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Orange County, Florida
Housing and Community Development Division, Planning & Environmental and Development Services
2024-2025 Capital Improvements, Public Facilities and Housing Projects
Deadline: 4/9/2024

Town of Eatonville Community Redevelopment Agency (CRA)
Eatonville Works Employment and Business Incubator

Jump to: Application Questions Project Budget Documents

\$ 407,164.00 Requested
\$ 407,164 Total Project Costs

Submitted: 4/6/2024 6:52:55 AM (Pacific)

Project Contact

Shaniqua Rose
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Additional Contacts

none entered

Town of Eatonville Community Redevelopment Agency

307 E Kennedy Blvd
Eatonville, FL 32751
United States

CRA Executive Director

Shaniqua Rose
cra@townofeatonville.org

Telephone 4076238906
Fax
Web https://eatonvillecra.org/

Application Questions top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #41.

GENERAL INFORMATION

1. Project Address

Street Number, Street Name, Street Type (Blvd., Ct., Cir., etc.), City, State, Zip Code (for multiple project locations other than the primary listed above, answer Question #35)

370 E. Kennedy Blvd Eatonville. FL 32751

2. Which of the following best describes your Agency?

- Orange County Division
Nonprofit Organization - certified 501(c)(3)
Neighborhood Organization
Public Housing Authority (PHA)
Other Government Entity, please explain: Town of Eatonville Community Redevelopment Agency

3. Please provide a list of your Agency's representatives who attended the Pre-Award Technical Assistance Workshop

Note that attendance is mandatory for all agencies applying for funds. Include Name, Organization/Firm, Title and Session/Date Attended

4. Provide your Agency's mission statement:

The mission of the Town of Eatonville Community Redevelopment Agency (CRA) is to aggressively pursue redevelopment and revitalization activities within the CRA District, with emphasis on providing more housing market rate and affordable, cultural arts opportunities, improving long-term transportation needs and encouraging retail development to include mixed use projects. To create and sustain a viable community where citizens, stakeholders and visitors can live, work and play while enhancing the town's tax base by eliminating slum and blighted areas, addressing affordable housing and stimulating the economic development activities while being a catalyst for public/private investment.

5. Is your Agency a certified 501(c)(3) Non-Profit Organization?

If yes, upload the Agency's IRS designation letter, By-Laws, and Articles of Incorporation under the Documents Tab of the application.

- No
- Yes

6. Provide the year that the organization was incorporated.

Type N/A if governmental entity or neighborhood organization (not incorporated)

N/A

PROJECT DESCRIPTION AND NEED

7. Describe the proposed project.

Identify the project need or problem to be addressed and explain how the project will improve those conditions.

The community has the potential for workforce development and economic growth in the future, as evident in its relatively young population and comparable high school education rates to the county and state (USCB, 2023a). For employed residents, between 2010 and 2020, almost 90% of job gains were in the construction, wholesale trade, retail trade, finance and insurance, and professional, scientific, and technical services sectors.

The earnings for jobs held by Eatonville residents tend to be lower than the earnings of jobs offered within Eatonville. Only one-fifth of the jobs located in Eatonville pay \$1,250 per month or less, whereas one-third of the jobs held by Eatonville residents pay this amount.

Conversely, while almost half of the jobs created in Eatonville pay more than \$3,333 per month, only one-third of the jobs held by Eatonville residents pay this much. Eatonville's residents hold less than 1% of the jobs created in the Town, and these jobs tend to pay higher than residents' jobs.

Although internet connectivity has become foundational for most activities of modern life, most Eatonville residents lack access to internet beyond their cell phones, or if there is internet, the costs are prohibitive and most residents do not have access to devices to maintain consistent, reliable service at speeds that are necessary to conduct remote learning, and work from home.

The Town of Eatonville meets the requirements of the grant as demonstrated in this proposal. The Town is not receiving funding from other programs funding similar projects in the community. The Town has worked diligently with Orange County's Housing and Community Development Division (HCD) to make sure that we are meeting the objectives of the grant.

With this grant, we are proposing to improve the façade to give a modern appeal, gut the interior of the building, then install new air conditioning, electrical and datacom+ and 1 gb of dedicated high speed internet service. The building is proposed to house Career Source and provide small business incubator space for residents who do not have the bandwidth to perform business from home. This will also accommodate work-from-home employers.

8. Name other organizations or government entities that were consulted on this project application. What was the result of the consultation?

(if any)

N/A

9. Which of the following describes your project? Check all that apply.

- Acquisition of property (for a public purpose or when housing will be constructed with other funds)
- Disposition (County only)
- Public facilities: construction or rehabilitation, in low income areas or facilities that serve limited clientele
- Neighborhood facilities for social services or multipurpose in low income areas
- Homeless facilities (construction, renovation or rehabilitation)
- Centers for the disabled (construction or rehabilitation of groups homes or centers)
- Water/Sewer/Improvements in low income areas
- Street/Sidewalk improvements in low income areas

- Youth centers (ages 13 to 19) in low income areas
- Parks/Recreation facilities in low income areas
- Land development for affordable housing
- Health facilities in low income areas or limited clientele
- Clearance and Demolition
- Parking facilities in low income areas or limited clientele
- Housing rehabilitation of single family housing
- Acquisition for rehabilitation to provide affordable housing
- Public housing modernization (including energy efficiency)
- Energy efficiency improvements for low income households
- Housing rehabilitation of multifamily rental housing
- Other, please explain:

10. Is the project being submitted by a neighborhood organization or County Division/Department as a County project, or is the application being submitted by a private nonprofit agency or other public organization as a non-County project?

The submission of a project by a County Division/Department does not automatically result in a funding recommendation.

- County Project
- Non-County Project

11. What will be the primary use of the facility or benefit of the proposed project after its completion? PLEASE NOTE: The use of the facility must remain as stated for a minimum of 5 years; housing projects may have long-term income and/or rents limits.

NOTE: Rehabilitation/renovations of buildings used for the general conduct of government are limited to making ADA improvements.

- Housing for low- to moderate-income households
- Provision of services to low- to moderate-income persons/limited clientele
- Improved access to the facility/services by low- to moderate-income persons/limited clientele
- Other (contact County Staff), explain:

IMPLEMENTATION PLAN AND OUTCOMES

12. Define the measurable goals, outputs and outcomes of programs offered at the project site.

Program outputs may include # of services provided or clients assisted; program outcomes describe larger changes that occur as a result of the program/services provided (e.g. improved self-sufficiency, change in economic status, etc.)

With this grant, we are proposing to improve the façade to give a modern appeal, gut the interior of the building, then install new air conditioning, electrical and datacom+ and 1 gb of dedicated high speed internet service. The building is proposed to house Career Source and provide small business incubator space for residents who do not have the bandwidth to perform business from home. This will also accommodate work-from-home employers.

The Proposal includes a partnership with Career Source of Central Florida and an employment facility entitled "Eatonville Works" to be located at 370 E. Kennedy Blvd., Eatonville. This facility, utilizing an existing vacant building, will provide intake employment services and Career Source will provide personnel to work with Eatonville residents to identify employment opportunities and develop workforce skills. Two major technology employers have committed to work with residents and develop job opportunities. They include Spectrum and Host Dime data center.

13. List the # of households, by income, estimated to be served by the project in the period of 10/1/24-9/30/25. For Housing Projects: include # of low-income households; For Area Benefit Projects: Use Census data and enter # at or below 80% AMI.

Numbers only. At least 51% of the area served must have households at or below 80% AMI. Public facilities must serve at least 51% clients at or below 80% AMI. Housing projects must serve 100% low-income households at or below 80% AMI.

100	0-30% AMI
200	31-50% AMI
200	51-80% AMI
500	81% AMI and higher (total presented by clicking on Print/Preview)
1,000.00	TOTAL

14. If the proposed project does not qualify under Area Benefit or Presumed Benefit, the applicant agrees to income-qualify its clientele, in accordance with 24 CFR Part 5.

Please refer to Question #17 for additional information.

- No
 Yes

15. Describe the services that the Agency provides. Specifically note those services that will be a result of funding received from Orange County.

This may be provided in a bullet point format or as a narrative.

The Proposal includes a partnership with Career Source of Central Florida and an employment facility entitled "Eatonville Works" to be located at 370 E. Kennedy Blvd., Eatonville. This facility, utilizing an existing vacant building, will provide intake employment services and Career Source will provide personnel to work with Eatonville residents to identify employment opportunities and develop workforce skills.

Two major technology employers have committed to work with residents and develop job opportunities. They include Spectrum and Host Dime data center. The community has the potential for workforce development and economic growth in the future, as evident in its relatively young population and comparable high school education rates to the county and state (USCB, 2023a). For employed residents, between 2010 and 2020, almost 90% of job gains were in the construction, wholesale trade, retail trade, finance and insurance, and professional, scientific, and technical services sectors.

The earnings for jobs held by Eatonville residents tend to be lower than the earnings of jobs offered within Eatonville. Only one-fifth of the jobs located in Eatonville pay \$1,250 per month or less, whereas one-third of the jobs held by Eatonville residents pay this amount. Conversely, while almost half of the jobs created in Eatonville pay more than \$3,333 per month, only one-third of the jobs held by Eatonville residents pay this much. Eatonville's residents hold less than 1% of the jobs created in the Town, and these jobs tend to pay higher than residents' jobs.

16. Select one or more of the following draft FY 2022-2026 Consolidated Plan goals for low- to moderate-income residents that the project will address.

- Transform low- to moderate-income communities into resilient communities
 Expand and preserve housing affordability, safety and stability
 Eradicate and prevent homelessness

17. The proposed project qualifies under which ONE of the following three criteria:

- AREA BENEFIT: Upload a map under the Documents Tab showing the project location and service area. Include census tracts of the service area.
 LOW-MODERATE CLIENTELE: Information on income must be collected for all clients or households (including low-income and non-low-income persons) to demonstrate that at least 51% of the clients served are low-income. See Question #14.
 PRESUMED BENEFIT: Project will exclusively serve a population group that meets the HUD definition of 'Presumed Benefit'. See definition in the Library Tab and answer Question #18.

18. If your application qualifies under Presumed Benefit, which of the following populations will your project EXCLUSIVELY serve?

**The definition of severely disabled adults is provided in the Program Summary under Requirements. If this question does not apply, please select N/A.*

- Abused children
 Battered spouses
 Senior persons (age 62 years and over)
 Severely disabled adults (adults meeting the Bureau of the Census' Current Population Reports definition)
 Homeless persons
 Illiterate adults
 Persons living with AIDS
 Migrant farm workers
 N/A

AGENCY COMPETENCY (FISCAL & ORGANIZATIONAL CAPACITY)

19. Provide information on recent capital improvement projects completed by your Agency. Include the number of Federal, State and/or locally funded projects that your Agency has completed in the past five years.

INCLUDE: project description, address, total cost, funding sources, date completed, duration, on time/delayed, within/under/over budget, unforeseen circumstances, and any outstanding payments/liens. Explain project benefits to the Agency's clientele.

The Circuit nightclub - \$1,000,000 Florida Division of Historic Places

Community Room and community policing - \$1,000,000 BJA

SRF Clean Water and Sewer - \$35,000,000 Florida Department of Environmental Protection

20. Does your Agency comply with Generally Accepted Accounting Principles?

No

Yes

21. Does your Agency comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards?

Copy the following link into your browser for more info: <http://portal.hud.gov/hudportal/documents/huddoc?id=15-01sdn.pdf>, or see information under the Library Tab of this application.

No

Yes

22. Does your Agency have any outstanding litigations or other legal issues? N/A for County or City governments.

If yes, please upload an explanation under the Documents Tab of the application.

No

Yes

N/A (for County and City governments)

23. Are there any outstanding financial audit findings which remain unresolved? N/A for County or City governments.

If yes, please upload an explanation under the Documents Tab of the application.

No

Yes

N/A (for County and City governments)

24. Does your Agency have a policies and procedures manual that includes programmatic and personnel policies?

If yes, the policies and procedures must be uploaded under the Documents Tab of this application.

No

Yes

25. Did your Agency expend \$750,000 or more in federal funds in its last fiscal year? If yes, has a single audit been completed? Requirement of 2 CFR Part 200 Subpart F.

Please provide a link to the audit or upload the results under the Documents Tab. Web address of audit requirements: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartF.pdf>

No

Yes

26. Funds are provided on a cost-reimbursement basis. Does your Agency have sufficient cash reserves to pay for project costs as they are incurred and the capacity to cover future operational costs associated with maintaining the project?

Please note: a proof of payment will be required prior to reimbursement by the County.

No

Yes

27. Insurance coverages are required for non-County CDBG capital projects/HOME housing projects. In the spaces below, provide the expiration date (ex. DEC 2024) next to each insurance instrument. Contact County for requirements for governmental entities.

Upload insurance certificate(s) under the Documents Tab. A separate endorsement showing the County as an additional insured will be required if funded. If insurance is not available, a letter committing to purchase insurance is required.

General Liability

1,000,000 Professional Liability

1,000,000 Workers Compensation

3,000,000.00 TOTAL

28. CDBG Procurement rules require bonding and bid guarantees. Do you agree to have the requirements in place prior to the execution of a contract awarding funds?

Please refer to 2 CFR Part 200 for additional information. A link to the regulations can be found under the Library Tab of this application.

- No
 Yes

PROJECT FEASIBILITY

29. Describe whether or not the proposed project meets the zoning requirements, or if a rezoning or variance will be needed. If the proposed project is exempt from the zoning requirements, cite the exemption source/reference. (A zoning verification letter might be required to be submitted at the staff's request).

Additionally, please specify whether the current parking is adequate for the intended use, or if a rezoning or a variance will be required. Enter N/A if no acquisition, disposition or public facility improvements are proposed as part of the project. No variance or rezoning is needed; this will be a renovation of an existing building.

30. Describe whether or not the site is owned or leased by the applicant. If owned, upload a copy of the Deed. If leased, upload a copy of the lease under the Documents Tab. Enter N/A for projects that do not involve facility improvements.

NOTE: There must be at least 5 years remaining on the lease from the date of the project completion. If optioned or owned by another entity, provide that information. If no lease/deed - explain how the Agency plans to obtain site control.
Site is owned.

31. Does the project include any demolition of the building(s)? If yes, answer Question #35 pertaining to the Uniform Relocation Act (URA).

For acquisition, public facilities or infrastructure improvements ONLY. Housing rehabilitation or other categories, please select N/A.

- No
 Yes
 N/A

32. Will the project include compliance with the Americans with Disabilities Act (ADA)? Please describe any ADA improvements proposed as part of the project.

Type N/A if project involves acquisition only (no rehabilitation).

Yes.

The floor plan will be ADA compliant; it will include two conference rooms and an open space for individuals to prepare resumes and search for opportunities. An area will be dedicated for sole proprietors and small business owners to use computers, printers, and fax machines. A reception area will be included in the front of the building. A video communication camera will be connected to Town Hall to enable sharing of employees for the site.

33. Provide the date(s) when the building(s) were constructed for the project that involves improvements to/rehabilitation of public facilities owned by non-profit agencies or public entities, neighborhood facilities, or housing units.

Rehabilitation of any residential building constructed prior to 1978 will require compliance with lead-based paint regulations (see 24 CFR Part 570.608). All demolition and renovation projects must comply with NESHAP regulations (40 CFR 61.145). 1955

34. If your infrastructure project has more than one address, please describe the specific location(s) of the project. NOTE: Sidewalks must be ADA-compliant.

Additionally, upload maps, photos, plans/drawings (under project cost estimates and site location) under the Documents Tab of the application. If the proposed project is other than infrastructure, type N/A for Not Applicable.

N/A

35. UNIFORM RELOCATION ACT (URA): Will occupants be required to move, either temporarily or permanently, as a result of acquisition or rehabilitation? http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/library/relocation

Read the following statements and respond with a 'Yes' or 'No'. The County reserves the right not to fund projects that involve relocation due to the time and costs necessary to comply with the URA requirements.

<input type="text" value="NO"/>	Project will result in the temporary relocation of people.
<input type="text" value="NO"/>	Project will result in the permanent relocation of people.
<input type="text" value="N/A"/>	Has the seller been provided with a Voluntary Acquisition Letter? (Write N/A if there is no acquisition of real property.) An appraisal must be completed by a licensed appraiser. See Appendix 31 of Handbook 1378 found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780
<input type="text" value="N/A"/>	Have occupants been provided with a General Information Notice (GIN)? Upload a copy of the GIN under the Documents Tab
<input type="text" value="N/A"/>	Has an experienced relocation consultant been retained or consulted?
<input type="text" value="N/A"/>	Are relocation costs included in the proposed project budget?
<input type="text" value="N/A"/>	Was the relocation budget prepared by a credentialed professional experienced with the URA?
<input type="text" value="0.00"/>	TOTAL

36. Provide the proposed project timeline, to include phasing (if applicable), specific activities, and an anticipated project completion date.

A copy of the proposed project timeline, including any project phasing, must be uploaded under the Documents Tab of the application.

Activity Date

Orange County Announces Awards October 2024

Start Design January 2025

Complete Design March 2025

Start Construction May 2025

Completion and Ribbon Cutting August 2025

ACQUISITION PROJECTS ONLY

37. Which one of the following best describes your acquisition project?

If your project does not include acquisition, please select N/A.

- Land
- Building(s)
- Residential Units
- Other, please explain:
- N/A

38. Is any of the real property currently occupied?

If yes, complete Question #35 (Uniform Relocation Act) of this application. If no, how long has the property been vacant?

NO

39. Describe the purpose of the acquisition and how the property will be used.

Please include the following: parcel ID number, square footage of building(s) on-site, and a current zoning designation. If the proposed project does not involve acquisition or disposition, please type N/A.

N/A

40. What is the appraised value of the property, proposed purchase amount, and an anticipated escrow closing date?

Please upload a property appraisal under the Documents Tab of the application. If the proposed project does not involve acquisition, please type N/A.

\$119,672

HOUSING PROJECTS ONLY

41. Is your project housing related?

If the answer is "NO", the system will hide some questions.

- No
- Yes

42. Which one of the following best describes your housing project:

-answer not presented because of the answer to #41-

43. EXPERIENCE: Provide information on the three (3) most recent housing projects completed by your Agency.

-answer not presented because of the answer to #41-

44. ECONOMIC VIABILITY: Describe economic viability and financial strengths of the proposed project, to include the following: physical needs assessment, development cost proforma, and management, monitoring and affirmative marketing plan.

-answer not presented because of the answer to #41-

45. TARGET POPULATION: Explain how the proposed project will benefit low- to moderate-income individuals including, but not limited to, special populations.

-answer not presented because of the answer to #41-

46. PROJECT IMPACT: Describe the potential impact the project will have on the surrounding area.

-answer not presented because of the answer to #41-

47. LEVERAGING AND OUTREACH: Outline an outreach plan that uses community collaboration to revitalize the proposed project. Indicate whether other resources are being leveraged to advance the proposed project.

-answer not presented because of the answer to #41-

48. Explain the system that your Agency uses to prioritize clients with housing needs.

-answer not presented because of the answer to #41-

49. Is your agency a certified Community Housing Development Organization (CHDO)?

-answer not presented because of the answer to #41-

Project Budget [top](#)

Funding Sources/Revenues	Committed	Uncommitted	Total
-none-	\$ 0.00	\$ 0.00	\$ 0.00

Funding Uses/Expenses	County CDBG	Other source(s)	Total
Architect/Engineering	\$ 50,000.00		\$ 50,000.00
Building	\$ 200,000.00		\$ 200,000.00
Network Rooms/cable	\$ 25,000.00		\$ 25,000.00
1 Gb dedicated internet access	\$ 34,164.00		\$ 34,164.00
Security/Access Control	\$ 20,000.00		\$ 20,000.00
Furniture (indoor and outdoor)	\$ 25,000.00		\$ 25,000.00
Sitework (fencing, pavers, lighting, signage)	\$ 45,000.00		\$ 45,000.00
Computers/AV	\$ 8,000.00		\$ 8,000.00
Total	\$ 407,164.00	\$ 0.00	\$ 407,164.00

Project Budget Narrative

Introduction

The Town of Eatonville Community Redevelopment Agency (TOECRA) is the applicant for Orange County's Housing and Community Development Division (HCD) which invites applications for funding consideration under the federal Community Development Block Grant (CDBG) program administered by the United States Department of Housing and Urban Development (HUD) and authorized by Title I of the Housing and Community Development Act of 1974, as amended, and under HOME Investment Partnerships (HOME) Program. All activities proposed under CDBG must meet the following objectives of the CDBG program:

- Benefit low to moderate income persons;
- Prevent or eliminate slums or blight; or
- Meet urgent community development needs.

This application is for use by the TOECRA who wishes to apply for CDBG funds for capital improvements and public facilities projects. The TOECRA Executive Director will serve as the Project Manager for the Project and will oversee the implementation of the Project improvements.

Incorporated in 1887 by formerly enslaved persons, the Town of Eatonville is one of the oldest towns founded by Black people in America. The Town, located about 6 miles north of Orlando, was an outgrowth of the White municipality of Maitland. In 1997 by adoption of Orange County Ordinance number 97-M-14, the Town of Eatonville created the Community Redevelopment Agency whose charge was to prepare a redevelopment plan, implement planned projects and obtain the necessary funding. One of the redevelopment plan goals was to create an attractive and viable sense of place. In 2021, Eatonville had a population of just over 2700 people with a median household income of \$31,226. The poverty rate exceeds 20% and the unemployment rate is at 16.1% 100% of school age children are eligible for free or reduced lunch. The Socioeconomic Status of the Social Vulnerability Index is at 75% and the LMI is 68.15. Today the Town's population is 73.5% black.

The community has the potential for workforce development and economic growth in the future, as evident in its relatively young population and comparable high school education rates to the county and state (USCB, 2023a). For employed residents, between 2010 and 2020, almost 90% of job gains were in the construction, wholesale trade, retail trade, finance and insurance, and professional, scientific, and technical services sectors.

The earnings for jobs held by Eatonville residents tend to be lower than the earnings of jobs offered within Eatonville. Only one-fifth of the jobs located in Eatonville pay \$1,250 per month or less, whereas one-third of the jobs held by Eatonville residents pay this amount. Conversely, while almost half of the jobs created in Eatonville pay more than \$3,333 per month, only one-third of the jobs held by Eatonville residents pay this much. Eatonville's residents hold less than 1% of the jobs created in the Town, and these jobs tend to pay higher than residents' jobs. Although internet connectivity has become foundational for most activities of modern life, most Eatonville residents lack access to internet beyond their cell phones, or if there is internet, the costs are prohibitive and most residents do not have access to devices to maintain consistent, reliable service at speeds that are necessary to conduct remote learning, and work from home.

The primary objective of the CDBG Program is to provide funds for the construction of, or improvement to buildings designed to jointly and directly benefit low to moderate income persons, prevent or eliminate slums or blight; or meet urgent community development needs, which includes to enable work, education and health. These grant recipients should be located in eligible communities with an identified critical need for the project.

The Town of Eatonville meets the requirements of the grant as demonstrated in this proposal. The Town is not receiving funding from other programs funding similar projects in the community. The Town has worked diligently with Orange County's Housing and Community Development Division (HCD) to make sure that we are meeting the objectives of the grant.

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Applicant Certification and Authorization Form (The form can be found under the Library Tab of this application)	<input checked="" type="checkbox"/>	Applicant Certification and Authorization Form
Articles of Incorporation and By-Laws (nonprofit organizations only)	<input checked="" type="checkbox"/>	Doc
501(c)(3) Certificate or IRS Determination Letter	<input checked="" type="checkbox"/>	Doc
Organizational Chart (for governmental entities - submit departmental org chart)	<input checked="" type="checkbox"/>	Organizational Chart
List of Board of Directors (roster), their addresses, affiliations and term (n/a for governmental entities - upload a Document Exemption form instead)	<input checked="" type="checkbox"/>	Doc
Most recent audited financial statements and/or audits (last two years)	<input checked="" type="checkbox"/>	Audit 2022 Audit 2021
Form 990. Upload the agency's most recent tax return.	<input checked="" type="checkbox"/>	Doc
Project location map(s) - (if project qualifies as 'Area Benefit' - include map showing the project site and its geographic service area)	<input checked="" type="checkbox"/>	Map Area
Resumes of project's team members indicating the	<input checked="" type="checkbox"/>	Construction Management Resume

experience (financial, design, construction, etc.) each has in administering similar projects and if they have experience with projects subject to Davis-Bacon and Related Acts.

[CRA Executive Director Resume](#)

Purchase Agreement (if there is an executed agreement for Acquisition)

Property Appraisal (if Acquisition)

Property Inspection Report (if Acquisition)

Phase 1 Environmental Site Assessment (if available; however Phase I will be required for all acquisition projects and major rehabilitation projects before agreement and funding)

Fiscal Management - Upload your Agency's financial policies and procedures



[Fiscal Policy](#)

Funding commitment letters for non-CDBG/HOME portion of the project

Site Control (Deed or Lease. If the property is leased, then there must be at least 5 years remaining on the lease from the date of project completion)



[Deeed](#)

Certification and Project Readiness checklist and Signature Authorization. Print, sign, scan, and upload back into your application. (The template can be found under the Library Tab of this application)



[Checklist](#)

(Insurance Requirements) Upload current insurance certificates or a letter committing to purchase insurance if funded. Note that additional bonding requirements must be in place prior to contract execution.



[Insurance Commitment](#)

Previous Housing Projects. Provide a list of previous housing projects (address and type of project) when requesting funds for housing projects.

Conflict of Interest Statement (The template can be found in the Library Tab of this application)



[Conflict of Interest](#)

Question #22: Outstanding Litigation explanation

Question #23: Financial Audit explanation

Agency Budgets (last two years)



[FY 2023-2024](#)

[FY 2022-2023](#)

Professionally developed project costs estimates (for construction or rehabilitation projects)



[Cost Estimates](#)

Results of lead-based paint testing (if applicable) - for rehabilitation projects

Results of asbestos testing - for rehabilitation projects

Proposed Project Timeline & Phasing



[Project Timeline](#)

Policies for data protection: Please provide an explanation of your agency's existing practices for data protection or how it plans to protect clients' data from cyber-attacks.

Additional documentation relevant to a project/proposal being submitted

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 468570

