

**FY 2011 CDBG Application Handbook**  
**CERTIFICATIONS**  
**APPLICANT CERTIFICATIONS FOR FY2011**

The applicant hereby assures and certifies that:

1. It possesses legal authority to apply for Community Development Block Grant funds, and to execute the proposed program.
2. Prior to the submission of the application, the applicant's governing body has duly adopted or passed as an official act a resolution authorizing the submission of the application, including all understandings, assurances, statutes, regulations and orders contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. Its chief executive officer or other officer of the applicant approved by the State:
  - a. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.1(a) (3) and (a) (4), which further the purposes of NEPA insofar as the provisions of such Federal law applies to this program.
  - b. Is authorized and consents on behalf of the applicant and him (her) self to accept the jurisdiction of the federal and State courts for the purpose of enforcement of his/her responsibilities as such an official.
4. It will comply with the provisions of Executive Order 11990, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement of water pollution.
5. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966, P.L. 93-291 (16 U.S.C. 469a-1, et.seq.).
6. It will administer and enforce the labor standard requirements of the Davis Bacon Act, as amended at 40 U.S.C. 276a-276a-5, and the Contract Work Hours and Safety Standards Act at 40 U.S.C. 327-333.
7. It will comply with the provisions of 24 CFR Part 24 relating to the employment, engagement of services, awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension or placement in ineligibility status.
8. It shall comply with the requirements of the 1992 Lead Based Paint Poisoning Prevention Act of 42 U.S.C. 4821-4846 (also Title X of the Housing and Community Development Act of 1992) and implementing regulations at 24 CFR Part 35.
9. It will comply with the provisions of 24 CFR part 58 "Uniform Grant Administrative Requirements" and OMB Circular A-87.
10. It will comply with the American Disabilities Act and Section 504 of the Rehabilitation Act, as amended.
11. It will comply with
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88- 352), and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90- 284), as amended.
  - c. Section 109 of the Housing and Community Development Act of 1974.
  - d. Executive Order 11063 pertaining to equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal assistance.
  - e. Executive Order 11246, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60).
  - f. Section 3 of the Housing and Urban Development Act of 1968, as amended.
  - g. Federal Fair Housing Act of 1988, P.L. 100-430.
  - h. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1973, 42. U.S.C. 6101-07, and the prohibitions against discrimination against persons with handicaps under Section 504 of the Rehabilitation Act of 1973, (P.L. 93-112), as amended, and the regulations at 24 CFR Part 8.
  - i. The requirements of the Architectural Barriers Act of 1966 at 42 U.S.C. 4151-415.
12. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations.

13. It will comply with applicable conflict of interest provisions, incorporate such in all contracts and establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

14. It will comply with the provisions of the Hatch Act that limits the political activity of employees.

15. It will give representatives of the State, the Secretary of HUD, the Inspector General, and the General Accounting Office access to all books, accounts, records, reports, files and other papers, things, or property belonging to it or in use by it pertaining to the administration of State CDBG assistance.

16. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

17. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Pub.L. 93-234, 87 Stat., 975, approved December 31, 1973. Section 103 (a) required, on and after March 2, 1974.

18. It has AND WILL COMPLY WITH THE PROVISIONS OF THE STATE OF ARIZONA CITIZEN AND PUBLIC PARTICIPATION PLAN FOR THE STATE OF ARIZONA CDBG PROGRAM.

19. It has developed plans to minimize displacement of persons as a result of activities assisted in whole or in part with CDBG funds and to assist persons actually displaced as a result of such activities, and has provided information about such plans to the public.

20. It will not recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements **unless**:

a. the CDBG funds are used to pay the proportion of the fee or assessment that is financed from other revenue sources, or:

b. it will certify to the State in writing that it lacks sufficient CDBG funds to comply with (a) but that it will not assess properties owned by very low-income persons.

21. It will provide all other funds/resources identified in the application, or any additional funds/resources necessary to complete the project as described in the application as submitted, or as may be later amended.

22. It will comply with the requirements of the Single Audit Act of 1996 and OMB Circular A-133; and if the grant is closed out prior to all funds having been audited, it shall refund to GOHD any costs disallowed as a result of any audit conducted after the date of grant closeout.

23. It hereby adopts and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

24. It will ensure that, to the best of the knowledge and belief of the undersigned:

a. no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in the connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

b. if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. the undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

"This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

25. It shall comply with the provisions of Section 102 of the HUD Reform Act of 1989.

26. It shall ensure that efforts are made to recruit minority, disabled and woman owned businesses for its vendor/supplier lists.

CERTIFIED BY:

\_\_\_\_\_  
Michael A. Pastor, Chairman  
Gila County Board of Supervisors

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Bryan B. Chambers, Chief Deputy County Attorney

Date: \_\_\_\_\_

NOTE: The Attorney General has ruled that these Certifications must have an original signature when submitted to the CDBG Program. If an applicant submits more than one application, the Certifications should be included in the application that includes administration funds and other general items such as public participation, resolutions, etc.



Grantee: **Gila County**

CDBG Contract No. (if known): \_\_\_\_\_  RA for FFY **04/05**  SSP for FFY \_\_\_\_\_

**CDBG DISCLOSURE REPORT  
FEDERAL FISCAL YEAR  
10/1/2004- 9/30/2005**

**This form must be completed and submitted with each application for CDBG funds.**

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**PART I - GRANTEE INFORMATION**

Grantee, Complete Address with 9-digit zip code, Phone Number:

Name: Gila County  
Address: 5515 S. Apache Sutie 200  
City, State Zip: Globe, Arizona 85501-4430  
Phone Number: 928-425-7631

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2. Federal Employer Identification Number: **86-000444**

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3. Indicate whether this is:  Initial Report  Update Report #

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4. Amount of this CDBG Grant Applied for: **\$120, 218.00**

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**PART II - THRESHOLD DETERMINATION**

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1. Is the amount listed in 4. (above) more than \$500,000?  Yes  No

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2. Have you received, can reasonably expect to receive, or applied for other HUD assistance (through programs listed in Appendix A of the Instructions) during the current federal fiscal year, which when added to 4. (above) amounts to more than \$500,000?  Yes  No

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If the answer to either 1. or 2. of this Part is "Yes," then you must complete the remainder of this report.

If the answer to both 1. and 2. of this Part is "No," then you are not required to complete the remainder of this report, but you must sign the following certification.

I hereby certify that this information is true.

**Michael Pastor** Chairman of the Board of Supervisors

**August 2, 2011**

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Chief Elected Official Name (printed)

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Date

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Chief Elected Official Signature





## DISCLOSURE REPORT INSTRUCTIONS

All communities receiving CDBG grants must complete and submit Parts I and II of the Disclosure Report either with the application or after receipt of the CDBG award letter. *Note that no contract will be issued until the CDBG Program receives a completed Disclosure Report.* Some applicants/grantees may be required to also complete Parts III, IV, and V based on the answer to question 2 in Part II.

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### PART I - GRANTEE INFORMATION

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Complete information requested.

Updated reports are required if:

- Information was omitted from the initial report;
- Additional interested parties are identified (unless such are identified through other documents such as those relating to the procurement process);
- A person or entity's pecuniary interest has increased;
- Government assistance has increased by \$250,000 or 10% (whichever is lower);
- There is a change in the source and/or use of funds that exceeds the amount of all previously disclosed sources and/or uses of funds by \$250,000 or 10% (whichever is lower).

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### PART II - THRESHOLD DETERMINATION

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Complete information requested.

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### PART III - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

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Complete information requested.

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### PART IV - INTERESTED PARTIES

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Interested parties are those persons and entities with a reportable pecuniary interest in the project. A *pecuniary interest* means *any financial involvement* in the project, including such situations in which a person or entity:

- Has an equity interest in the project,
- Shares in any profit or resale;
- Shares in any distribution of cash surplus or other assets of the project;
- Receives compensation for any goods or services provided in connection with the project. (Exception: if compensated as a result of a competitive procurement process.)

(The following are not considered interested parties: local CDBG administrative staff, recipients of housing rehab assistance, and rehab contractors as long as the rehab agreement is between the property owner and the contractor.)

If an entity is disclosed, the information provided in Part IV must include the identification of each officer, director, principal stockholder or other official of the entity.

Applicants/grantees may not be aware of all interested parties when completing this report. If, as the project is implemented, the grantee becomes aware of other interested parties, it should submit an updated Disclosure Report.

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## **PART V - EXPECTED SOURCES AND USES OF FUNDS**

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Note that this section must include all other assistance identified in Part III as well as the CDBG funds.

Describe the "Uses of Funds" in general terms - do not provide line item budget information.

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## **PART VI - CERTIFICATION**

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Have Chief Elected Official sign and date form.

Original must be included with application.

## APPENDIX A

The following HUD programs are considered "covered assistance" for purposes of the DR. All applicants for CDBG funds must review this list to determine if they are receiving or can reasonably expect to receive assistance from any of these covered sources in determining whether they reach the threshold (Part II). Applicants must consider: a) ALL CDBG funds for which they will apply, both RA and all SSPs; b) ALL other "covered assistance" whether received directly from HUD or through the State, e.g., ADOH or DES.

**NOTE: This list does NOT include the HOME program.**

1. Section 312 Rehab Loans under 24 CFR Part 510 except loans for single-family properties
2. Rental Rehabilitation Grant Programs
3. Specific projects or activities under Title I of the Housing and Community Development Act of 1974 to:
  - a) HUD for a Special Purpose Grant
  - b) HUD for a loan under 24 CFR Part 470, Subpart M
  - c) HUD for a grant to an Indian tribe under Title I
  - d) HUD for a grant under the HUD administered Small Cities program; and
  - e) a state or unit of general local government for CDBG
4. Emergency Shelter Grants (specific project or activity), under 24 CFR part 576
5. Transitional Housing under 24 CFR part 577
6. Permanent Housing for Handicapped Homeless Persons under 24 CFR part 578
7. Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehab Programs under 24 CFR part 88 but including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H)
8. Section 9 Housing Assistance Payments for Housing for the elderly or handicapped under 24 CFR part 855
9. Loans for Housing for the Elderly or Handicapped including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968
10. Section 8 Housing Assistance Payments, Special Allocations under 24 CFR part 886
11. Flexible Subsidy under 25 CFR part 219, both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C
12. Low Rent Housing Opportunities under 24 CFR part 904
13. Indian Housing under 24 CFR part 905
14. Public Housing Development under 24 CFR art 942
15. Comprehensive Improvement Assistance under 24 CFR part 968
16. Resident Management under 24 CFR part 964, Subpart C
17. Neighborhood Development Demonstration under Section 123 of the Housing and Urban Rural Recovery Act of 1983
18. Nehemiah Grants under 24 CFR part 280
19. Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970

20. Congregate Services under the Congregate Housing Services Act of 1978
21. Counseling Under Section 106 of the Housing and Urban Development Act of 1968
22. Fair Housing Initiatives under 24 CFR part 125
23. Public Housing Drug Elimination Grants under Section 5129 of the Anti Drug Abuse Act of 1988
24. Fair Housing Assistance under 24 CFR part 111
25. Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban Rural Recovery Act of 1983
26. Mortgage Insurance under 24 CFR Subtitle B, chapter II (only multifamily and non residential)
27. Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR part 57928.
28. Shelter Plus Care Assistance under Section 837 of the Cranston Gonzales National Affordable Housing Act
29. Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A of the Cranston-Gonzales National Affordable Housing Act
30. Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B of the Cranston-Gonzales National Affordable Housing Act
31. HOPE for Elderly Independence Demonstration under section 803 of the Cranston-Gonzales National Affordable Housing Act.



E-3.1 LEVEL OF ENVIRONMENTAL REVIEW DETERMINATION (2004)

Project Name / Description: OOHR

Level of Environmental Review:

(Exempt per 24 CFR 58.34, Categorically excluded not subject to statutes per § 58.35(b), Categorically excluded subject to statutes per §58.35(a), Environmental Assessment per § 58.36, or EIS per 40 CFR 1500)

STATUTES AND REGULATIONS LISTED AT 24 CFR 58.6

FLOOD INSURANCE / FLOOD DISASTER PROTECTION ACT

- 1. Does the project involve the acquisition, construction or rehabilitation of structures, buildings or mobile homes?
2. Is the structure or part of the structure located in a FEMA designated Special Flood Hazard Area?
3. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

COASTAL BARRIERS RESOURCES ACT

- 1. Is the project located in a coastal barrier resource area? (See www.fema.gov/nfip/cobra.shtml ).

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

- 1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?
2. Project complies with 24 CFR 51.303(a)(3).

Prepared by (insert name and title)Malissa Buzan CAP/Housing Services Manager

Signature Date

Responsible Entity (insert name and title)Micheal A. Pastor, Chairman, Gila County Board of Supervisors

Signature Date



**FORM 1**  
**FY 2011 COMMUNITY DEVELOPMENT BLOCK GRANT**  
**APPLICATION COVER SHEET**  
**CDBG CONTRACT NO.**

<input checked="" type="checkbox"/>	<b>Regional Account (RA) COG: CAAG</b>	<input type="checkbox"/>	<b>State Special Project (SSP)</b>
<input type="checkbox"/>	<b>Colonias</b>	<input type="checkbox"/>	<b>NRS: Date approved: / / Approval on page:</b>

<b>Applicant:</b> Gila County	<b>Legislative/ Congressional Districts:</b> 1/5
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**Address (with 9-digit zip code):** 5515S. Apache Ave Suite 200  
**Name of County Applicant Located In:** Gila County, Arizona  
 85501-4430

<b>Contact Person/Title (Grantee)</b> Dave Fletcher Director Gila County Community Services	<b>Contact Person/Title (COG/Other):</b> Malissa Buzan Community Action/Housing Services Manager Gila County Community Services
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<b>Phone/Fax/Email:</b> (928) 425-7631 (928) 425-9468 dfletcher@co.gila.az.us	<b>Phone/Fax/Email:</b> 928-425-7631/928-425-9468 mbuzan@co.gila.az.us
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Complete the following information for the activities for which you are requesting funds in a single contract (maximum of 2 including Administration). Complete an additional Form 1 for each additional activity included in the application. Item d: (Fund types are (1) Leverage, (2) Program Income, or (3) Other.)

Activity Name	CDBG Funds	Non-CDBG Funds	Fund Type	Total Funds
1. Administration	\$24,043.00			\$24,043.00
2. Housing Rehab	\$96,175.00			\$96,175.00

**Total CDBG Funds Requested for this Project (Activities #1 and #2):** \$ 120,218.00

List all other activities applied for this fiscal year. Indicate by  which application includes the required general information (Certifications, Disclosure Report, etc.) and administration funds. (Note that there will be a separate contract for each activity except administration.)

Activity Name	Amount (CDBG \$\$ only)	CDBG USE ONLY Contract No.
<input type="checkbox"/> a.		
<input type="checkbox"/> b.		
<input type="checkbox"/> c.		
<input type="checkbox"/> d.		

**Total CDBG Funds Requested** (all activities applied for this fiscal year, including administration): \$ \$120,218.00

**Certification:** To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached Certifications if the assistance is approved.

Signature of the Chief Elected Official	Date: 08/02/2011
Name (typed): Michael A. Pastor	Title: Chairman of the Board of Supervisors

**FORM 1**  
**FY<sup>2011</sup> COMMUNITY DEVELOPMENT BLOCK GRANT**  
**APPLICATION COVER SHEET**

Each CDBG contract with the grantee will include only TWO (2) activities (including Administration). Thus, if the application has three activities other than Administration, three Form 1s must be submitted as part of the application.

- A and B. Indicate whether this application is to a Regional Account or to the SSP. If to a Regional Account, indicate which COG by name, i.e., NACOG, WACOG, CAAG or SEAGO.
- C. If the application is for an activity in a colonia and includes a colonias resolution, please check the Colonias space.
- D. Indicate if the application includes a Neighborhood Revitalization Strategy (NRS) - this can be an RA or SSP application. A NRS must be approved before the application is submitted and the application must include a copy of the approval letter from the CDBG Program.

**LINE ITEM INSTRUCTIONS:**

1. Provide the name of the applicant. If this is a multi-jurisdictional application, an IGA must be included that indicates the lead agency and describes the duties of all the entities involved.
2. Indicate the Congressional (federal) and Legislative (state) District(s) in which your community is located.
3. Provide the complete mailing address, including zip code + four, of the applicant community and the county it is located in.
- 4.-5. Enter the name, title, telephone number, fax number, and e-mail address for a **Contact Person** who is a local government employee or elected official.

The Contact Person is officially designated by the Chief Elected Official as the person responsible for all grant related matters from the application process to closeout of the contract.

COG staff may be named as a CDBG co-contact but a person employed by or an elected official of the local government must be named as the primary CDBG Contact Person. If a COG or a consultant is named as a co-contact, the CDBG Program will attempt to copy that entity on all correspondence but *a Contact Person at the local government will be the main point of contact.*

CDBG prefers having one primary CDBG Contact Person with the Grantee and COG. However, we realize that some grantees wish to have additional persons named. These should be provided on an additional attached sheet and be officially designated as well.

- 6.a. List only ONE (1) activity other than Administration. Please include a descriptive activity name, e.g., type of public improvement and whether new or replacement with the type of activity following the descriptive name.

If more than one application is submitted, please include the *entire* Administration budget on only one Form 1. Do not divide it between all activities/forms.

- 6.b. Show the amount of CDBG funds requested for each activity. Use whole dollars only. If Activity #1, Administration, will not be funded with CDBG funds or is included with another activity, enter -0- in the space; do NOT delete the column.
- 6.c. Show the total of all "Non-CDBG Funds" that will be necessary to complete the activity. "Non-CDBG Funds" include three categories of funds/resources:
- **(L) Leverage**, which must meet the definition in the specific COGs' MOD (for an RA application), or the definition in the handbook (for an SSP application), and must be tracked by the community.
  - **(PI) Program Income** from a prior grant, e.g., funds from a CDBG housing rehabilitation loan program operated by the community in prior years.
  - **(O) Other**, reflects the minimum amount of other funds or the value of other resources (such as city crews or equipment) necessary to complete the activity as described in the application. These funds do not require a separate LBC or tracking but the community commits the resources by submitting a signed application.

**Applicants are urged to show all such funds, even if the amounts are estimated, to help verify the partnership between CDBG and other funding sources, e.g., local, other, federal, state, and private sector funds.**

- 6.d. Indicate the type of funds, i.e., CDBG, Leverage, Program Income, or Other.
- 6.e. Total of (b) and (c) for each activity
7. Show the total amount of **CDBG funds** from the two activities listed in 6b of Form 1.
8. List **ALL** activities included in all the applications. Include the amount of CDBG funds requested for each activity and indicate which activity/contract will include Administration funds and other required information that is submitted with only one application/activity such as Certifications, Disclosure Report, Public Participation information, etc.
- If submitting more than two applications, the grantee should consider whether sufficient staff and capacity is available to administer and complete all activities within the contract period.
9. Show the total amount of **CDBG funds for ALL applications submitted this fiscal year.**
10. This form must have an **original** signature. Only the Chief Elected Official or other individual **as authorized by the governing body of the applicant** in the Resolution to Submit an Application for CDBG funds



**FORM 2**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**GENERAL ADMINISTRATION SUMMARY**

**1. Applicant: Gila County**

ITEM	a. CDBG \$	b. Non-CDBG \$*	c. Total
2. TAAP. Total costs for COG Technical Assistance and Application Preparation. TAAP fees paid to the COG, by the grantee, as per the Professional Services Agreement	\$400.00		\$400.00
3. Salaries, Wages, Fringe Benefits			
% or Hours			
3.1 Position #1 Title: Director	5%	\$5342.00	\$5342.00
3.2 Position #2 Title: Admin Asst	12%	\$5555.00	\$5555.00
3.3 Position #3 Title: Program Manager	5%	\$2474.00	\$2474.00
3.4 Position #4 Title: Fiscal Manager	8%	\$5775.00	\$5775.00
4. Professional Services (Contractual)			
4.1 For:			
4.2 For:			
4.3 For:			
5. Travel	\$1147.00		\$1147.00
6. Office Supplies and Equipment	\$664.00		\$664.00
7. Advertising/Publications	\$500.00		\$500.00
8. Indirect Costs (% documented by cost allocation plan)	\$2000.00		\$2000.00
9. Other Operating Expenses ( <i>specify</i> )			
9.1 Item 1:			
9.2 Item 2:			
9.3 Item 3:			
9.4 Other (Fair Housing, Section 504, etc.)	\$100.00		\$100.00
<b>10. TOTALS</b>	<b>\$24,043.00</b>		<b>\$24,043.00</b>

\* Indicate in parentheses if the amount is Leverage (L), Program Income (PI), or Other (O). If the amount is a mixture of different types of funds, indicate the amount for each type.

11. a. Indicate who will be in charge of the financial record keeping (give name and title):

Bree York Financial Manager/ Gila County Community Services

b. Provide the street address for the location of the financial records:

5515 Apache Ave. Suite 200 Globe Az 85501-4430

**FORM 2**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**GENERAL ADMINISTRATION SUMMARY**

**LINE ITEM INSTRUCTIONS:**

1. Use the full name of the applicant community.
2. *This item applies only to RA applications.* Show **ONLY** the costs of Technical Assistance and Application Preparation (TAAP) provided by the COG. The amount shown here will be paid directly to the COG, by the grantee upon receipt of a bill/invoice from the COG. The COG is responsible for maintaining backup documentation for all TAAP costs, which shall be submitted along with the bill to the applicant/grantee.

SSP Applications: *LEAVE BLANK.*

**NOTE:** If Contracts are for up to a 2-year period, administrative costs must be included for the full 24 months, but only the **actual time spent** administering a CDBG grant or preparing a CDBG application may be reimbursed.

3. Show the title of the positions and the amounts for personnel directly involved in application preparation and administering the activities in this application (e.g. Town Clerk, accountant). Indicate the percent of time or the total hours of each person. If necessary, clarify hours v. percentage in an attachment. Costs for application preparation not considered TAAP fees should be included.
4. Show the amounts to be expended on contracted services. These items cover those services generally provided under a professional services contract or letter of agreement for administration of the grant. For example, legal or accounting services, or to a COG for grant administration, or for audits. (See Section 4.13 for more information regarding allowable audit costs.)

**NOTE:** If the applicant will contract out for grant administration, the CDBG Program must approve both the Request for Proposal (RFP) (except for services to be provided by a COG) and the actual contract for such services (for a COG or a private consultant) prior to releasing funds for this service.

- 5-6. Indicate the amounts necessary to administer the activities in this application, including all other costs associated with application preparation (unless paid to a COG for an RA application).
7. Show the amount that has been and will be expended for the required newspaper advertising both before AND after award. The cost of Public Notices and bids for goods and services may be allocated here or to the actual activity.
8. OMB Circular A-87 allows for the charging of certain indirect costs to the CDBG program. The applicant must submit a statement with the application stating that there is an Indirect Cost Allocation Plan on file and that it has been updated as appropriate. (If CDBG funds are awarded, the grantee must submit such a statement at the beginning of each fiscal year.) The Indirect Cost Allocation Plan should be reviewed as part of the applicant's annual audit.
9. Describe all other costs related to the application for and administration of THIS specific contract including those associated with 504 and Fair Housing. Examples of other costs include subscriptions, postage, telephone, vehicle expense, insurance, education/training, and registration fees. Examples of 504 costs include: time devoted updating a self-evaluation and transition plan, publication of notices, and outreach mailings. Examples of costs to "affirmatively further fair housing" include: preparation of an Analysis to Impediments or a Fair Housing brochure, publicity relating to fair housing activities, and travel expenses for consultants to present fair housing programs.

504 costs shown on this Form cannot include actual removal of barriers, i.e., construction such as ramping, bathroom renovation, or elevators. These would have to be shown as a separate activity, "removal of architectural barriers." However, these costs can include the purchase of small items of equipment such as door handles, a drinking cup dispenser, and appropriate signage.

**NOTE:** If these costs will exceed \$1,000, attach a separate detailed budget and reference the page number.

10. Show all totals.

**NOTE:** The cost of an environmental review record is considered a project cost rather than administration. Applicants are encouraged to show those costs as part of the actual activity.

- 11.a. Self-explanatory. However, if more than one person is identified, include an explanation.
- 11.b. This should identify the **physical** location of the records rather than a post office box mailing address. Financial record keeping responsibilities may be delegated but they remain the ultimate responsibility of the applicant.

**NOTE:** If a subrecipient will actually receive CDBG funds to administer a CDBG Activity, a) funds must be included in the 18% limitation; b) there will be three Form 2's - one for the applicant, one for the subrecipient, and one showing **totals only** for both; and c) each Form 2 should be labeled accordingly.

**NOTE:** Legally Binding Commitments are needed for non-CDBG funds that are integral to the application.



## FORM 3 COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITY BUDGET

1. Applicant: Gila County	2. Activity Name: OOHR		
	<b>a.</b> CDBG \$	<b>b.</b> Non-CDBG \$	<b>c.</b> TOTAL \$
3. Environmental Review Record	\$0.00		0
4. Design/Engineering/Inspection Procure <input type="checkbox"/> In-House <input type="checkbox"/>			
5. Construction Contract Work (include materials and DB wage rates)	\$78,863.50		\$78,863.50
6. Fixed Asset Equipment			
7. Land Acquisition (includes easements) <i>(must comply with the Uniform Relocation Act)</i>			
8. Rehabilitation Services (if this exceeds 20% of total activity costs, attach a rationale) Procure <input type="checkbox"/> In-House <input checked="" type="checkbox"/>	\$17,311.50		\$17,311.50
9. Other (specify or attached as page     ):			
<b>10. For City/Town, County or Other Construction</b>			
10.1 Purchase of materials			
10.2.a Employees (documentation attached as page     regarding number of employees, wages, number of hours, etc.)			
10.2.b Offenders			
10.2.c Volunteers			
10.3 Equipment (Use vs. Purchase) (documentation attached regarding rental rates, number of hours to be used, type of equipment, etc.)			
10.4 Other (attached as page     )			
<b>11. TOTALS</b>	<b>\$96,175.00</b>		<b>\$96,175.00</b>

**FORM 3  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ACTIVITY BUDGET**

**ALL INFORMATION ON THIS FORM MUST BE CONSISTENT WITH THE INFORMATION  
ON FORM #1 - APPLICATION COVER SHEET**

**LINE ITEM INSTRUCTIONS** *(Please complete one form for each activity)*

1. Indicate the full name of the applicant community.
2. Indicate the name of the activity.
  - a. Show the amount of CDBG funds requested for each activity.
  - b. Indicate the amount of non-CDBG funds/resources necessary to complete each activity. Identify the type of non-CDBG funds/resources by indicating such with an "L," "O," or "PI." Refer to Form 1, 6.c., and instructions if necessary. Even if the applicant is not pledging cash for the project, but is pledging resources, i.e., in house engineering, inspection, employees to use materials, etc., a Resolution is required. See Chapter 11.
  - c. Show the total cost of the proposed activity.
3. Indicate the costs of preparing the Environmental Review Record (ERR) as these are project rather than administration costs. Costs could include staff time, postage, public notices, or an archeological study. The ERR must encompass the entire "project" or all phases of a multi year project regardless of funding source, if CDBG funds are involved in some aspect of the project. **If no CDBG or other funds are shown, the application should specify in writing that the community will cover the cost or that the cost of the ERR is included in Administration on Form 2.**
4. Indicate whether this service was or will be competitively procured, or if the service will be provided by applicant's staff.

**NOTE:** Unless the applicant's engineer was procured as follows, the applicant cannot use his/her services and will have to procure such services competitively.

- was competitively procured in compliance with CDBG Program requirements as provided in the *Procurement and Contracting Handbook*;
- documentation of such is available and can be provided to the CDBG Program;
- procurement took place after January 1, 1999;
- the procurement and resulting contract with the engineer allows her/him to undertake all engineering for the applicant, or the specific service to be provided for this grant (i.e., if the engineer was procured ONLY to design the town's streets, her/his services can not be used for the water system to be constructed with this grant.)

"In house" is defined as a full or part time employee of the applicant who is on the applicant's payroll. A business, with its own tax ID, is not considered an "in-house" employee even if it consists of just the one individual working for the community.

If no funds are proposed to be paid for Design/Engineering/Inspection, something must be in writing for all public works/community facilities, etc and even if it is minimal D/E/I (e.g. done by COG in house) indicate "minimal and included with administration" or other clarifying explanation.

5. This line is for construction work that will be competitively procured. The increased cost due to Davis-Bacon prevailing wages should be taken into consideration where applicable. See the *Arizona Federal Labor Standards Handbook* for additional information. If the contract includes the cost of materials, as is typical, include it on this line.
6. This line is for equipment that the applicant will purchase. The purchase of most equipment is NOT allowable as discussed in Section 2. However, in some cases the CDBG Program will allow non-CDBG funds to be used to purchase equipment, which is not eligible as a CDBG cost. Examples of allowable CDBG equipment are: for a landfill or for fire protection, items that are structurally integral to a building or facility such as a walk-in freezer in a senior center or permanent playground equipment in a park, or as part of a public service.

7. Acquisition includes permanent easements and long term leases. Any applicant that intends to acquire land related to the proposed project (regardless of funding source), must indicate it here. By completing this section, the **applicant documents whether there will be any acquisition ASSOCIATED with the CDBG-funded project (vs. paid for with CDBG funds), and that if such will take place, the applicant agrees to comply with the Uniform Relocation Act (URA).** See the *Procurement, Contracting & Acquisition Handbook* for detailed information about the URA.
8. Rehabilitation Services are generally limited to 20% of the **total** activity cost (not just the CDBG portion). If the amount will be significantly more or less than that amount, provide a rationale and identify the page number. Indicate if such services will be implemented by existing "in house" staff or will be/have been competitively procured. The same definition of "in house" vs. "procured" applies as in line 4.
9. Describe all other applicable activities. This can include demolition, planning or public services. If the public services are for operation, maintenance and staff costs, attach a detailed budget, identified by page number, indicating the cost categories and the duration, e.g., 12 months rent at \$300 a month = \$3,600; Head Start aide for 12 months at \$8.00/hour x 2050 hours = \$16,400 **plus** ERE at 20% = \$3,280.

If activity is new construction or rehabilitation, also consider costs for the following:

Energy Audits	Lead Based Paint Testing
Building Permit Fees	Credit Title Reports
Title Insurance	Recording and Filing Fees
Builder's Profit	Builder's Overhead
Permits/Fees not paid by Builder	Loan Fees
Interest	Insurance
Credit Enhancement	Market Study
Permanent Loan Costs	Origination Fees

10. This section is for construction work that will be performed by the applicant's employees, offenders or volunteers, and which may also require the purchase of materials and/or the rental or lease of equipment. Rentals can be from an outside source or from the applicant itself.
  - 10.2.a An attachment, identified by page number, indicating the number of hours of work, employees, offenders, or volunteers, or items of equipment and cost per hour should be included to help CDBG Program staff determine *the* reasonableness of the proposed cost. These persons must have been or will be hired compliant with the applicant's written personnel policies and procedures. Employees must continue to be paid at the rate required by those policies. CDBG may request documentation to verify such information.
  - 10.2.b-c. Volunteers and offenders/convicts may receive some or no compensation for their services. Volunteers may be paid only for out of pocket expenses. In both instances, the applicant should include a letter of commitment from the institution or entity that will provide the offenders or from the volunteers. The applicant must be prepared to provide the CDBG Program with a Volunteer Plan or an IGA (for offenders) should it be funded.

If funds are indicated for 10.1 or 10.3, then either CDBG or non-CDBG funds or a statement committing the applicant to pay for the use of its own employees, volunteers or offenders must be indicated. Similarly, if CDBG or non-CDBG funds are shown for 10.2, then CDBG or non-CDBG funds or a statement of commitment must be shown for 10.1 or 10.3.

Even if no funds are proposed to be paid from any source, there must be indications of commitments, with additional commitments recommended (above and beyond stated time required) in light of the fact that volunteers may cease to be interested or able to volunteer as intended, and, as a result there is no way to legally bind them to do the work.

For amounts in lines 10.1-10.4 that are equal to or in excess of \$1,000.00, a separate budget detailing the quantities and descriptions must be supplied.

11. Add all amounts in columns a, b, and c. The totals in line 11. should equal the total amounts on Form 1. Legally Binding Commitments are needed for non-CDBG funds that are integral to the application.



**FORM 8**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**ACTIVITY DESCRIPTION:**  
**HOUSING ACTIVITIES**

1. Applicant: Gila County

2. Activity Name: Gila County Owner-Occupied Housing Rehabilitation

3. Map(s) attached as page(s)

Examples of eligible housing activities include: private housing rehabilitation, public housing rehabilitation and modernization, infrastructure in support of new housing, new construction by eligible sub-recipients, housing services, property acquisition or conversion.

4. Type of Housing Activity (check all which apply):

- a.  Single family unit, owner-occupied residential rehabilitation (Housing Rehab Guidelines required)
- b.  Residential rental rehabilitation, one or two units (one of which must be occupied by low and moderate income persons) (Guidelines required)
- c.  Residential rental rehabilitation, more than two units (51% low and moderate income persons)
- d.  New housing construction (only eligible if executed by a sub-recipient)  
Proforma attached as page
- e.  Acquisition or conversion of property for housing  
Proforma attached as page
- f.  Housing services
- g.  Lead-based paint hazard evaluation and reduction
- h.  Infrastructure related to a proposed housing project  
Proforma attached as page
- i.  Home Ownership Assistance (Home Ownership Assistance Guidelines required)
- j.  NRS Area (If the activity will take place in an approved NRS area, persons do not need to be income qualified. However, the applicant must also complete Form 13 and attach to application as page .)
- k.  Commercial Rehabilitation
- l.  Other (describe):

5. WHAT ARE YOU GOING TO DO?

Describe the activity and what is intended to be accomplished. See instructions.

**Our activity is single family owner occupied housing rehabilitation. This activity will be conducted with in Gila County boundries except reservation land. The housing rehabilitation activity will consist of 3 units @ approximately \$26, 288.00 that will be provided to the participant (each participant will meet the low/mod income qualifications) in the form of a forgiveable non-interest bearing deferred payment loan. Each participant will be selected on a first come first serve basis from Gila County's housing rehabilitation waiting list. All rehabilitation services will be done by in house staff and all construction services will be done by licensed and insured general contractors that meet the Gila County and State criteria.**

Housing (include and number any attachments)

**Form 8.A**

6. For construction or acquisition or conversion of property, complete the following:

a. Is the site properly zoned? If no, when will the zoning issue be resolved?

N/A

b. Are all utilities presently available to the site?  Yes  No If no, which utilities must be brought to the site? N/A

Who has the responsibility for bringing utilities to the site? N/A

c. Provide copy of deed of ownership as page N/A

**7. WHY ARE YOU GOING TO DO IT?**

Describe the problems and conditions or other factors that indicate a need for the activity.

Gila County has an area of 4,768 square miles. With a high percentage of owner-occupied single family residences, and of these there is also a high percentage of homes built before 1939. Our housing stock is in a very poor condition, especially in the southern part of the county with a high percentage of elderly population. We would like to continue to preserve our housing stock allowing our elderly and low-income population to remain in there homes as long as possible. Our economic outlook has remained dismal, with above average unemployment at 11.1% with a 2<sup>nd</sup> sweep of foreclosure emergencies and recession the rest of the State of Arizona is seeing, our housing stock continues to be wholly inadequate and our waiting list for OOHHR runs at the 100 applicant range. That is why we propose to rehabilitate 3 owner occupied single family residences.

8. Indicate:

a. Total Number of People to be Served: 6

d. Total Number of Units: 3

b. Total Low Moderate People: 6

e. Total Low Moderate Units: 3

c. LM Percentage: 80%

f. Source of Information as page:

9. Will there be program income generated from the activity?  Yes  No

If yes, describe the program income source and estimated amount. If a DPL is required, this must be completed and RLF procedures developed and submitted for approval to CDBG.

**Housing (include and number any attachments)**

**Form 8.B**

10. Describe the income qualification process to be used. Include the name, title, and phone number of the persons responsible for the process and indicate the date the information was obtained.

**Participants will be income qualified according to current Gila County Rehab Guidelines that were already approved by Arizona Department of Housing staff. And Malissa Buzan Gila County Housing Services Manager 928-425-7631 will be responsible for the process.**

11. If applicable, it is assumed that the activity will use federal Housing Quality Standards (HQS) as the housing rehabilitation standard. If HQS or a more stringent state or local code will not be adhered to, describe the code or standard that will be used and provide a rationale for the proposed standard. This cannot be "NA." *Please specify the specific code that will be followed in your rehab program, which at a minimum must be HQS.*

**All housing project will meet at a minimum State Rehabilitation Standards, Department of Energy Codes and all local codes according to County and or city or town. This will insure all health and safety standards will be met.**

12. **For housing acquisition, conversion, or new construction** projects and programs, indicate the entities that will act as the owner, developer, and manager, including a name, title, address and phone number of a responsible official for each entity (if available).

N/A

13. a. **For housing acquisition, construction, or conversion projects**, attach documentation verifying a commitment to finance the project and make the dwellings available to low and moderate income households as page N/A.

b. Proforma attached as page N/A

14. **For all rental housing projects and programs:**

a. attach a listing of the rents to be charged after rehabilitation (which must be affordable);

b. a definition of affordable;

c. a method whereby such were made public; and

d. if available, submit a copy of the draft agreement with the landlord that includes the process to be used to solicit tenants (see page N/A)

15. For homeownership assistance, include the following:

a. Indicate if potential homeowners will seek their own financing. If a particular financing entity has been identified, provide the name, address and contact person for that entity.

N/A

b. Name, address, and phone number of the entity that will provide housing support services:

N/A

16. Ensure that any permanent relocation or displacement impacts of the project have been considered. This could potentially occur with the removal of low income housing stock from the market through demolition, acquisition, or conversion of dwellings. Contact the Council of Governments or CDBG Program staff for details.

Permanent Relocation/displacement anticipated?  Yes (Describe plans or see page )  No

17. If assistance to an eligible non-profit organization is proposed, supplemental information must be provided with your application. This information must include:

a. Copy of articles of incorporation attached as page N/A

b. By-laws attached as page N/A

c. Tax exempt status attached as page N/A

d. Current board of directors attached as page N/A

b. Most recent audit and financial report attached as page N/A

c. Civil Rights Certification attached as page N/A

d. Financial Management Certification attached as page N/A

h. Statement from the Corporation Commission that the corporation has not been dissolved and is currently in good standing, attached as page N/A

**FORM 8**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**ACTIVITY DESCRIPTION:**  
**HOUSING ACTIVITIES**

1. List the full name of the applicant community.
2. List the Activity name.
3. Attach location map(s) and indicate the page number.
4. Identify the applicable activity. In most cases only one activity will be indicated. If more than one is anticipated, contact the CDBG Program for guidance.
5. Describe the activity to be undertaken and what it is intended to accomplish. The description must include the following components as applicable and contain both **quantitative** and **narrative** information. The grantee will be required to report progress based on the information provided for the yearly Interim Performance Report. Describe all sources of funding and all entities involved. Provide current ownership information regarding any property involved, and the geographic area targeted for assistance. If CDBG funds will be used for off site improvements, indicate the location of the actual housing to be constructed.

- name of street(s), neighborhood to include the address (to include zip + 4) and size and characteristics of the specific site;
- name of unincorporated community and relationship to major landmarks;
- major components of the proposed project;
- design of the program, e.g. grants, loans, DPLs and maximum/minimums;
- owner/operator of the facility or program and the specific clientele, if applicable;
- name and address of the subrecipient, if applicable;
- name and address of the lending institution involved, if applicable;
- size of proposed new development;
- name and address of the building developer, if applicable.

If the project is extensive, it should be preceded by a summary statement (e.g., 20 parcels of land, totaling X will be acquired; 12 streets, totaling X L.F. will be paved using X materials; and X L.F. of 4 foot wide sidewalks will be constructed). This information can then be followed with more detailed information for each street.

Ensure that the size of the proposed activity is appropriate and will primarily serve the **current** or proposed target population. If the size of the proposed activity is larger than standard, provide a rationale, identified by page number. The CDBG Program may conduct independent research to verify the reasonableness of the size of the facility or project.

If the applicant is proposing a lump sum drawdown (allowable ONLY for housing rehabilitation), contact the CDBG Program immediately for specific requirements that apply to such a program design. These requirements include services to be provided by the lending institution(s), the basis for the amount requested and a funds utilization timeline. These items need to be incorporated into the written agreement with the lending institution, which should acknowledge by a letter of commitment that it understands these requirements. A copy of the letter should be included in the application. Prior to the draw down of funds, the CDBG Program will review and approve this agreement.

6. For construction, acquisition or conversion of property, complete items 6a-c. If 'not applicable', indicate by writing 'n/a' next to each item.

7. Describe problems and conditions or other factors that support the need for this activity.
8. Indicate the total number of housing units to be served, the total LM units, the total number of persons to be served, the total LM persons and the percent LM (d.÷c. X 100).

Demographic/Race (f) will usually reflect that of the head of household (however that term is defined) and should reflect the **total** number of people v. the number of households.

Please use Form 12 to show Demographic/Race information.

9. Review this *Handbook* and the *Grant Administration Handbook* for more detailed information about Program Income (PI).

If no PI is anticipated indicate such by a NO. If a DPL program is required, this section must be completed and Revolving Loan Fund procedures developed and submitted to CDBG for approval.

EXAMPLE: The City has and wants to continue a housing rehab program, which generates about \$5,000 a month in PI from loan repayments. The source would thus be: housing rehab from both prior years and this proposed grant; the estimated amount would be \$5,000. This PI will continue to be placed in a Revolving Loan Fund to continue the same activity (rehab).

10. Describe the income qualification process.

EXAMPLE: "The PHA Director, Ms. Vera Homey, who can be reached at 987-6543, will oversee this process, confirmed on (date). See Page XXX for a list of the income levels used by the PHA and the documents requested to be submitted for this determination process."

11. Describe if Housing Quality Standards (HQS) or a more stringent local code or standard will be adhered to.
12. For housing acquisition, conversion or new construction, indicate the entities, title and contact information for those that will act as the owner, developer and manager.
13. Ensure that documentation is attached to verify a commitment to finance the project and to make the appropriate percentage of dwellings available to LM persons. In most cases, a complete budget for the entire project (vs. only the CDBG funded portion) will be required for ADOH review. Identify this document by page number. Applicants for such projects are strongly encouraged to contact the CDBG Program well in advance of the application deadline to discuss what documents should be submitted and those that should be reviewed prior to that date.

A financing commitment will usually be contingent upon receipt of the CDBG funds and may include any of the following: a) a letter from a private lending institution that agrees to provide financing; b) a letter from another public program, such as HOME, Housing Trust Fund, USDA (RD), HUD direct funding (such as HOPE) or HHS; or c) a letter from a non-profit or foundation. Each must be signed by a responsible party and must include a date and telephone number. Each item should be identified by page number ON THIS FORM.

Most activities involving an entity other than the applicant itself (which includes all projects resulting in new housing construction whether funded by CDBG or another source), will likely result in contract Special Conditions. These must be addressed within given timelines prior to the release of funds or may result in a termination of the contract. Timelines are negotiable between the applicant, COG (if applicable) and the CDBG Program.

14. Affordable rents are generally considered to be 30% of family income. If another standard is indicated, a rationale should be included. The most common method to make the rents "public" is to discuss them at a Council or Board of Supervisors' meeting, noticed in compliance with Arizona Revised Statutes. Additionally, it is recommended that the applicant publish a notice in a local paper and/or publicize this information in locations likely to be frequented by LM persons seeking housing, such as the DES office, the PHA or a homeless shelter.
15. Complete for homeownership assistance only. If this is not applicable, please indicate so by placing the words 'not applicable' or the abbreviation 'n/a' for this question.
16. Indicate whether any relocation or displacement is anticipated. If the proposed activity involves the demolition, acquisition or conversion of dwellings, the applicant must be prepared to document whether such are "occupied or occupiable" and must also be prepared to replace such housing and/or pay significant relocation costs to dwellers of such structures.
17. Attach eligible non-profit organization materials indicated in items 17a-h.



**FORM 12**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**NATIONAL OBJECTIVE COMPLIANCE**  
**DEMOGRAPHIC/RACIAL DATA**

<b>1. Applicant Name</b>	Gila County	<b>2. Project Name</b>	Gila County Owner-Occupied Housing Rehabilitation
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This form should be used to capture demographic/racial data for CDBG-funded projects. The sections on application forms, related to demographics/ethnicity do not reflect the new categories used by HUD starting this funding year. Rather than re-create each application form for each activity applied for, CDBG has decided to initiate Form 12 to be used for all applications for funds.

**3. Demographic/Ethnicity Data**

- a) Source of Racial/Demographic Data: US Census
- b) See page(s):

Demographic Category	Number/ # 4a)	Percentage/ % 4b)	Hispanic/Latino Ethnicity/# 5a)	Percentage/ % 5b)
<b>Single Race Categories</b>				
White	3	77.82%	1	8.88%
Black/African American	0	0.38%	0	0.04%
Asian	0	0.43%	0	0.02%
American Indian/Alaskan Native	2	12.92%	0	0.42%
Native Hawaiian/Other Pacific Islander	0	0.05%	0	0.01%
<b>Multi-Race Categories:</b>				
American Indian/Alaskan Native & White	0	0.63%	0	0.63%
Asian & White	0	0.10%	0	0.10%
Black/African American & White	0	0.06%	0	0.06%
American Indian/Alaskan Native & Black/African American	0	0.02%	0	0.06%
Other Multi-Racial	0	7.58%	1	6.46%
<b>Non-Hispanic/Latino Ethnicity</b>			<b>13</b>	<b>83.4%</b>
<b>TOTAL 6)</b>	<b>5</b>	<b>100%</b>	<b>15</b>	<b>100%</b>

<b>Total Hispanic/Latino Ethnicity 7)</b>			<b>1</b>	
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For reporting purposes, Hispanic is no longer classified as a race, but as an ethnic category. Thus, those collecting data on race must also ask the individual if he/she considers his/herself to be of Hispanic ethnicity. The Hispanic ethnicity has the potential to span across all races. Those who are White, Black, Asian, Pacific Islanders, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

**Instructions for Form 12**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**NATIONAL OBJECTIVE COMPLIANCE**  
**DEMOGRAPHIC/RACIAL DATA**

1. The Demographic/Racial data shown on this form should equal the total population to be served on the Application Form submitted with this application. For example, if you are working on a Community Facility Project and using Form 4, the total population to be served would also be the total shown on Form 12 in Column 4a's total.
2. Line 3a) asks the applicant to cite the source of the data, i.e. 2000 U.S. Census.
3. Line 3b) ask for the corresponding page number(s) for the source data.
4. Column 4a) asks for the number (#) of individuals falling into each demographic category.
5. Again, this total should equal the total population on the application activity form.
6. Column 4b) asks for the corresponding percentage of the whole population that fall into each demographic category. NOTE: This total should always equal 100%.
7. Column 5a) asks for the total of each demographic category that also considers themselves to be of Hispanic/Latino ethnicity. For example, you may indicate in column 2a that there are 100 Asian persons, but of those Asian persons, only 80 are also of Hispanic/Latino Ethnicity. You would then show in that line item, 100, the corresponding %, 80 and the corresponding %. The numbers recorded in column 4a will probably always be less than those in column 5a as they are a subset of the demographic shown in column 4a.
8. Column 5a) has an line item for Non-Hispanic/Latino Ethnicity. With this in place, your total should equal that in your 4a) column. This is in place as a safety mechanism to ensure that data is recorded correctly.
9. Column 5b) Represents the total percentages of those who are and who are not of Hispanic/Latino ethnicity. It should total 100%.
10. Column 5b) asks for the corresponding percentage of persons that are of Hispanic/Latino ethnicity.
11. Line 6) Represents the total of each column and should equal 100% or the total of the population numbers represented.
12. Line 7) represents the total of Hispanic/Latino ethnicity persons. This figure will equal the total of line 6) less the non-Hispanic/Latino single in column 5a).

**NOTE:** 1. All of the white squares in the table should have a number or percentage in them, even if it is zero. The areas that don't require a number or percentage have been shaded.

2. ADOH realizes that the extrapolation of Census data needed for the completion of this form may be somewhat difficult. If you have difficulty completing this form, please consult your CDBG Program Specialist at ADOH for assistance.



## FORM 16 CDBG - MILESTONES FOR PROJECT PLANNING

**1. Applicant** Gila County

**2. Activity:**Housing:Owner Occupied Housing Rehabilitation

Indicate below the initiation and completion dates for activity milestones (i.e. major events that must be accomplished to initiate and implement the CDBG funded activity). Month one is the first month after the effective date of the contract. If a milestone has already been achieved on an item pre-approved by the CDBG program, please note it.

Months→	1	2	3	4	5	6	7	8	9	10	11	12
<b>Milestones↓</b>												
Identification of Units	x <input type="checkbox"/>											
Contractor Selection	x <input type="checkbox"/>											
Enviromental Review	x <input type="checkbox"/>											
Initiate Project set-ups	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>
	<input type="checkbox"/>											
	<input type="checkbox"/>											
	<input type="checkbox"/>											
Months→	13	14	15	16	17	18	19	20	21	22	23	24
<b>Milestones↓</b>												
Homeowner Counseling	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Housing Rehabilitation	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Individual Project Close-outs	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>											
	<input type="checkbox"/>											
	<input type="checkbox"/>											
Months→	25	26	27	28	29	30	31	32	33	34	35	36
<b>Milestones↓</b>												
	<input type="checkbox"/>											
	<input type="checkbox"/>											
	<input type="checkbox"/>											
	<input type="checkbox"/>											



**FORM 16 - HR**  
**CDBG - MILESTONES FOR PROJECT PLANNING**  
**HOUSING REHABILITATION**

**1. Applicant** Gila County

**2. Activity: Housing: Owner-Occupied Housing Rehabilitation**

Indicate below the initiation and completion dates for activity milestones (i.e. major events that must be accomplished to initiate and implement the CDBG funded activity). Month one is the first month after the effective date of the contract. If a milestone has already been achieved on an item pre-approved by the CDBG program, please note it.

Milestones↓	Months→	1	2	3	4	5	6	7	8	9	10	11	12
<b>General ERR pre-approved-still in-effect</b>													
<b>Marketing</b>		x	x	x	x	x	x	x					
<b>House #1</b>													
ERR							x	x	x				
Initial Inspection & Work write-ups								x	x				
Procurement									x	x	x		
Construction & Final Inspection										x	x	x	
<b>House #2</b>													
ERR							x	x	x				
Initial Inspection & Work write-ups								x	x				
Procurement									x	x	x		
Construction & Final Inspection										x	x	x	
<b>House #3</b>													
ERR							x	x	x				
Initial Inspection & Work write-ups								x	x	x			
Procurement									x	x	x		
Construction & Final Inspection										x	x	x	
<b>House #4</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													

Milestones↓	Months →	13	14	15	16	17	18	19	20	21	22	23	24
<b>House #5</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #6</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #7</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #8</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #9</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #10</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
<b>House #11</b>													
ERR													
Initial Inspection & Work write-ups													
Procurement													
Construction & Final Inspection													
CLOSE-OUT							x	x					

**Form 16 and Form 16-HR**  
**Community Development Block Grant – Milestones for Project Planning**  
**Instructions**

**Time frames requested/indicated on Form 16 will be used to delineate the length of the contract with ADOH.**

A Milestone is defined as a readily identifiable major event which must be accomplished to initiate and implement the CDBG-funded activity, **and includes all tasks of the proposed activity, both CDBG and non-CDBG.** The milestones are to convey to the CDBG Program how the activity will proceed, and must show any dependent relationships with other activities.

All CDBG funds should be drawn down within the contract period. Each activity should be completed (i.e., a National Objective benefit achieved) within the contract time period. However, in some cases non-CDBG funded components of an activity may take longer to complete, e.g., the construction of new housing by a private developer or the creation of jobs by a business. If so, write in the month, by number, when such will occur or add an addendum.

If an event or component is to be initiated before the filed contract (such as the ERR), or has already been completed (engineering), a notation should be made on the Timeline indicating such i.e., "initiated pre contract," or "completed pre contract."

Month ONE (1) is considered to be the first month **after** the effective date of a CDBG contract. The months are not tied to a calendar year, but rather to the effective date of the contract and its expiration date.

Enter an "X" for each month the activity will be in progress.

EXAMPLE MILESTONES: Pre-award approval; Procurement of engineer; ERR; engineering; easement acquisition; procurement of construction contractor; construction

Do NOT show audits.

If additional space is needed attach a separate page, identify it by number and reference it in this space.

ADOPTION OF HOUSING SERVICES PROGRAM GUIDELINES

RESOLUTION NO. 11-08-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GILA, AUTHORIZING THE ADOPTION OF HOUSING SERVICES PROGRAM GUIDELINES DATED JANUARY 4, 2011 IN RELATION TO AN APPLICATION FOR FY 2011 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR A HOUSING REHABILITATION ACTIVITY.

WHEREAS, Gila County is desirous of undertaking an owner occupied housing rehabilitation program; and

WHEREAS, This program is funded with Community Development Block Grant Program funds provided by the State of Arizona CDBG Program, and

WHEREAS, the State CDBG Program requires that every local government requesting CDBG funds for housing rehabilitation adopt specific guidelines for such a program; and

WHEREAS, Gila County has developed such owner occupied housing rehabilitation guidelines, dated January 4, 2011 which have been pre-approved by the CDBG Program;

NOW, THEREFORE, BE IT RESOLVED THAT Gila County Board of Supervisors hereby adopts such OO-HRGs, dated January 4, 2011 which shall be used to implement its CDBG-funded housing rehabilitation program funded through its application for FY 2011 funds; and

THAT, Gila County shall utilize such OO-HRGs, without revisions except such authorized by the chief elected official or a person authorized in writing to approve such revisions via the CDBG Program's CD-1Form; with such revisions submitted to the CDBG Program within a maximum of 10 working days of authorization.

Passed and adopted by Gila County Board of Supervisors this 2<sup>nd</sup> day of August, 2011.

By: \_\_\_\_\_  
Michael A. Pastor, Chairman  
Gila County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Marian Sheppard, Chief Deputy Clerk

\_\_\_\_\_  
Bryan B. Chambers,  
Chief Deputy County Attorney

**AUTHORIZATION TO SUBMIT APPLICATIONS  
AND IMPLEMENT CDBG PROJECTS**

**RESOLUTION NO. 11-08-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GILA AUTHORIZING THE SUBMISSION OF AN APPLICATION(S) FOR FY 2011 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT SAID APPLICATION(S) MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.**

WHEREAS, the COUNTY OF GILA is desirous of undertaking community development activities; and

WHEREAS, the State of Arizona is administering the Community Development Block Grant Program; and

WHEREAS, the State CDBG Program requires that CDBG funds requested address one of the three Congressional mandated National Objectives; and

WHEREAS, the activities within *this* application(s) address the community's identified housing and community development needs, including the needs of low and moderate income persons; and

WHEREAS, an Applicant of State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations.

NOW, THEREFORE, BE IT RESOLVED THAT the BOARD OF SUPERVISORS of the COUNTY OF GILA authorize application to be made to the State of Arizona, Department of Housing for FY 2011 CDBG funds, and authorize the Chairman of the Board of Supervisors of the County of Gila to sign application and contract or grant documents for receipt and use of these funds for Housing Rehabilitation, and authorize the Chairman of the Board of Supervisors to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT this application for State CDBG funds meets the requirements of low- and moderate-income benefit for activities justified as benefiting low- and moderate-income persons, aids in the prevention or elimination of slum and blight or addresses an urgent need which poses a threat to health; and THAT, the *County of Gila* will comply with all State CDBG Program guidelines, Federal Statutes and Regulations applicable to the State CDBG Program and the certifications contained in this application(s).

Passed and adopted by the *Board of Supervisors of the County of Gila* on this 2nd day of August 2011.

By: \_\_\_\_\_  
Michael A. Pastor, Chairman,  
Gila County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Marian Sheppard, Chief Deputy Clerk

\_\_\_\_\_  
Bryan B. Chambers, Chief Deputy County  
Attorney

**RELOCATION ASSISTANCE PLAN**

as required under Section 104(d) of the  
Housing and Community Development Act of 1974 as amended

**RESOLUTION NO. 11-08-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE County of GILA ADOPTING A  
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION  
ASSISTANCE PLAN FOR FY 2010, AS REQUIRED UNDER SECTION 104(d) OF THE  
HOUSING  
AND COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED.**

WHEREAS, Section 104(d) of the Housing and Community Development Act of 1974, as amended, and implementing regulations require that each applicant for Community Development Block Grant funds must adopt, make public and certify that it is following a residential anti-displacement and relocation assistance plan; and

WHEREAS, the County of Gila is submitting an application to the Arizona Department of Housing for Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Gila, do hereby adopt the residential anti-displacement and relocation assistance plan as described below.

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

The County of Gila will replace all occupied and vacant occupyable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 as amended.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the County of Gila will make public and submit to the ADOH CDBG Program the following information in writing:

1. A description of the proposed activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as LM dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a LM dwelling unit for at least 10 years from the date of initial occupancy.
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the State of Arizona's approved Consolidated Plan (CP).

Gila County Community Action/Housing Services will provide relocation assistance, as described in the ACT and implementing regulations, to each LM household displaced by demolition of housing or by the conversion of a LM dwelling unit to another use as a direct result of assisted activities.

Passed and adopted by Gila County Board of Supervisors this 2<sup>nd</sup> day of August, 2011.

By: \_\_\_\_\_  
Michael A. Pastor, Chairman, Gila County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Marian Sheppard, Chief Deputy Clerk

\_\_\_\_\_  
Bryan B. Chambers, Chief Deputy  
County Attorney