



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/community-development
155 S. Seward Street • Juneau, AK 99801

Local Competition for State of Alaska Department of Commerce, Community, and Economic Development (DCEED) Community Development Block Grant Program

Each year the City and Borough of Juneau is eligible to sponsor a local project for the U.S. Department of Housing and Urban Development Community Development Block Grant Program that is facilitated through the State of Alaska Department of Commerce, Community, and Economic Development. CDBG competitive grants are single-purpose project grants; maximum of \$850,000 per community.

The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities which address issues detrimental to the health and safety of local residents and to reduce the costs of essential community services. The program may also fund Special Economic Development activities which result in the creation of jobs for low and moderate income persons.

Local Competition

Interested applicants will need to submit a proposal to the CBJ Development Department by August 31, 2026 at 3:00PM. Email completed applications to Forrest Courtney at forrest.courtney@juneau.gov.

Proposals will be reviewed and scored on the elements in the CDBG Project Proposal Checklist that mirrors information necessary for the final application to the State program.

Community Development Block Grant Project Proposal Checklist

The below checklist should guide the project proposal that will be submitted to the Community Development Department.

- ☐ Completed Local Applicant Information Form
- ☐ Completed Local LMI Benefit Determination Form
- ☐ Completed Local Proposal Information and Criteria Form
- ☐ Completed Local Budget Summary Form

All forms and additional information can be found online: <https://juneau.org/community-development/grants-cdbg>.

Community Development Block Grant FY2027

City & Borough of Juneau - Local Application

Applicant Information -

Name: Unique Entity Identifier (UEI):
Address: City:
State: Zip:
Contact Person: Phone Number:
Fax Number:

Project Information -

Type of Project: CDBG Requested Budget:
Cash Match: Non-Cash Match:
Total Project Cost:
Community Development: Special Economic Development Planning:

Please review and acknowledge before proceeding: Every successful applicant for CDBG funds must obtain appropriate environmental clearances for their proposed activity. DCCED will make a determination regarding the environmental requirements for each project and notify each grantee about appropriate procedures after notification of award. **After this application is submitted to DCCED in December, ALL PROJECT ACTIVITY MUST STOP until the environmental review requirement is met.** CBJ has no ability to waive this requirement or validate that previous environmental clearances will satisfy requirements.

Signature:

Determining Benefit to Low and Moderate Income (LMI) Persons

There are four (4) qualifying criteria to determine how your project qualifies for CDBG funding.

LMI Specific Area Benefit: If your proposed project will serve a specific area where residents are at least 51% LMI, as defined by census data, you must submit documentation of your communications with DCCED detailing the requirements for survey methodology and the completed survey.

LMI Limited Clientele: Complete this section if you think your project meets the criteria for Limited Clientele as defined on Page 20 of the CDBG Handbook.

LMI Housing Activities: Complete this section if you think your project meets the criteria for Housing Activities as defined on Page 21-22 of the CDBG handbook.

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

LMI Job Creation & Retention: Complete this section if you think your project meets the criteria for Job Creation & Retention as defined on Pages 22-23 of the CDBG Handbook.

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

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

Select how your project qualifies for CDBG funding:

Complete the corresponding questionnaire for the category you have selected.

LMI Specific Area Benefit:

Specific area within the community to be served:

1. Have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? Yes No
2. Did you include the survey that was completed prior to submission of your application? Yes No
3. Did the survey results indicate that the residents of the area to be served are at least 51% LMI as defined by census guidelines in Part 2 of Appendix B? Yes No

If you identified the specific area to be served and answered YES to the three (3) preceding questions, your project meets the criteria for an Area-Wide Benefit to at least 51% LMI persons. STOP HERE.

LMI Limited Clientele:

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

Specific Groups:

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

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

Specific Group Served:

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

4. Have you included family size and income information with your application? Yes No

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

5. Does your project impose income eligibility requirements, which limit the activity exclusively to LMI persons as defined by census data in Part 2 of Appendix B? Yes No

6. Is your project of such a nature and location that it may be concluded that the activity's clientele will primarily be LMI persons as defined by census data in Part 2 of Appendix B? Yes No

7. Does your project fall under one of the categories listed below? Yes No

Categories:

8. Does your project include special projects directed to the removal of materials and architectural barriers which restrict mobility and accessibility of elderly or disabled persons to publicly owned and privately owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit? Yes No

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

LMI Housing Activities:

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

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

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

3. Does your project include one of the following examples of potentially eligible housing activities: Yes No

Eligible Housing Activities:

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

LMI Job Creation & Retention:

1. Does your project create or retain jobs (as defined on pages 22-23 of the CDBG Handbook) which are held or which will be available to LMI persons? Yes No

2. Have you completed and signed the Job Creation and Retention Certification Forms? Yes No

3. Are you prepared to report monthly to DCCED on your progress in meeting Job Creation and Retention requirements? Yes No

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

If you answered YES to questions #1, 2, and 3, your project meets the Job Creation & Retention criteria for serving at least 51% LMI persons. STOP HERE.

Proposal Information -

Project Abstract – Provide a description of the proposed project. (Max 10,000 characters)

Proposal Criteria -

Criteria #1 – Project Description

Guidance: What are you going to do? Describe the project as completely and in as much detail as possible by first identifying existing conditions, the nature of the proposed project, and what needs the project will address in our community (see page 29 of the Handbook). Though not required, have you attached photographs illustrating the existing conditions? If your project is eligible under Section 105(a)(14) or (17) of the Special Economic Development category, identify the private for-profit entities or entities which will receive assistance. Show how jobs will be created. If your project is eligible under the Planning category, identify the specific plan you will produce as a result of this project.

Criteria #2 – Project Plan/Readiness

A. Identify major project activities and dates for completion of those activities. *Keep in mind that awards are usually announced in the spring following submission of the application, and funds will not be available until the grant negotiation and environmental review processes are completed.*

Proposed Project State Date:

Project Completion Date:

B. Indicate whether you have the following:

Completed Feasibility Study: Yes No

Final Engineering Documents (Design): Yes No

State Fire Marshall Approved Plans: Yes No

U.S. Army Corps of Engineers Permit: Yes No

Other Required Permits (See Appendix G):	Yes	No
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C. Identify other State/Federal/Public agencies involved with this project. *Include Name of Agency, Contact Person, Reason For Involvement.*

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D. Describe the plan for implementing the proposed project. *Include timelines, goals, objectives, and expected outcomes (see page 30 of the Handbook).*

E. Describe what efforts have been undertaken to ensure the success of the project.
What project agreements are in place?

What resources are dedicated to the project?

Did you receive CDBG funding for this project within the past two years for project design, engineering, feasibility, and/or planning? Yes No

Have you completed and attached an Operations and Maintenance Budget for Community Development activities? Yes No

If your project is a Special Economic Development project, has a feasibility study and/or market study been completed and attached? Yes No

F. Site Control: If the proposed project involves the use of real property, you must provide evidence in the form of a deed, lease, or easement showing that you have obtained an enforceable right to use that parcel of land or facility.

Provide a legal description of the property:

Has a map that identifies the property been included? Yes No

Which document proves ownership or your legal right to use the property that you have provided?

Document Type:

If you do not have one of the above documents, what steps do you need to take in order to obtain the right to use the property? *For example, do you need to purchase the land?.... negotiate and execute a lease with another entity?... finalize ANCSA 14(c)(3) reconveyance? Please explain the situation as you know it and your anticipated timeframe to prove site control.*

Have you contacted your DCCED Regional Office and asked for assistance with site control? Yes No

Has this property been occupied over the last 12 months? Yes No

Will there be anyone displaced from the property for this project? Yes No

G. Environmental Review: Every successful applicant for CDBG funds must obtain appropriate environmental clearances for their proposed activity. DCCED will make a determination regarding the environmental requirements of each project and notify each grantee about appropriate procedures after notification of award. After this application is submitted in December, all project activity must stop until the environmental review requirement is met. Please indicate that you are aware of this requirement.

I am aware:

Criteria #3 – Project Impact

A. Below is a list of possible ways in which a project might benefit a community.

Check which benefits are appropriate for your specific project:

Contributes to solving public facility problems by constructing, upgrading, or reducing operational costs of essential community services.

Eliminates imminent threats to public health/safety

Develops infrastructure for community/economic development

Promotes self-sufficiency and diversification

Attracts other funds and resources to the community

Promotes long-term positive solutions to continuing or reoccurring problems

Promotes small business development in the community

Utilizes an “underutilized work force”

Utilizes “underutilized capital resources”

B. Describe how your project will result in the benefits you identified above, as well as any additional benefits the project will have on the community not listed above. *Focus on direct benefits to low- and moderate-income residents. Describe how the needs of local low- and moderate-income residents will be met with this project (see page 31 of the Handbook).* **Be specific.**

C. If you plan to submit an application for a Special Economic Development Project, please contact the Community Development Department for an additional form to complete.

Criteria #4 – Budget / Match / Non-Cash Match

A. Budget:

Refer to pages 25 – 27 of the Handbook for detailed instructions on how to prepare your budget to receive the highest possible score.

Is your budget attached to this application? Yes No

B. Force Account Labor and Fringe Benefits, NOT Contractual:

Include only labor and fringe benefits to be paid with CDBG funds.

Position	Wage Rate	No. of Hours	Gross Wages	FICA	ESC	Workers Comp.	Other	Total Labor Cost

C. Matching Funds Detail:

Please provide the following information about matching funds. Attach documentation in the form of grant award letters, letters of commitment, bank account balance sheets, property appraisals, etc., for all matching funds listed.

Source and Type (federal (include CFDA #), state, local, or private)	Amount	Type

Criteria #5 – Administrative Capabilities

A. Identify who will be responsible for day-to-day management of this project.

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B. Describe the applicant's ability to manage CDBG funds and comply with Federal/State accounting and reporting requirements.

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D. Does the applicant have the cash resources to administer a cost reimbursable grant agreement? Yes No

F. If applicable, note any tax liens or judgements and how you have addressed them.

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G. Have you included the printout from <https://sams.gov/content/home> of your active Unique Entity ID (EUI) #? Yes No

Technical Proposal -

Approach/Methodology – Provide an explanation of the approach and methodology that will be used to meet the project objectives. (Max 10,000 characters)

Capacity – *Provide an explanation of the capacity of the organization to meet project objectives.*
(Max 10,000 characters)

Qualifications – *Provide an explanation of the qualifications of the personnel as they relate to project objectives. (Max 10,000 characters)*

Budget Summary

Budget Categories -

Category Name	Budget	Cash Match	Non-Cash Match	Total Match	Other Leverage	Total Project Cost
Acquisition/Lease						
Administrative						
Architectural and Engineering						
Construction						
Contingencies						
Contractual						
Demolition and Removal						
Freight						
Fringe Benefits						
Furniture, Fixtures, and Equipment						
General Purpose Equipment						
Indirect Costs						
Insurance						
Labor and Fringe Benefits						
Land Use Plan						
Land, Structures, Right-of-Way, Appraisals						
Maintenance and Repair						
Marketing Plans						
Materials and Supplies						
Other						
Personnel						
Professional Services						
Program Income						
Project Development						
Travel						
Grant Total						

Budget Narrative – Justification for Project Cost