of project may also be required to repay loan funds depending on the structure of the program and participation with other funding sources.

Legal and Eligibility Considerations

As with the use of specifically purposed and statutorily regulated programs and funds, any of the above uses, if selected for a project, would need to be reviewed and approved for program eligibility.

We have been tasked with the responsibility for ensuring that we obtain the maximum benefit from this program and our objective is to identify project eligible uses that would compliment both our housing and economic development goals. While the list included in this report is not all inclusive, it does present some differing examples or combination of ways that we can utilize and leverage this program to create additional benefits over and above of those of conventional housing programs.

Attachments:

- Attachment 1-East Side Cost Estimates
- Attachment2- East Side Funding Sources
- Attachment 3- OSLC Cost Estimates
- Attachment 4- OSLC Project Map

Fiscal Impact:

The City did not levy an HRA tax for pay 2012 or 2013. The unaudited cash balance of the HRA Fund as of September 30, 2013 is \$784,705. Obligations against this balance include an interfund loan to the EDA in the amount \$281,400 and a proposed 2014 budget proposal of \$22,900 for administration costs of the HRA. Total available funds for the HRA projects in 2014 could be \$480,405. The EDA inter-fund loan is scheduled to be repaid over the next five years and that there is the possibility that total amount of the loan funds may not be committed, increasing the possibility of available funds in this account exceeding \$480,405. In addition, if the EDA loan funds are not committed by December 31, 2013 the \$281,400 would be de-obligated for this purpose.

Recommendations:

Staff requests the City HRA to consider the uses of HRA funds for the projects listed above and direct Staff as to preferences for pursuing a particular project or combination of projects.

East Bethel Housing and Redevelopment Authority Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

**ENGINEER'S ESTIMATE
T.H. 65 EAST FRONTAGE ROAD
CITY OF EAST BETHEL**

Schedule "A" - Removals

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Remove Bituminous Pavement	SQ FT	\$1.16	14,600	\$16,936
2	Remove Concrete Curb & Gutter	LIN FT	\$2.15	2,300	\$4,945
3	Remove Storm Sewer - 15" RCP	LIN FT	\$8.40	89	\$748
4	Remove Storm Sewer - 27" RCP	LIN FT	\$10.00	220	\$2,200
5	Remove Storm Sewer - 36" RCP	LIN FT	\$10.50	112	\$1,176
6	Remove Storm Sewer Structures	EACH	\$360.00	4	\$1,440
7	Private Utility Removal, Relocation, Support	ALLOWANCE	\$100,000.00	1	\$100,000
Total Schedule "A" - Removals					\$127,445

Schedule "B" - Sanitary Sewer

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Core Drill Existing Manhole	EACH	\$3,000.00	2	\$6,000
2	48" Diameter Manhole	LIN FT	\$371.25	173	\$64,226
3	48" Diameter Manhole Buoyancy Collar	EACH	\$436.00	10	\$4,360
4	8" PVC SDR 35 Sewer Pipe (10-15')	LIN FT	\$38.00	1,010	\$38,380
5	8" PVC SDR 35 Sewer Pipe (15-20')	LIN FT	\$38.00	800	\$30,400
6	24" PVC PS 115/CCFRPM SN 72 (15-20')	LIN FT	\$85.00	400	\$34,000
7	24" PVC PS 115/CCFRPM SN 72 (20-25')	LIN FT	\$90.00	1,290	\$116,100
8	6" PVC SDR 26 Service Pipe	LIN FT	\$19.00	460	\$8,740
9	6" PVC SDR 26 Service Riser	LIN FT	\$13.30	230	\$3,059
10	8" X 6" PVC SDR 26 Wye	EACH	\$145.00	15	\$2,175
11	24" X 6" PVC SDR 26 Wye	EACH	\$200.00	8	\$1,600
12	Dewatering (10-15')	LIN FT	\$45.00	1,010	\$45,450
13	Dewatering (15-20')	LIN FT	\$50.00	1,200	\$60,000
14	Dewatering (20-25')	LIN FT	\$65.00	1,290	\$83,850
15	Pipe Subgrade Excavation (EV) - Type A Bedding	CU YD	\$7.35	860	\$6,321
16	Aggregate Bedding - Type A Bedding	TON	\$24.00	1,390	\$33,360
17	Sanitary Sewer Standard Casting	EACH	\$280.00	9	\$2,520
18	Water Tight Casting	EACH	\$1,470.00	1	\$1,470
19	Chimney Seal	EACH	\$252.00	9	\$2,268
20	Manhole Marker Sign	EACH	\$57.00	1	\$57
Total Schedule "B" - Sanitary Sewer					\$544,336

Schedule "C" - Watermain

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Connect to Existing Watermain	EACH	\$1,000.00	1	\$1,000
2	16" PVC C905 DR 21 Watermain	LIN FT	\$44.00	3,500	\$154,000
3	6" PVC C900 DR 18 Water Service	LIN FT	\$22.00	460	\$10,120
4	6" PVC C900 DR 18 Hydrant Lead	LIN FT	\$22.00	180	\$3,960
5	6" Gate Valve	EACH	\$1,100.00	31	\$34,100
6	16" Butterfly Valve	EACH	\$3,000.00	2	\$6,000
7	Hydrant	EACH	\$3,320.00	7	\$23,240
8	Hydrant Extension	LIN FT	\$500.00	7	\$3,500
9	Watermain Fittings	POUND	\$9.00	18,995	\$170,955
Total Schedule "C" - Watermain					\$406,875

Schedule "D" - Street and Storm Sewer

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Common Excavation	CU YD	\$8.00	1,880	\$15,040
2	Subgrade Preparation	SQ YD	\$0.70	11,280	\$7,896
3	Aggregate Base Class 5	TON	\$15.50	3,450	\$53,475
4	Type MV 3 Bituminous Wearing Course Mixture (B)	TON	\$71.00	1,179	\$83,709
5	Type MV 4 Bituminous Non Wearing Course Mixture (B)	TON	\$68.00	1,572	\$106,896
6	Bituminous Material for Tack Coat	GALLON	\$3.00	715	\$2,145
7	Concrete Curb & Gutter Design B618	LIN FT	\$13.50	7,000	\$94,500
8	6" Concrete Driveway Pavement	SQ YD	\$54.00	300	\$16,200
9	4" Double Solid Line Yellow - Epoxy	LIN FT	\$0.75	3,500	\$2,625
10	Sign Panels Type C	SQ FT	\$32.00	100	\$3,200
11	15" RCP Storm Sewer Class V	LIN FT	\$30.00	2,000	\$60,000
12	18" RCP Storm Sewer Class V	LIN FT	\$34.00	1,000	\$34,000
13	21" RCP Storm Sewer Class V	LIN FT	\$39.00	500	\$19,500
14	27" RCP Storm Sewer Class III	LIN FT	\$45.00	220	\$9,900
15	36" Culvert Class III	LIN FT	\$55.00	96	\$5,280
16	15" RC Apron	EACH	\$325.00	1	\$325
17	21" RC Apron	EACH	\$365.00	1	\$365
18	27" RC Apron	EACH	\$425.00	1	\$425
19	36" RC Apron	EACH	\$500.00	1	\$500
20	Storm Sewer Structure Design H	EACH	\$1,000.00	1	\$1,000
21	48" Storm Sewer Structure	EACH	\$1,200.00	15	\$18,000
22	60" Storm Sewer Structure	EACH	\$1,600.00	2	\$3,200
23	Casting Assembly	EACH	\$562.00	18	\$10,116
24	Random Riprap Class III	CU YD	\$100.00	40	\$4,000

Total Schedule "D" - Street and Storm Sewer \$552,297

Schedule "E" - Erosion Control and Restoration

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Silt Fence, Type Machine Sliced	LIN FT	\$1.80	4,000	\$7,200
2	Storm Drain Inlet Protection	EACH	\$205.00	18	\$3,690
3	Rock Construction Entrance	EACH	\$1,100.00	1	\$1,100
4	Erosion Control Blanket Category 3	SQ YD	\$1.25	2,000	\$2,500
5	Topsoil Borrow (LV)	CU YD	\$13.75	562	\$7,728
6	Turf Establishment	ACRE	\$1,500.00	1.0	\$1,500

Total Schedule "E" - Erosion Control and Restoration \$23,718

Total Schedule "A" - Removals	\$127,445
Total Schedule "B" - Sanitary Sewer	\$544,336
Total Schedule "C" - Watermain	\$406,875
Total Schedule "D" - Street and Storm Sewer	\$552,297
Total Schedule "E" - Erosion Control and Restoration	\$23,718
Total Estimated Construction Cost	\$1,654,670
Overhead & Contingency (25%)	\$413,668
Total Estimated Project Cost	<u>\$2,068,338</u>

Estimated Fund Amounts for the East Side Utilities Extension

Bond funds.....	\$ 800,000
Street Capital.....	\$ 200,000
Cooperative Agreement Funds.....	\$ 500,000 (Close 184 th Lane)
HRA Funds(CBDG).....	\$ 300,000 (funds that could be used for utilities)
Assessments.....	\$ 400,400 (up to 52 ERU's @\$7,700 ea.)
Other HRA funds (City Grant).....	\$ 300,000
Total Potential Project Funds.....	\$ 2,500,400

**ENGINEER'S ESTIMATE - ALTERNATIVE NO. 1
WITHOUT TRUNK FACILITIES
SEWER AND WATER EXTENSION
OUR SAVIOURS CHURCH
CITY OF EAST BETHEL**

Schedule "A" - Sanitary Sewer

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	48" Diameter Manhole	LIN FT	\$390.00	36	\$14,040
2	Manhole Buoyancy Collar	EACH	\$500.00	3	\$1,500
3	8" PVC SDR 26 Sewer Pipe	LIN FT	\$60.00	1,400	\$84,000
4	8" X 6" PVC SDR 26 Wye	EACH	\$250.00	1	\$250
5	Dewatering	LIN FT	\$45.00	1,150	\$51,750
6	Sanitary Sewer Standard Casting	EACH	\$300.00	3	\$900
7	Chimney Seal	EACH	\$260.00	3	\$780
8	Manhole Marker Sign	EACH	\$57.00	3	\$171

Total Schedule "A" - Sanitary Sewer \$153,391

Schedule "B" - Watermain

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	8" PVC C900 DR 18 Watermain	LIN FT	\$40.00	1,400	\$56,000
2	6" PVC C900 DR 18	LIN FT	\$35.00	360	\$12,600
3	6" Gate Valve and Box	EACH	\$1,300.00	4	\$5,200
4	8" Gate Valve and Box	EACH	\$1,800.00	2	\$3,600
5	Hydrant	EACH	\$3,400.00	3	\$10,200
6	Hydrant Extension	LIN FT	\$500.00	6	\$3,000
7	Watermain Fittings	POUND	\$5.00	2,000	\$10,000

Total Schedule "B" - Watermain \$100,600

Schedule "C" - Erosion Control and Restoration

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Silt Fence, Type Machine Sliced	LIN FT	\$1.80	2,200	\$3,960
2	Rock Construction Entrance	EACH	\$1,100.00	1	\$1,100
3	Erosion Control Blanket Category 3	SQ YD	\$1.25	2,000	\$2,500
4	Turf Establishment	ACRE	\$1,500.00	2.00	\$3,000

Total Schedule "C" - Erosion Control and Restoration \$10,560

Total Schedule "A" - Sanitary Sewer **\$153,391**

Total Schedule "B" - Watermain **\$100,600**

Total Schedule "C" - Erosion Control and Restoration **\$10,560**

Total Estimated Construction Cost **\$264,551**

Overhead & Contingency (25%) **\$66,138**

Total Estimated Project Cost **\$330,689**

**ENGINEER'S ESTIMATE - ALTERNATIVE NO. 2
WITH TRUNK FACILITIES
SEWER AND WATER EXTENSION
OUR SAVIOURS CHURCH
CITY OF EAST BETHEL**

Schedule "A" - Sanitary Sewer

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Connect to Existing Sanitary Sewer	EACH	\$1,500.00	1	\$1,500
2	60" Diameter Manhole	LIN FT	\$600.00	17	\$10,200
3	48" Diameter Manhole	LIN FT	\$390.00	36	\$14,040
4	Manhole Buoyancy Collar	EACH	\$500.00	4	\$2,000
5	10" PVC SDR 26 Sewer Pipe	LIN FT	\$65.00	1,400	\$91,000
6	24" PVC SDR 26 Sewer Pipe (15-20')	LIN FT	\$85.00	200	\$17,000
7	10" X 6" PVC SDR 26 Wye	EACH	\$300.00	1	\$300
8	Dewatering	LIN FT	\$45.00	1,150	\$51,750
9	Sanitary Sewer Standard Casting	EACH	\$300.00	4	\$1,200
10	Chimney Seal	EACH	\$260.00	4	\$1,040
11	Manhole Marker Sign	EACH	\$57.00	3	\$171

Total Schedule "A" - Sanitary Sewer \$190,201

Schedule "B" - Watermain

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Connect to Existing Watermain	EACH	\$1,500.00	1	\$1,500
2	12" PVC C900 DR 18 Watermain	LIN FT	\$55.00	1,400	\$77,000
3	24" PVC C905 DR 18 Watermain	LIN FT	\$80.00	200	\$16,000
4	6" PVC C900 DR 18	LIN FT	\$35.00	380	\$13,300
5	6" Gate Valve and Box	EACH	\$1,300.00	5	\$6,500
6	10" Gate Valve and Box	EACH	\$2,500.00	2	\$5,000
7	Hydrant	EACH	\$3,400.00	4	\$13,600
8	Hydrant Extension	LIN FT	\$500.00	8	\$4,000
9	Watermain Fittings	POUND	\$5.00	2,000	\$10,000

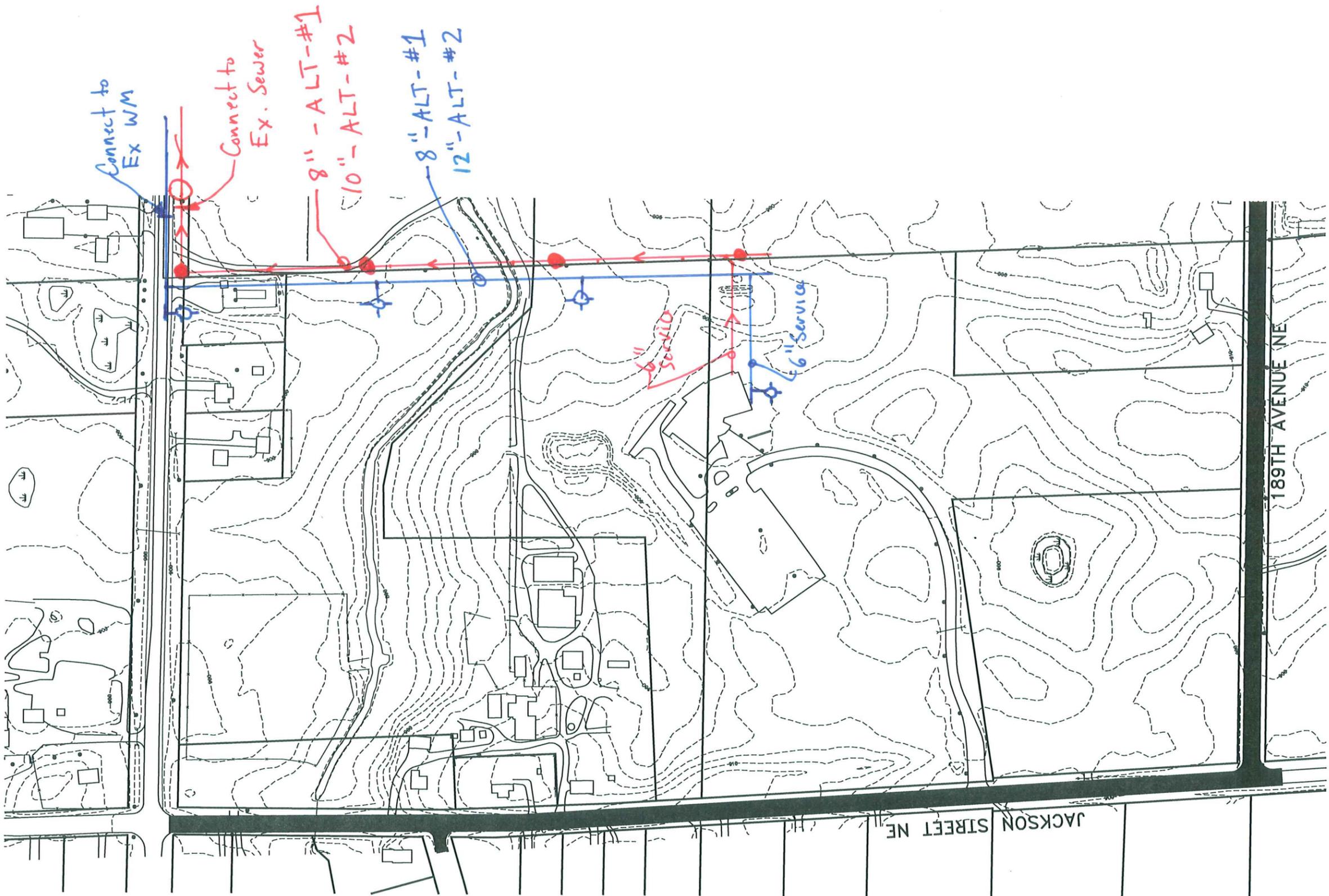
Total Schedule "B" - Watermain \$146,900

Schedule "C" - Erosion Control and Restoration

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Estimated Cost
1	Silt Fence, Type Machine Sliced	LIN FT	\$1.80	2,200	\$3,960
2	Rock Construction Entrance	EACH	\$1,100.00	1	\$1,100
3	Erosion Control Blanket Category 3	SQ YD	\$1.25	3,000	\$3,750
4	Turf Establishment	ACRE	\$1,500.00	2.00	\$3,000

Total Schedule "C" - Erosion Control and Restoration \$11,810

Total Schedule "A" - Sanitary Sewer	\$190,201
Total Schedule "B" - Watermain	\$146,900
Total Schedule "C" - Erosion Control and Restoration	\$11,810
Total Estimated Construction Cost	\$348,911
Overhead & Contingency (25%)	\$87,228
Total Estimated Project Cost	<u>\$436,139</u>



Water main

Sanitary Sewer



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

October 2, 2013

Agenda Item Number:

Item 5.0

Agenda Item:

Anoka County Community Development Block Grant Program (CDBG)

Requested Action:

Consider approving a CDBG Project and application for septic system repair

Background Information:

Funds from the Community Development Block Grant (CDBG) Program are made available for physical improvements, economic development, and housing activities in Anoka County. These funds are allocated by the U.S. Department of Housing and Urban Development (HUD). The Community Development Block Grant (CDBG) program is a federal government program that promotes community revitalization and funds those eligible types of activities. The CDBG Program provides annual grants to Anoka County for eligible projects to accomplish these objectives.

Anoka County is granted and distributes these funds annually to local communities through a competitive application process. This application is for project and planning activities only. This process is managed by the Community Development Department of Anoka County. Project areas include the Anoka County area except for the City of Coon Rapids which is its own entitlement.

Applications are reviewed by the Anoka County Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees and Anoka County Board of Commissioners for final approval.

City Staff has met and discussed potential projects with the Anoka County Development Department and have been informed that the City may be eligible for funds up to \$300,000 to be used to address public health and neighborhood improvements for low and moderate income persons. The City has discussed on several occasions the possibility of developing or utilizing an existing program to rehabilitate, improve and/or replace non-compliant septic systems for those persons that have limited means to address these issues.

Should the City decide to apply for CDBG funds to provide assistance for septic system repair, the City Council would need to authorize the application for the grant. The grant requires no match and costs incurred are paid by the City and reimbursed by the County.

In order to submit an application, the City must decide if this is to be a City wide or a defined neighborhood project. The advantage to a neighborhood project is that only one Environment Review is required for the project as opposed to individual reviews for a City wide project.

The Coon Lake Beach area has had issues with septic system compliance and would be the prime area to target for a CBDG application for these purposes. This neighborhood approach, with Coon Lake Beach being the focus area, would have the following advantages over other sections in the City as to an increased potential for funding;

- 1.) The Target Area would be of manageable size to complete the necessary eligibility surveys;
- 2.) The Target Area may be able to meet the income guidelines;
- 3.) Septic system problems have been an issue for many residents in this neighborhood;
- 4.) The City hasn't received CBDG funding since the Senior Center Addition to City Hall in 1998.

As part of the application process, a Participant Survey will need to be finished by December 1, 2013 and resources allocated to complete this work. Applications are due January 14, 2014.

Attachments:

- Attachment 1- Project Application Guide
- Attachment 2-Public Services Application Guide
- Attachment 3- Proposed Project Location Map
- Attachment 4- General CBDG Program Requirements
- Attachment 5- Project Application Form
- Attachment 6 –Participant Survey

Fiscal Impact:

There is \$784,705 in the HRA account. \$281,400 of this amount is encumbered by a loan to the City EDA and \$22,900 proposed for HRA administration in the 2014 budget. These funds, if not utilized by the EDA by December 31, 2013, revert back to the HRA. Excluding the outstanding EDA loan and proposed 2014 administrative costs, there is an unencumbered balance of \$480,405 in the HRA account for purposes of the program for 2014. This balance is subject to designation for other purposes as determined by the HRA.

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Recommendations:

Staff recommends the HRA consider a recommendation to City Council to apply for a Community Development Block Grant for the Coon Lake Beach Neighborhood for the purpose of septic system repair and compliance.

East Bethel Housing and Redevelopment Authority Action

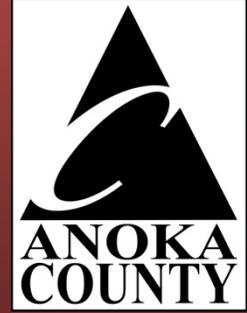
Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

Community
Development
Block
Grant



Program Year
2013

CDBG Project Application

Guide

How to Complete the Application for CDBG Project Funds

Anoka County Community Development Department
www.AnokaCounty.us/CD

About the Guide

This application guide is designed to assist eligible organizations to complete the application for CDBG Projects. The guide provides an outline of the application process and provides instruction on proper completion of the application.



General Information

Introduction

The Community Development Block Grant (CDBG) program project funds are made available for physical improvements, economic development, and housing activities in Anoka County. Program funds are allocated by the U.S. Department of Housing and Urban Development (HUD). As an entitlement county, Anoka County distributes funds annually to local communities through a competitive application process. This application is for project and planning activities only. This process is managed by the Community Development Department of Anoka County. Project areas include the Anoka County area except for the City of Coon Rapids which is its own entitlement.

Applications are reviewed by Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees and Anoka County Board of Commissioners for final approval.

CDBG contracts for projects are 18-months in length and planning contracts are 12 –months in length. All reimbursement requests MUST be received no later than the end of the contract or funds will be recaptured.

Submitting an Application

Applications must be fully completed to be considered. The certification must be signed and the original signature attached.

Applications are used to determine program eligibility and, if the project receives a CDBG award, it will also be used for HUD reporting, performance measurement requirements and monitoring.

All applications must be received by the date noted in the timeline below. Applicant shall submit by mail or deliver ONE unbound, completed application containing an original signature to:

Anoka County Community Development Department
2100 3rd Ave., Suite 700
Anoka, MN 55303

For assistance with the application, please call the Community Development Department at 763-323-5714.

Timeline for Applications and Awards

Applications must be completed, signed and submitted no later than

12:00 noon on January 14, 2013

Submit **one** completed unbound original application per project.

Application Schedule*

Jan. 14 12:00 noon	<ul style="list-style-type: none"> • Completed and signed <u>applications due</u> in Community Development office • Community Development Staff scores applications in preparation for 2/9/12 work session.
February 12	Anoka County HRA Work Committee meets to review CDBG and HOME recommendations.
Feb. 19	<ul style="list-style-type: none"> • ACHRA Board reviews funding recommendations and Anoka County Action Plan • Public Hearing (opportunity for applicants to comment to ACHRA Board on application decisions) • Forward final recommendations for proposed CDBG/HOME projects to the County Board
March	Dakota County Consortium* holds public hearing
March - April	30-day public comment period on recommended CDBG/HOME projects – to be published in <i>Anoka County Union</i>
April	Final approval by County Board of CDBG & HOME projects/Action Plan and submission of same to Dakota County Community Development Agency
Mid-April and May	Applicants who receive funding, need to submit a copy of their financial audit, Management & Compliance Report, current Certificate of Liability Insurance and DUNS number to the Community Development department
June	Funding Agreements are circulated to all parties for signing. (Agreements will not be sent until the financial and insurance documents noted above have been received by Community Development department)
July 1	Program Year begins (<u>note</u> : project expenses cannot be reimbursed until HUD has approved Anoka County Action Plan – recipients will be notified of that approval and the release of funds)

*dates subject to change; all notices will be emailed to contact listed on received applications

Application

Instructions

General Information

Provide basic details of your city/organization and contact person. The contact person listed will be the person to receive notices not only about this application, but future correspondence needs and/or monitoring. Note that the contact person can be different than the authorized signatory.

The DUNS number is a HUD requirement. For assistance with obtaining a DUNS number, contact Dun & Bradstreet, Inc., at <http://www.dnb.com/us/>, or call toll free at 1-800-234-3867.

Project Information

Project Site: A project address can be different than that of the applicant. If the work to be completed is not located at a specific address, identify the area. Attach a map to clarify areas identified. Projects are qualified based on the location or service area in the federal reporting systems.

Federal Wage Laws: The prevailing wage rates apply to all laborers and mechanics on non-housing construction and rehabilitation projects. Housing with 8 or more contiguous units will also apply. The most current prevailing wage rates are published by the U.S. Department of Labor in a “Davis-Bacon wage decision”. The wage decision lists the prevailing (minimum) base wage and fringe benefits for multiple trade classifications.

Project Activity: Select ONE activity that describes the program. Funds are awarded to H = High and M = Medium and are not awarded to L = Low priority type of activities. For questions on definitions of activities, contact Kate Thunstrom at kate.thunstrom@co.anoka.mn.us.

HUD Matrix Code	COMMUNITY DEVELOPMENT ACTIVITIES	PRIORITY (High–Medium–Low)
01	Acquisition of real property	H
02	Disposition of real property	H
	Facilities (acquisition, construction, rehabilitation)	
03A	Senior Centers	H
03B	Centers for Disabled/Handicapped	M
03C	Homeless Facilities	H
03D	Youth Centers/Facilities (13+ years)	M
03E	Neighborhood/Community Facilities	M
03F	Parks, Recreational Facilities (intended for primarily recreation use)	L

03G	Parking Facilities (includes lots and garages)	L
03H	Solid Waste Disposal Facilities/Improvements (ponds and catch basins)	L
03I	Flood Drainage Facilities/ Improvements	L
03J	Water/Sewer Improvements	H
03K	Street Improvements	H
03L	Sidewalks	L
03M	Child Care Centers/Facilities for Children (0-12 years)	M
03N	Tree Planting (streetscape and beautification)	L
03O	Fire Stations/Equipment	M
03P	Health Facilities (physical or mental health)	M
03Q	Facilities for Abused and Neglected Children	M
03R	Asbestos Removal	M
03S	Facilities for HIV/AIDS Patients	L
03T	Operating Costs of Homeless/AIDS Patients Programs	L
	Housing	
12	Construction of Housing	H
13	Direct Homeownership Assistance	H
14A	Rehabilitation: Single-Unit Residential	H
14B	Rehabilitation: Multi-Unit Residential	H
14C	Public Housing Modernization	M
14D	Rehabilitation: Other Publicly-Owned Residential Buildings	M
14F	Energy Efficient Improvements	M
14G	Acquisition for Rehabilitation	H
14H	Rehabilitation Administration	M
14I	Lead-Based Paint/Lead Hazard Test/Abatement	L
16A	Residential Historic Preservation	L
	Commercial/Industrial Improvements by Grantee or Non-Profit	
17A	Commercial/Industrial Land Acquisition/Disposition	H
17B	Commercial/Industrial Infrastructure Development	H
17C	Commercial/Industrial Building Acquisition, Construction, Rehabilitation	H
17D	Other Commercial/Industrial Improvements	M
	Direct Economic Development Assistance to Private For-Profits	
14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial	M
18A	ED Direct: Direct Financial Assistance to For-Profit Business	H
18B	ED Direct: Technical Assistance	L
18C	Micro-Enterprise Assistance	M
	Other	
04	Clearance and Demolition of buildings and improvements	H
04A	Clean-up of Contaminated Sites/Brownfields	M
08	Relocation	M
09	Loss of Rental Income	L
11	Privately Owned Utilities	L
15	Code Enforcement	M
16B	Non-Residential Historic Preservation	L
19C	CDBG Non-Profit Organization Capacity Building	L
19D	CDBG Assistance to Institutions of Higher Education	L
19E	CDBG Operation and Repair of Foreclosed Property	H

Funding Request

This section provides a summary of the program budget. Include other sources of funding.

Note: This section will automatically calculate the Total Program Costs.

Indicate if the project has the capability of being partially funded. If it can be partially funded, list the top 3 priority areas and the amount of each.

Budget Narrative

Use the Budget Narrative page to explain the project budget and what CDBG funding will be applied to. What expenses will be covered by the grant/loan. What is the status of project funding from other sources?

Budget Worksheet

The budget worksheet can be downloaded from the Web site as an Excel 2007 file. The form is also available as a PDF that is not fillable. **Submit a paper copy of this spreadsheet with your application.**

Show your proposed project budget on the budget spreadsheet in Excel. For funds from other sources, be sure to include the name of the source in the space provided. Please note that if you are completing the form electronically, the totals will automatically calculate.

Project Narrative

The Project Description should include the community needs the program will meet, describe specifically what the project is, how the project will be operated, and who will benefit from the project. All questions under this section must be fully completed.

Public Infrastructure and Facilities

If the project application is requesting assistance for infrastructure improvements, complete this section and fully answer all questions.

Slum/Blight Removal (National Objective)

Verification must be made in order to assure that Slum/blight activities meet the national objective within the following categories:

1. Elimination of Slums and Blight Area Basis (SBA) - an activity considered to address the prevention or elimination of slums or blight under the following (all inclusive) conditions:
 - a. The delineated area must meet a definition of slum, blighted, deteriorated or deteriorating under state or local law. This can be met if the area is defined as “redevelopment” or “renewal” under Minnesota’s tax increment statutes as the

use of property condition surveys under current TIF laws will work well for this purpose.

- b. Documentation must demonstrate that a substantial number of the area's structures or public improvements are in a general state of deterioration.
 - c. Documentation must be maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation.
 - d. The CDBG-funded activity must address one or more of the conditions that contributed to the deterioration of the area.
2. Elimination of Slums and Blight Spot Basis (SBS) - Acquisition, clearance, relocation, historic preservation and building rehabilitation activities, all of which eliminate a specific condition of blight or physical decay, can be considered to meet this objective under a spot basis. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. The recipient should undertake the following steps to meet this objective:
- a. Determine what specific conditions of a building contribute to a detriment to public health and safety. Typically, this includes a building official's written report identifying a building code violation.
 - b. Connect the CDBG funds directly to the work necessary to correct the building code violation. If the total rehabilitation project goes beyond the specific code violations, then other funds must be used for that construction work.
 - c. It is possible to use CDBG funds for building rehabilitation work that is part of historic preservation rather than public health and safety. The building must either be listed on the National Register of Historic Places or located within a certified Historic District.

Benefit to Low and Moderate Income People (National Objective)

A CDBG-funded activity meeting the Low/Mod National Objective must qualify one of HUD's low/mod populations. L/M income is defined as a family or individual whose income is not more than 80 percent of the median income of an area as defined by HUD

L/M Income Employment (LME) - An activity that meets the L/M based on employment must demonstrate that permanent jobs are created or retained. At least 51% of those jobs, on an FTE basis, must be provided to L/M income persons.

L/M Income Limited Clientele (LMC) - An activity that meets the L/M income national objective on a limited clientele basis must provide benefits to a specific population of whom at least 51 percent are L/M income persons. An activity under Limited Clientele must meet one of the following

L/M Income Area Benefit (LMA) - An activity that meets the L/M area basis must demonstrate that it is available to all the residents in a primary residential area. At least 51 percent of the residents in that area must be L/M income persons. The area served by an activity must be clearly defined by survey or by census information that documents compliance with the 51 percent test. Examples of typical Area Benefit activities are street improvements, water and sewer lines, and neighborhood facilities.

L/M Income Housing (LMH) - An activity that meets L/M housing must demonstrate that the housing is occupied by L/M income persons. If more than a single unit structure, at least 51% of the households must be L/M income persons (the single unit household must be L/M income). Note: CDBG funds cannot be used for new construction.

Housing Activities

Complete all questions specific to this section if the project application involves housing-related activities. All projects related to housing will be reviewed to determine if they are a better fit with the HOME program funding. In the event the project may be better suited for HOME program funding, Anoka County Community Development will contact the agency before any further action is taken.

Income level of clients: Indicate the income level of the clients that will benefit from the project.

Income Limits Summary

HUD Area Median Incomes as of the date of application release. All income limits are subject to change and will prior to the release of program year funds. The incomes below are for references.

Household annual income maximum based on household size, and % of AMI, Effective 12/2011

Size/AMI	1	2	3	4	5	6	7	8
30%	\$17,650	\$20,150	\$22,650	\$25,150	\$27, 200	\$29,200	\$31,200	\$33,200
50%	\$29,400	\$33,600	\$37,800	\$41,950	\$45,350	\$48,700	\$52,020	\$55,400
80%	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

Acquisition, Rehabilitation, Demolition, Clearance, and Conversion

Completely answer all applicable questions and be sure to attach required documentation as needed. This section allows Anoka County and HUD to review Uniform Relocation Act (URA) and Section 104(d) requirements. The applicant is responsible for completing applicable General Information Notices. Samples of the Notice are available by contacting Anoka County Community Development.

Environmental Considerations

The National Environmental Policy Act of 1969 (NEPA) is the basic national charter for the protection of the environment. HUD applies NEPA policy, goals and agency regulations regarding environmental review in 24 Part 50, "Protection and Enhancement of Environmental Quality." Anoka County is responsible for conducting environmental reviews for any HUD programs which may impact the environment.

All projects are reviewed for environmental impact as required by federal regulations. The environmental review must be conducted and approved before any funds may be committed to a project. Check all applicable statements to ensure the project's environmental review is completed in a timely manner. Do not begin any construction or ground disturbance before the review has completed. The typical process can take up to 60 to 75 days.

Conflict of Interest

No person may obtain a financial interest or benefit from a CDBG activity that has exercised any function or responsibility with respect to that activity. This includes any person who is in a position to participate in a decision-making process or gain inside information with regard to such activities, or has an interest in any contract, subcontract, or agreement. A person who obtains proceeds, either for themselves or those with whom they have family or business ties is considered a conflict of interest. HUD's regulations regarding conflict of interest are found in 24 CFR Part 570.611 and Part 85.36.

Each applicant must disclose if there are Anoka County Commissioners, Anoka County Housing and Redevelopment Authority (HRA) Trustees, or Anoka County staff on the applicant's decision-making board. The applicant must also disclose board members that may benefit or participate in the services you provide with possible financial gain. If the applicant answers yes to any of the questions in this section, the information needs to be identified and any necessary steps will be taken to satisfy federal requirements.

Project Beneficiaries

All projects will have a benefit in which will be reported to HUD. Select ONE from the choices listed, and enter the number of beneficiaries that you will assist.

If this application is for planning, outline the benefit to the community in a brief narrative.

Use of Contractors, Consultants

In accordance with federal regulations, all contracts are subject to review against federal debarment and suspension lists as well as the HUD Limited Denial of Participation. Upon request, Anoka County can quickly check these lists on behalf of the proposed project. Provide

the name of any contract and its owner so that the requirements can be met as quickly as possible.

Section 3 Requirements

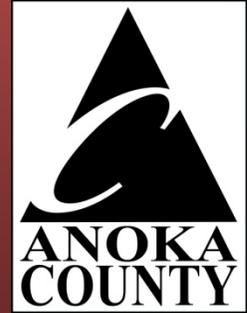
All applicants must read the Anoka County Section 3 Plan, 2010. The plan is available on the Community Development Web site, on the Section 3 page: www.AnokaCounty.us/Section3. After carefully reviewing the Plan, the applicant should read and sign the acknowledgement page and submit it with their application.

In addition, applicants must also complete a Section 3 Action Plan. This document is available on the Section 3 page, under Section 3 Forms. Questions on completing this form or questions on Section 3 should be directed to Kristina Hayes at Kristina.Hayes@co.anoka.mn.us.

Certification

All sections of the application must be completed and the certification must be signed and the original signature attached.

Community
Development
Block
Grant



Program Year
2013

Public Services Application

Guide

How to Complete the Application for CDBG Public Services Funds

Anoka County Community Development Department
www.AnokaCounty.us/CD

About the Guide

This application guide is designed to assist eligible organizations to complete the application for CDBG Public Services. The guide provides an outline of the application process and provides instruction on proper completion of the application.



General Information

Introduction

The Community Development Block Grant (CDBG) program funds physical improvement, economic development, housing, and public service activities in Anoka County. Program funds are allocated by the U.S. Department of Housing and Urban Development (HUD). As an entitlement county, Anoka County distributes funds to local communities through a competitive grant application process. This application is for the public service activities only. This process is managed by the Community Development Department of Anoka County.

The annual application process begins with the completion of the application. Applications are then reviewed by Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees for final approval.

If awarded a contract, all reimbursement requests MUST be submitted to Anoka County Community Development no later than contract end date or all funds will be recaptured.

Submitting an Application

Applications must be fully completed to be considered. The certification must be signed and the original signature submitted.

Applications are used to determine program eligibility and, if awarded funds, it will also be used for HUD reporting, performance measurement requirements and monitoring.

All applications must be received by the date noted in the timeline below. Applicant shall submit by mail or deliver ONE unbound, completed application containing an original signature to:

Anoka County Community Development Department
2100 3rd Ave., Suite 700
Anoka, MN 55303

For assistance with the application process, call the Community Development Department at 763-323-5708.

General Information

Timeline

Applications must be completed, signed and submitted no later than

12:00 noon on January 14, 2013

Submit one completed unbound original application per project.

Application and Program Schedule*

Jan. 14 12:00 noon	<ul style="list-style-type: none"> Completed and signed <u>applications due</u> in Community Development office Community Development Staff scores applications in preparation for work session.
February 12	Anoka County HRA Work Committee meets to review, rank and make recommendations to the ACHRA Board
February 19	<ul style="list-style-type: none"> ACHRA Board reviews 2012 funding recommendations and Anoka County Action Plan Public Hearing (opportunity for applicants to comment to ACHRA Board on 2012 applications) Forward final recommendations for proposed 2012 CDBG/HOME projects to the County Board
March	Dakota County Consortium* holds public hearing
March - April	30-day public comment period on recommended CDBG/HOME projects – to be published in official
April	Final approval by County Board of CDBG & HOME projects/Action Plan and submission of same to Dakota County Community Development Agency
Mid-April and May	Applicants who receive funding, need to submit a copy of their audit, Management & Compliance Report, current Certificate of Liability Insurance and DUNS number to the Community Development department
June	Funding Agreements are circulated to all parties for signing. (Agreements will not be sent until the financial and insurance documents noted above have been received by Community Development department)
July 1	Program Year begins once HUD has approved applications/Action Plan – recipients will be notified of that approval and the release of funds

*schedule subject to change as needed.

Application Instructions

Read carefully through these instructions. If you have questions that cannot be answered here, contact Hanna Klimmek for assistance at 763-323-5708 or hanna.klimmek@co.anoka.mn.us.

General Information

Provide basic details of your organization and contact person. The contact person listed will be the person to receive notices not only about this application, but future correspondence needs and/or monitoring. Note that the contact person can be different than the authorized signatory.

Program Activity

Select ONE activity that best describes the program.

Benefit to Low and Moderate Income People

Total Unduplicated: A public service must report the number of unduplicated people it will assist. However, “people” in the federal reporting systems equals “family.” Do not count each person in a family as individual people; this will result in duplication. Also do not count a person/family more than once through the program year. HUD will use the beneficiary data provided to measure the activities success. At the program’s end, the application will be compared to the final accomplishment data supplied. If there is a noticeable discrepancy between the application information and the final accomplishment information, you will be required to submit written clarification.

Low and moderate income levels: are defined by HUD and based on family size. Income levels below are as of the date of application release. All income limits are subject to change and will change prior to the release of program year funds. The incomes below are for references.

Household annual income maximum based on household size, and % of AMI, Effective 12/2011

Size/AMI	1	2	3	4	5	6	7	8
30%	\$17,650	\$20,150	\$22,650	\$25,150	\$27, 200	\$29,200	\$31,200	\$33,200
50%	\$29,400	\$33,600	\$37,800	\$41,950	\$45,350	\$48,700	\$52,020	\$55,400
80%	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

Population selection: describe efforts that provide outreach, if service is target or area based, how households qualify for your programs above and beyond CDBG requirements, etc.

Specific Clientele: HUD requires we report data specific to target population. If your activity is based on meeting the needs of ONE of the listed population categories please identify it as such. This does not waive the requirement to collect and report beneficiary data or the requirement to serve a population of 51% of low income households.

Severely Disabled: If the individual meets any of the following criteria:

- 1) uses a wheel chair or another special aid for 6 months or longer;
or,
- 2) is unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking), or need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating or toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone); or,
- 3) is prevented from working at a job or doing housework; or,
- 4) has a selected condition including autism, cerebral palsy, Alzheimer's disease, senility, dementia or mental retardation; or,
- 5) is under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

Funding Request

This section provides a brief summary of the program budget. Include other sources of funding. This is Word format document, so the budget numbers here will not automatically total: you need to manually input the numbers. **A separate budget is required** to identify all sources, including other Anoka County funding, that is received by your agency.

Budget Narrative and Worksheet

Use the Budget Narrative page to explain the program budget and funding sources. How do you intend to leverage additional funding? What is the status of program funding from other sources? If CDBG funds will be used for salaries and administration, clearly detail and explain those costs. If CDBG funds will be used for program staffing, list the positions, certifications and FTE's to be funded under this application. Clearly explain and detail each line item that is proposed on the Budget Worksheet.

Describe how your program determines cost per client served or unit cost of service. Have costs increased, decreased, or remained constant over the previous 24 months? What factors have lead to these changes?

The budget worksheet can be downloaded from the Web site as an Excel 2007 file. The form is also available as a PDF that is not fillable. **Submit a paper copy of this spreadsheet with your application.**

Show your proposed project budget on the budget spreadsheet in Excel. For funds from other sources, be sure to include the name of the source in the space provided. Please note that if you are completing the form electronically, the totals will automatically calculate.

Program Narrative

The Program Description should include:

- the community needs the program will meet,
- describe specifically what the program is,
- how the program will be operated,
- how it will address identified needs, and
- who will benefit from the program.

All questions under this section must be fully completed.

Conflict of Interest

No person may obtain a financial interest or benefit from a CDBG activity that has exercised any function or responsibility with respect to that activity. This includes any person who is in a position to participate in a decision-making process or gain inside information with regard to such activities, or has an interest in any contract, subcontract, or agreement. A person who obtains proceeds, either for themselves or those with whom they have family or business ties is considered a conflict of interest. HUD's regulations regarding conflict of interest are found in 24 CFR Part 570.611 and Part 85.36.

Each applicant must disclose if there are Anoka County Commissioners, Anoka County Housing and Redevelopment Authority (HRA) Trustees, or Anoka County staff on the applicant's decision-making board. The applicant must also disclose board members that may benefit or participate in the services you provide with possible financial gain. If the applicant answers yes to any of the questions in this section, the information needs to be identified and any necessary steps will be taken to satisfy federal requirements.

Data Collection

Some form of verification must be made in order to assure that a CDBG-funded activity meets the national objective regarding low and moderate income persons. For public service activities, the two categories are: 1) area benefit, and 2) limited clientele. Indicate which method will be used and describe the process for collecting beneficiary data, including who will collect it and how the data will be controlled to eliminate duplicated data.

Limited Clientele (LMC) - Verification may be necessary to show that a limited number of persons meet the low/moderate income qualification. Documentation is one of the following:

1. Anoka County Participant Survey or Organization intake/survey method - HUD requires that a minimum 20% sample of self-certification forms be verified by third-party documentation. Explain the strategy and rationale for selecting the strategy for collecting this data.
2. Third-party documentation - Using this method, 100% of income is verified through third-party documentation.

Required Documentation

All documents listed must be submitted at the time of the application. If your agency does not have an independent audit conducted, you must submit a letter stating why an audit is not conducted. The letter must be signed by an authorized representative of your agency.

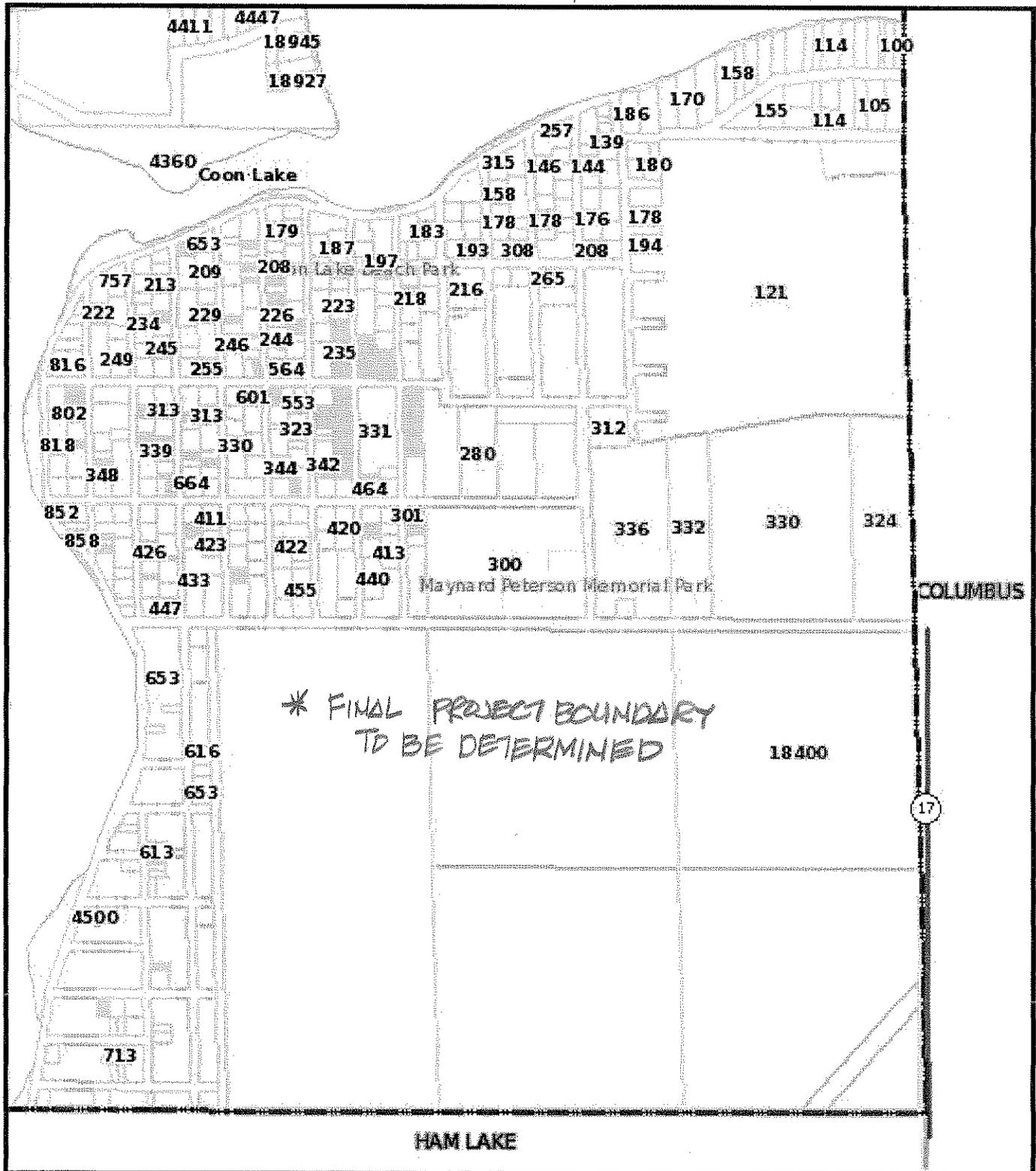
Certification

All sections of the application must be completed and the certification must be signed and the original signature attached.

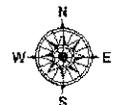
The DUNS number is required. For assistance with obtaining or looking up a DUNS number, contact Dun & Bradstreet, Inc., at <http://www.dnb.com/us/>, or call toll free at 1-800-234-3867.



Map - PROPOSED PROJECT AREA *



Disclaimer: Maps and documents made available to the public by the City of East Bethel are not legally recorded maps or surveys and are not intended to be used as such. The maps and documents are created as part of the Geographic Information System (GIS) that compiles records, information, and data from various city, county, state and federal resources.
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General CDBG Program Requirements

While there are many aspects to consider when selecting potential CDBG program activities, three key questions need to be asked and answered in order to determine if CDBG funds may be used:

Step 1 - Does the activity fit one of the categories listed as an eligible activity?

- Acquisition of Real Property
- Disposition of Real Property
- Public Facilities and Improvements
- Clearance/Demolition
- Public Services
- Relocation
- Loss of Rental Income
- Privately-owned utilities
- Rehabilitation
- Construction of Housing
- Code Enforcement
- Special Economic Development Activities
- Microenterprise Assistance
- Homeownership Assistance
- Planning and Capacity Building
- Other Miscellaneous Activities (i.e., Accessibility Improvements, Technical Assistance, Housing Assistance, etc.)

Step 2 - Does the activity fall within a category of explicitly ineligible activities, despite its apparent inclusion in an eligible activity category?

- Buildings or portions thereof, used for the General Conduct of Government
- General Government Expenses
- Political Activities
- Purchase of Equipment
- Furnishings and Personal Property
- Operating and Maintenance Expenses
- New Housing Construction
- Income Payments

Step 3 - Does the proposed activity meet one of the National Objectives of the CDBG program?

- Benefiting low- and moderate-income persons
- Preventing or eliminating slums or blight
- Meeting an urgent community development need

Additional things to consider:

- CDBG funds are intended to be used to start a new program/project, expand an existing program/project, or fund a new service of the program/project.
- CDBG funds are NOT intended to be used to fund the on-going expenses of an existing program/project.
- The County is required to ensure that a minimum of 70% of the funds are used to benefit low- and/or moderate-income persons.
- Proposed project/program costs of the activity must be necessary and reasonable, and conform to HUD requirements.
- HUD limits the amount of the grant that can be used to fund public services and/or planning projects.

- The County must ensure that funds are awarded in such a manner as to meet the goals and objectives outlined in the Consolidated Plan.

Funding Request

Amount (\$) of CDBG Request

Amount (\$) of Agency's Resources

Amount (\$) from other loan/grant Sources

Total Program Costs (\$)

Does the total project cost account for federal prevailing wages if applicable? (Reference the Application Guide for information on federal wages)

Yes No

Is there a fiscal financial agent other than the applicant? No Yes: who

Will CDBG funding be used to leverage additional funding? Yes No

Can this project be partially funded?

Yes No

If application is requesting funds for multiple items, prioritize items and amounts needed:

Priority 1:

Priority 2:

Priority 3:

Budget Narrative

Consult the Application Guide for requirements on this section. **The budget proposal is in an Excel document available on our Web site; a hard copy of the budget in that form must be submitted with this proposal.**

Budget Worksheet

Identify the federal, state and local leveraging resources used for this program. This information is provided directly to HUD.

Use of Funds	Source of Funds (Please list amount and source specifically)							
Line Item	Requested CDBG Funds	Applicant Funds	Other Federal Funds*	State of MN Funds	City Funds	Non-CDBG Anoka County Funds**	Private Funds	Total
Total								

*List below source of any "Other Federal Funds"

**List other sources of Anoka County funding received, such as department, etc.

Project Narrative

Program Description

Reference the Application Guide for required information for this section

Describe the need and urgency for the proposed project. Include the consequences if the project is not funded.

Describe the organization's fiscal management including financial reporting and recording keeping.

Public Infrastructure

Does this project involve infrastructure? Yes No

If the project application is requesting assistance for water/sewer improvements, street improvements, or other infrastructure, answer the following questions:

1. Identify the urgency of the improvement.
2. Is the improvement included in the city/town improvement plan?
3. What circumstances led to the need for federal assistance?

Slum/Blight Removal (National Objective)

Does this project meet the Slum/Blight Removal national objective? Yes No

If this project is for slum/blight removal, verification must be made in order to assure that a CDBG-funded activity meets the national objective regarding slums and blight. Verification for this project falls within one of the following categories:

- Elimination of Slums and Blight **Area Basis** (SBA)
- Elimination of Slums and Blight **Spot Basis** (SBS)

Describe/identify the site location or boundaries. Include map attachment.

Indicate the percent of building or public improvements that were deteriorated when the project was designated as slum/blight, and the year of designation:

_____ % designated in _____ (year)

Public Improvement/Type of Condition:

Describe the conditions that qualify the project as slum or blight.

Benefit to Low and Moderate Income People (National Objective)

Does this project meet the Benefit to Low and Moderate Income People national objective?

Yes No

Identify how the project will meet the Low/Moderate Income national objective. *Carefully review the following activity definitions in the Application Guide before selecting an option.*

- Low/Moderate Income Employment (LME)
- Low/Moderate Income Clientele (LMC)
- Low/Moderate Income Area Benefit (LMA) - *Required: project/service area map*
- Low/Moderate Income Housing (LMH)
 - Single-family housing
 - Multi-family housing

Housing Activities

Is this project for a housing activity? Yes No

*All housing activities will be considered for HOME funds before the use of CDBG

Type of Housing: Single-family Townhome
 2-, 3-, or 4-plex Single-Room Occupancy
 Multi-family Other:

Tenancy: Owner-occupied
 Renter-occupied

Income Level of Clients 0-30% Area Median Income 31-50% Area Median Income
 51-80% Area Median Income Above 80% Area Median Income

Benefit to Homeless Not applicable
 Homeless individuals
 Homeless families

Non-Homeless Special Need Population Served:

- Elderly (62 years +)
- Developmentally disabled
- Severe mental illness
- HIV/AIDS
- Alcohol/drug abuse
- Physical disability
- Victims of domestic violence

Total Number of Units Overall in Project Number Occupied:
Number Vacant:

Acquisition, Rehabilitation, Demolition, Clearance, and Conversion

- Type of project**
- Single- or Multi-Family Housing
 - Farm land and structures
 - Vacant land; free from any structures
 - Business, commercial, or industrial

Site Control Indicate the status of the project site and attach documentation:

- Applicant owns property: Date acquired
- Lease: Expiration date
- Option to purchase: Expiration date
- Other: Describe

Zoning Is the site zoned for the proposed activity? Yes No
If no, provide an explanation and timetable to change zoning or obtain variance:

Appraisal If request is for property acquisition, has an appraisal been completed within the last 12 months?
 Yes; copy of appraisal attached.
 No; if appraised value not known, what is the fair market value determination?

Relocation Does the project require relocation (moving) of occupants of a structure?
 Temporary
 Permanent
 No relocation necessary

General Information Notice

Has a General Information Notice to sellers and/or tenants of Relocation or No Relocation benefits been completed?

- Yes; provided to occupants on MM/dd/yyyy No; will be completed on MM/dd/yyyy

Environmental Considerations

Is the project currently underway?

- Yes; and a federally-accepted environmental review has been completed.
- Yes; but there has not been an environmental review.
- No; project will not begin before an environmental review is completed by Anoka County.

Noise Abatement and Control

Distance from nearest railroad: More, or Less than 3,000 feet

Distance from nearest major roadway: More, or Less than 1,000 feet

Distance from nearest municipal or military airport: More, or Less than 5 miles

Wetland Protection

Is there a wetland associated with the proposed project? Yes No

Flood Hazard Area

Is there evidence or knowledge that a portion of the proposed project is located in a 100- or 500-year flood plain? Yes No

Other Does the project:

- Include repair, rehabilitation, or conversion of existing building/facilities?
 Yes No
- Involve new construction, acquisition of undeveloped land or any construction that requires ground disturbance?
 Yes No

Conflict of Interest

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials meet any of the following conflicts of interest:

- Yes** **No** Participate in the decision making process for the approval of this application? (i.e., an Anoka County Commissioner or HRA Trustee)
- Yes** **No** Have a financial interest or reap a financial benefit from this activity?
- Yes** **No** Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?

If "Yes" to any of the above, please identify the situation:

Project Beneficiaries

Select **ONE** type of beneficiaries this project will address and the number of expected accomplishments.

- Area or Spot designation
- Households - Enter # households
- People - Enter # unduplicated people
- Businesses - Enter # businesses
- Housing Units - Enter # units
- Jobs - Enter # jobs
- Public Facilities - Enter # facilities
- Demolition/clearance - Enter # units

Planning: Outline the community benefit in a brief narrative.

Use of Contractors, Consultants

In accordance with federal regulations, CDBG funds may not be used to directly or indirectly employ, award contracts to, or otherwise engage the services of any contractor or Subrecipient during any period of debarment, suspension, or placement of ineligibility status.

Will you hire a contractor or consultant? Yes No

If yes, complete the following information:

1. Name of consultant/firm and owner:
2. How were they selected?
3. Is the consultant/firm already under contract with your organization?
 Yes No
4. Is this consultant/firm a women or minority owned business?
 Yes No

If you are unable to complete this section at the time of application, all contracts must be reviewed for debarment before a CDBG release of funds, contact Anoka County with updated information.

Section 3 Requirements

Attach the following documents:

- Acknowledgement of receipt of Anoka County Section Plan 2010 (available at http://ww2.anokacounty.us/v3_cd/doing-business/Section3.aspx - download and read the Section 3 Plan, acknowledgement is last page of Plan)
- Section 3 Action Plan (available at http://ww2.anokacounty.us/v3_cd/doing-business/Section3Forms.aspx)

Required Documentation

The following documents are **required to be attached, if applicable, with the application submission.**

- Resolution of governing body requesting funds or board minutes approving submission of application
- Supporting documentation such as, survey, Phase I/II Environmental, census data, etc
- If Nonprofit - State and Federal Tax Exemption Determination letter - 501(c)(3)
- List of Board of Directors/Council or Trustees for Nonprofit applications
- Project Timeline or schedule
- Building/area information and photographs
- Appraisals
- Phase Level Environmental Report

- Map or sketch of project area
- Professional certification, analysis of feasibility and/or cost estimate
- Letters of support/Project commitment letters
- Acknowledgement of receipt of Anoka County Section Plan 2010
- Section 3 Action Plan
- Budget proposal – using the Excel document provided on the Web site

A copy of the applicant’s Audit, Management & Compliance Report and Certificate of Liability insurance will be required before the Subrecipient Agreement can be completed.

Certification

I hereby acknowledge that by applying for CDBG funds, this activity may require compliance in the following areas:

- Utilization of minority and women contractors
- Labor Standards provisions (Davis-Bacon Act)
- Uniform Relocation Act and Section 104(d)
- Section 3
- Environmental Regulations
- Flood Insurance
- Lead-Based Paint Assessment and/or Remediation or Abatement
- Debarred, suspended and ineligible contractors and subrecipients
- Handicapped accessibility
- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1969 - Fair Housing Act

DUNS #:

If not disclosed on this application the DUNS number will be required upon the finalization of the Subrecipient Agreement.

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the program Administrator.

Signature of Authorized Official

Print name of Authorized Official

Title

Date

HUD Definitions

Female Head of Household: a married or unmarried female who maintains a household for a dependent, or non-dependent relative, and provides more than half of the dependent's financial support.

Senior: a person 62 years or older.

Severely Disabled: If you

- 1) use a wheel chair or another special aid for 6 months or longer; or,
- 2) are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking), or need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating or toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone); or
- 3) are prevented from working at a job or doing housework; or,
- 4) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility, dementia or mental retardation; or,
- 5) are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

Youth: a person 18 years or younger.

For Agency use only:
(Participant does not complete)

Income determination for households of more than 8 members:

Per HUD, family sizes in excess of 8 persons are calculated by adding eight percent (8%) of the four-person income limits for each additional family member. So:

- 9-person household should be 140% of the 4-person limit;
- 10-person household should be 148% of the 4-person limit;
- 11-person household should be 156% of the 4-person limit;
- 12-person household should be 164% of the 4-person limit; and so on.

If conflicting information is provided on Survey form, please explain here:
