

**Georgia Department Of Community Affairs  
CDBG/EIP Program  
Supplemental Information And Documentation**

**Part I – Applicant/Recipient Information**

1. Name of CDBG/EIP Applicant or Recipient: \_\_\_\_\_

2. Project Funding

CDBG/EIP Amount Requested: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

**Part II – Supplemental Information**

1) JOB CREATION/RETENTION

- total number of existing jobs: \_\_\_\_\_
- total number of jobs to be created: \_\_\_\_\_\*
- total number of jobs to be retained: \_\_\_\_\_\*\*
- number of jobs created for low/mod income persons: \_\_\_\_\_\*\*\*  
percent of total: \_\_\_\_\_%
- number of jobs retained for low/moderate income persons: \_\_\_\_\_\*\*\*  
percent of total: \_\_\_\_\_%
- CDBG dollars per job created: \_\_\_\_\_
- CDBG dollars per job retained: \_\_\_\_\_

Describe the methodology to be utilized for ensuring the number of jobs listed above for low and moderate income persons: (provide documentation where applicable). Applicants should note that jobs paying minimum wage do not necessarily qualify as low and moderate income jobs. Individual family income levels adjusted for family size at the time of application for employment determine qualification.

*\*permanent full-time positions of at least one year's duration (except in certain cases of agricultural businesses whose operations are necessarily seasonal, DCA will consider as permanent any full-time job of at least twelve (12) consecutive weeks' duration, and will count it as the equivalent of one-fourth (1/4) of a permanent job).*

*For example, if an agricultural business proposed to employ 100 persons, each for twelve (12) full-time consecutive weeks, the number of jobs created would be counted as 25. Likewise if 100 persons were to be employed each for 24 full-time consecutive weeks, the number of jobs created would be counted as fifty (50).*

*\*\*For retained jobs, the application should contain summary information on the number and percent of the retained jobs which are held by low and moderate income individuals. This would normally require that workers be surveyed prior to the application being submitted.*

*\*\*\*Should meet the 51% minimum benefit to low and moderate income persons (i.e., at least 51% of the jobs created or retained must be for low and moderate income persons).*

2) UNEMPLOYMENT DATA\*

- number of persons in the workforce unemployed: \_\_\_\_\_
- percent of persons in workforce unemployed: \_\_\_\_\_%
- source of data (provide documentation)

Analyze and describe the impact on unemployment, both in actual numbers and percentages, of the proposed project:

*\*This data should be for the applicant's jurisdiction. If other, please note and explain.*

3) PRIVATE INVESTMENT\*

- dollar amount of private investment: \_\_\_\_\_
- source(s): \_\_\_\_\_
  
- private investment as percent of total project: \_\_\_\_\_%
- private to CDBG funds leverage ratio: \_\_\_\_\_
- private to CDBG/other public funds leverage ratio: \_\_\_\_\_

*\*private investment must be documented by letters of commitment.*

4) OTHER PUBLIC INVESTMENT\*

- amount: \_\_\_\_\_
- source(s): \_\_\_\_\_

- other public investment as percent of total project: \_\_\_\_\_%

*\*other public investment must be documented by grant awards, grant commitments or letters of commitment.*

5) ESTIMATED TAX REVENUE

- total estimated taxes to be generated (for one year)

Local taxes: \_\_\_\_\_  
State taxes: \_\_\_\_\_  
Federal taxes: \_\_\_\_\_  
Other taxes: \_\_\_\_\_  
Total taxes: \_\_\_\_\_

- taxes generated per CDBG dollar requested: \_\_\_\_\_

Describe the methodology for calculating the estimated tax from each source:

6) RECAPTURE PROVISIONS

Describe the rate, terms, period and other applicable elements of the grant repayment (be specific and detailed); also describe what entity will be responsible for servicing the EIP/CDBG loan:

*Any direct assistance to private for profit entities must be "recaptured".*

7) USE OF PROGRAM INCOME ("Recaptured Funds")

Describe the proposed use of the program income (be specific and detailed); also describe what local agency, staff member, or department will have oversight responsibilities for recaptured funds.

8) COMMITMENT LETTERS

All applications must be accompanied by letters of commitment from participating financing entities, other participating agencies and the private sector partner (developer, industry, company, business, corporation, etc.).