

2017

REGION VIII

ROOSEVELT-CUSTER REGIONAL COUNCIL

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ALTERNATIVE FORMATS FOR DISABLED
PERSONS ARE AVAILABLE UPON REQUEST

For an electronic copy of the State Action Plan see www.communityservices.nd.gov/communitydevelopment/Resources/ConsolidatedPlan/

Acronym Listing

ADA	Americans with Disabilities Act
CDBG	Community Development Block Grant
CDLF	Community Development Loan Fund
CFR	Congressional Federal Record
DCS	Division of Community Services - A division of the ND Department of Commerce
LRC	Loan Review Committee
R-CRC	Roosevelt-Custer Regional Council
VL-LI	Very Low and Low Income

DISTRIBUTION OF FUNDS

FUNDING AMOUNTS AND CATEGORIES

The estimated statewide allocation of the 2017 Community Development Block Grant (CDBG) funds are found in the 2017 State Program Distribution Statement www.communityservices.nd.gov/communitydevelopment/Programs/CommunityDevelopmentBlockGrantCDBG/. Funds available to Region VIII are estimated to be \$215,422. Those funds will be allocated under the following categories:

Economic Development (see page 6)	0%	\$	0
Public Facilities & Planning	50%	\$	107,711.00
Housing	50%	\$	107,711.00
Emergency Public Facility		\$0	\$ 0
Total Funding	100%	\$	215,422.00

ECONOMIC DEVELOPMENT

Economic development projects must meet the eligibility criteria as described in the 2017 State Program Distribution Statement. www.communityservices.nd.gov/communitydevelopment/Programs/CommunityDevelopmentBlockGrantCDBG/. Additionally, regional information is included in this statement.

PUBLIC FACILITIES & HOUSING

Projects must meet the eligibility criteria as described in the 2017 State Program Distribution Statement. www.communityservices.nd.gov/communitydevelopment/Programs/CommunityDevelopmentBlockGrantCDBG/.

Regional information and application forms are attached to this program statement.

The Roosevelt-Custer Regional Council Executive Board elected to **allocate the 2017 Regional CDBG funds to housing and public facilities at 50% each. Any funds remaining in either category after scoring and ranking can be transferred to the other.**

PUBLIC FACILITIES CATEGORIES

Public Facilities categories include: Water and Sewer, fire protection, ambulances, community centers, storm sewers, flood or drainage facilities, removal of architectural barriers and planning.

The Department of Commerce, Division of Community Services requires that **“all public improvement projects with costs exceeding \$50,000 that are funded under the CDBG Public Facilities program shall procure plans, drawings and specifications for the work from a licensed architect or registered professional engineer.” These architect/engineering plans must be included in the pre-application to be eligible for 2017 funding.**

It is **strongly recommended** applicants seek professional assistance (architectural or engineering expertise) for construction projects under \$50,000 when estimating project costs as many recent pre-application estimates have been found to be substantially lower than bid opening findings. At a minimum, a licensed and experienced contractor should assist with project estimate costs. The cost of construction projects continues to rise due to increasing demand for contractors and escalating costs of construction materials.

HOUSING CATEGORIES

Housing projects include:

1. Housing rehabilitation of existing low-income single-family and multi-family housing.
2. New housing construction is prohibited. However, CDBG funds can be used in support of new housing construction such as property acquisition, site clearance in preparation for housing and site improvements (install water lines, sewer lines and utility lines) on publically-owned properties or privately-owned properties, if an easement on the property is obtained before carrying out the improvements. Also, the construction or reconstruction of publicly-owned streets, bridges and alleys is eligible as a public facilities and improvements activity when it relates to new housing construction. If you are considering a project in support of new housing, please contact the Regional Council office for additional information to determine project eligibility prior to engaging in any activity (including property acquisition) in support of new housing construction. **All infrastructure projects in support of new housing construction exceeding \$50,000 that are funded under the CDBG Housing program shall procure plans, drawings, and specifications for the work from a licensed architect or registered professional engineer.**
3. All multi-family rehabilitation housing projects will need to submit with their preapplication the Housing Quality Standards for each unit.

In past years, lead-based paint issues have made a considerable change in the housing rehabilitation program. Costs of lead inspections, lead clearance costs and lead-certified

contractors have increased housing rehabilitation costs by over one-third. CDBG pre-applications have under-estimated costs of rehabilitation and applicants have been required to provide additional matching funds. This has created delays in the program administration. Therefore, it is recommended to have the housing units tested for lead prior to submitting the pre-application.

EMERGENCY PUBLIC FACILITY

Emergency projects shall be determined as those having an immediate threat to the safety of the residents of the area as defined by the request for assistance. The project will need to meet eligibility requirements and have concurrence that the project constitutes an emergency from the North Dakota Division of Community Services (DCS). No funding is set-aside for emergencies in this program statement. However, funding for an emergency public facility project may be allocated at the time of the emergency from funding not currently allocated, returned funds, or funds transferred from other emphasis areas. No transfer of funds will be necessary if the funding is from a public facility category. The public facility pre-application scoring and review process will be waived for emergency applications. Emergency public facility decisions will be made by the R-CRC Executive Board. In addition, emergency CDBG funds may also be accepted or applied for from other regional or state allocations and or set-asides.

PLANNING

City and county planning projects are eligible and will be scored under the public facility criteria.

AMERICANS WITH DISABILITIES ACT (ADA)

It is a federal requirement that all cities and counties receiving funds through the CDBG Program must provide a copy of their Section 504 Self-Evaluation and Transition Plan prior to project closeout. All projects involving Removal of Architectural Barriers (example: handicap accessible bathrooms) must have a transition plan included with the application. **In addition, this plan and a completed thirteen (13) point checklist must be included in the pre-application for funding. (Checklist found on pages 47-68 of the 504 self-evaluation guide. See website below.)**

The Transition Plan Outline can be found in Section III of the Section 504/ADA Technical Assistance Handbook. The Transition Plan identifies the following items:

1. Physical barriers in the building.
2. Changes that can be made without changing the structure of the building to make program and services accessible.
3. Structural changes required to make the building handicapped accessible.

The Section 504/ADA Technical Assistance Handbook can be found at:

www.communityservices.nd.gov/communitydevelopment/Resources/ADA504SelfEvaluationGuide

STATEMENT OF “CONFLICT OF INTEREST” POLICIES

The Roosevelt-Custer Regional Council (R-CRC), its affiliates and components and all officers, directors, delegates, council and committee members scrupulously shall avoid any conflict between their own respective individual, professional or business interests and the interests of the Council, in any and all actions taken by them on behalf of the Council in their respective capacities.

In the event that any officer, director, delegate, council, or committee member of the Regional Council shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Council, including, but not limited to, transactions involving:

1. The sale, purchase, lease or rental of any property or other asset;
2. Employment or rendition of services, personal or otherwise;
3. The award of any grant, contract or subcontract;
4. The investment or deposit of any funds of the Council.

Such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting (but not to include testimony in a public forum) on the particular transaction in which he has an interest, or otherwise attempting to exert any influence on the Council or its components to affect a decision to participate or not participate in such transaction.

In addition, a recipient may not use CDBG funds to replace other funds for which they are responsible for, such as paying off existing debt.

ADMINISTRATION COSTS

Project administration costs will generally be paid with local matching funds in most cases.

Applicants are asked to provide the minimum matching funds to the project as follows:

1. Housing projects: 15% of the project not to exceed \$15,000 with a minimum of \$1,000.00.
2. Public Facilities:
 - a. Equipment Purchases: 5% of the project with a minimum of \$1,000.00.
 - b. All others Projects: 10% of the project with a minimum of \$1,000.00.

Consult the Regional Council for guidance of the anticipated administration cost inasmuch as some projects may require additional administrative actions to meet the grant’s guidelines.

FUND TRANSFERS, RETURNED FUNDS AND RE-ALLOCATIONS

Uncommitted and unused funds in any category may be reallocated if the balance in one category is needed for a project in the other category and no applications for the funding was received in the other category. The Executive Board approval for the 2017 CDBG funding allocation took place on January 31, 2017.

In the event the funds allocated or transferred in any category exceed the applications on hand, the Executive Committee may call for additional applications through a second funding cycle. The implementation schedule for the second funding competition is to be included in the public notice.

An economic development project must be approved and ready to receive the funds before any transfer will be made from public facilities and housing to economic development.

Any funds returned during or after the end of the calendar year in which it was awarded, may be reallocated by the Executive Committee of the R-CRC. An Executive Committee decision will be based on timeliness and perceived need and will be done through a motion and with the majority approval of the Executive Committee members. The Executive Committee may commit these funds to (1) any open project, (2) any new eligible economic development project or (3) to the next ranked public facility or housing project in the most recent funding competition. These actions may require a transfer of funds between categories. Any transfer of funds from one category to another must follow the transfer of funds procedure as outlined above and in the State Action Plan.

SUBMISSION OF APPLICATIONS

Completed pre-applications and full applications should be forwarded to:

ROOSEVELT-CUSTER REGIONAL COUNCIL
300 13th AVE. W., SUITE 3
PULVER HALL
DICKINSON, ND 58601
PHONE (701) 483-1241
FAX (701) 483-1243
info@rooseveltcuster.com

**ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT LOAN FUND**

IMPLEMENTATION SCHEDULE

Applications for funding from the State Community Development Loan Fund (CDLF) will be accepted by the Roosevelt-Custer Regional Council (R-CRC) at any time throughout the program year.

DISTRIBUTION OF FUNDS

Funding for the State CDLF program is available from program income. Program income comes from CDLF loans that have been made previously and repaid. Economic development projects being proposed to R-CRC's CDLF program must meet the eligibility criteria as described in the current State Action Plan.

R-CRC's Loan Review Committee (LRC), using prudent lending practices, will review all projects. Final approval will be given by R-CRC's Executive Committee based on the recommendation received from the Loan Review Committee.

APPLICATION PROCEDURES

Loan applicants will be required to submit a pre-application or meet in person with R-CRC staff for a preliminary determination of project eligibility.

If eligible, applicants will be invited to submit a full application, which will consist of the purpose of request, a business plan, commitment of other project funds, financial projections, job creation documentation and other pertinent information as deemed necessary by R-CRC staff. R-CRC will provide necessary forms and business plan outlines for these applications. Applicants will be requested to assist R-CRC staff in completing the formal application which shall consist of application cover sheet, various assurances and certifications, sponsorship, etc.

For purposes of clarification, applicant shall mean the business or person requesting assistance and sponsor shall mean the city or county, which will ultimately become the applicant to the state Division of Community Services.

APPLICATION REVIEW AND DECISION-MAKING PROCESS

Applicants must submit a pre-application or contact R-CRC staff so that a preliminary determination of eligibility can be made. Staff will use 24 CFR part 570, Title I, the State Action Plan, and the R-CRC's program distribution statement to determine eligibility.

If eligible, staff and/or the applicant will obtain a resolution of sponsorship from the appropriate local governmental entity. Once sponsorship is obtained, the applicant will be directed to develop a full application, which shall consist of a business plan in a format described in the State's Action Plan. Official application packets will be provided by R-CRC.

Full applications will be reviewed by the staff for eligibility and will be forwarded to the LRC for their review and recommendation. Economic development projects will not be scored on a point system. The LRC's decision to recommend funding will be based on the merits of the project as described in the applicant's business plan. The following will be the primary criteria used to determine the merits of a project:

1. Financial strength of the principals and the business.
2. Likelihood of success.
3. Need and appropriateness for funds and terms.
4. Management strength, expertise, and past experience.
5. Marketing strength.
6. Documented source of equity and collateral.
7. Proposed staffing plan (job creation).
8. Character of the borrower.
9. Other criteria:
 - a. **Appropriate:** CDLF assistance is "appropriate" to carry out the economic development project. The following elements will be assessed to make a determination of appropriate:
 - 1) Reasonableness of proposed costs.
 - 2) Commitment of other sources of funding.
 - 3) No substitution of CDLF funds for private sources of funds.
 - 4) Proposed CDLF financing terms.
 - 5) Assessing level of public benefit.
 - b. **Displacement:** CDLF assistance must minimize business and job displacement.
 - c. **Outcomes:** The economic development project consists of activities that do one or more of the following:
 - 1) Create or retain jobs for very low to low income persons.
 - 2) Prevents or eliminates slum and blight.
 - 3) Creates or retains businesses owned by community residents.
 - 4) Assists businesses that provide affordable goods and services needed by very low to low income persons.
 - 5) Provides technical assistance to promote any of the activities under items 1-5 above.

- d. **National Objectives:** CDLF assisted activities meets one of the national objectives listed in the state Action Plan.
- 1) Activities benefiting very low and low-income persons.
 - 2) Activities which aid in prevention of slum and bight.
 - 3) Activities designed to meet a community development need having particular urgency.
- e. **Financial Participation:** Each project under review must demonstrate a working relationship with another financial source that has committed or is willing to commit funding to the project equal to at least 50% of the total project cost.

The completed application along with the staff's notations and proposed amount and terms will be reviewed by R-CRC's Loan Review Committee (LRC). This committee may be made up of the following individuals: a) R-CRC's chair or his designee, b) a representative of a retail/service sector business, c) a representative of a financial institution, d) a representative of a primary sector business, and e) a certified public accountant.

The LRC will meet on an as-needed basis. Based on the LRC's recommendation, the Executive Committee's decision will represent the final decision on the regional level.

Applicants will have an opportunity to personally present their project to the LRC.

The LRC may:

1. Recommend approval of the project as proposed.
2. Recommend approval with modifications or conditions.
3. Delay any decision for further information or the availability of funds.
4. Recommend denial of the application.

Applications for funding will be forwarded to the Division of Community Services for review as to compliance with state and federal requirements.

A notification of acceptance will be sent by the Division of Community Services followed by the official award document. Expenditure of funds can begin only after the environmental review has been completed and the State issues a "release of funds" letter.

APPLICATION FORMS AND FORMAT

The format for a business plan/application shall be such that it meets and addresses the items described in the State of North Dakota's Action Plan.

Forms meeting the state requirements for a business plan, will be available at the offices of Roosevelt-Custer Regional Council, 300 13th Ave. W. Suite 3, Pulver Hall, Dickinson, North Dakota or by calling 701-483-1241.

PUBLIC FACILITIES & HOUSING PROJECTS

IMPLEMENTATION SCHEDULE

The award of funds for Housing and Public Facilities projects is a two-step process. First, a pre-application must be submitted to participate in the regional competition as outlined below. If the pre-application is recommended for the region's available funding, the successful applicant completes the second step; preparation and submission of a full application for review by the North Dakota Division of Community Services (DCS). The Roosevelt-Custer Regional Council (R-CRC) will assist successful applicants in preparing the necessary documentation for the full application. If the applicant plans to bond for the match funds, evidence of bonding will be required by the DCS in the full application.

Pre-applications are due by the close of business on Friday, May 5, 2017. Send only one copy with original signatures postmarked on or before the due date.

Project interviews will be held on Friday, **May 19, 2017**, and all pre-applications will be reviewed, scored and funding levels determined.

GRANT APPLICATION PROCEDURES

1. Applicants will be required to complete the pre-application form (page 18) and provide the necessary attachments. The pre-application is to be submitted to the Roosevelt-Custer Regional Council according to the dates given in the Implementation Schedule.
2. Pre-applications will be reviewed by the R-CRC for eligibility. Applicants will be contacted if further information is needed.
3. Pre-applications will be scored according to the appropriate score sheet and the methods described in the following section entitled "Application Review Process."
4. Applicants may contact the Roosevelt-Custer Regional Council for guidance in completing their pre-application.

PRE-APPLICATION REVIEW PROCESS

Review Board. Pre-applications are scored by the R-CRC's Community Development Block Grant Review Board. The Review Board is comprised of one representative from each of the eight counties within Region VIII. These representatives are appointed by the Executive Committee of the Roosevelt-Custer Regional Council and will serve in that capacity for the duration of the 2017 CDBG Program year.

To avoid a real or perceived conflict of interest, Review Board Members may not be members of boards, councils or commissions that are submitting or sponsoring applications. Review Board Members may not submit a bid, participate in, or contract with a successful applicant or beneficiary in the procurement processes of successful projects. If there are no R-CRC board members from a particular county without this conflict or unable to serve on the board, a mayor without a conflict of interest from the county will be appointed by the Executive Committee. If there are no mayors available to participate, a general appointment will be made by the R-CRC Executive Committee. This appointee should also be without direct conflict of interest and, if possible, reside in the county in question.

Scoring Process. The Review Board reserves the right to adjust awarded funds to insure adequate funds are available for project implementation. Funding levels will be determined by motion and majority approval of Review Board members.

Public Facilities and Housing. Public facility & housing projects will be ranked and awarded with available funds beginning with the highest-ranking project and distributed down the list until all the CDBG funds are committed. In the event of a tie, the Review Board will consider the history of CDBG funding to the applicants. If a successful applicant does not accept the funds, withdraws their application or more funds become available during the calendar year, the next applicant in ranking order will be offered those funds (see also “Fund Transfers, Returned Funds, and Reallocations”).”

Project Interviews. Applicants will be given the opportunity to address the Review Board at the project interviews on the date stated in the Implementation Schedule. Applicants should be prepared to give a brief overview of their proposed project. Interviews are scheduled for approximately 10 to 15 minutes per applicant.

If the applicant is acting as a sponsor for a beneficiary such as a fire district, representatives of the beneficiary organization and/or the applicant (city or county) may attend. Applicants for public facility improvements should be able to supply general information on the current fees, rates, or levies for the public facility in question.

Applicants for projects (other than special assessment projects) which are providing less than a 50% local match should be prepared to justify the lesser local contribution and show financial documentation which supports why the applicant is unable to finance an equal share of the project.

SCORING CRITERIA

Public facility pre-applications will be scored using the following criteria:

Percentage of local match

A. Percentage of local match

Score two (2) points for each percentage of total project costs paid out of Local Funds or Other Funds. Does not include CDBG or administration funds requested to be paid by CDBG funds. (Matching funds/Total project costs)

B. Ratio of CDBG dollars requested per very low to low-income (VL-LI) persons to benefit

\$250 and below	100 points
\$251 – 500	80 points
\$501 - 1,000	60 points
\$1,001 - 1,500	40 points
\$1,501 - 2,000	20 points
\$2,001 and over	0 points

C.	Project Type	
	Water and/or Sewer	100 points
	Removal of Architectural Barriers	100 points
	Fire Protection or Ambulance	80 points
	Community Centers	80 points
	Install Storm Sewers, Flood or Drainage Facilities	70 points
	All Other Eligible Projects; Planning Project	70 points
D.	Applicant's prior receipt of CDBG funds	
	Applicants that have not received CDBG Public Facilities or Housing funding within the past five (5) years.	
	Need to indicate type of CDBG project and year.	25 points
E.	Project Readiness	
	Applicant is to indicate the stage of progress the proposed project is at:	
	Complete plans and proof of other funding committed	20 points
	Complete plans and other funding located but not committed	10 points
	Complete plans and other funding not located	5 points
	No plans and no other funding located	0 points
F.	Percentage of Minority Living in the Project Area:	
	Indicate the racial/ethnic makeup of the sponsoring community or county based on information found in American Fact Finder at http://factfinder2.census.gov	
	Communities above 51% minority population	20 points
	Communities with 25% to 50% minority population	15 points
	Communities with 10% to 24% minority population	10 points
	Communities below 10% minority population	0 points

After the project interviews, each member of the Review Board will score the proposed projects based on perceived need for the project and the need for CDBG funding. To do this, each member of the Review Board will have 200 points to distribute among all the applications for perceived need. Individual scores are then totaled for each project and added to their existing score. A Review Board member may not give more than 50 points to any one project application. See page 12 for public facility score sheet.

**CDBG 2017 SCORE SHEET –
REGION VIII PUBLIC FACILITIES**

Name of Applicant	
A. Percentage of Local funds _____% X 2	= _____ Points
B. CDBG Cost per VL/LI persons = \$ _____ cost/person	= _____ Points
C. Project Type	= _____ Points
D. Previous CDBG Awards	= _____ Points
E. Project readiness (ready to go to bid)	= _____ Points
F. Project population serving a minority	= _____ Points
G. Total Points A+B+C+D+E+F	= _____ Points
H. Region VIII Review Board Points for Perceived Need (up to 50 points each)	= _____ Points
Total Score	= _____ Points

Public facility and housing project pre-applications will be accepted for projects which are eligible activities as stated in Section II of the State Program Public Distribution Statement. Housing projects must directly improve the existing housing stock in the project area and CDBG funds can be used for direct benefit of very-low to low-income households. In addition, Region VIII will provide emphasis to the targets below:

Design housing grant programs to emphasize (a) making single-family homes and low-income apartments handicapped accessible where needed, (b) modernizing single-family homes owned by the elderly; and (c) rehabilitating rural single-family and multi-family housing.

Design all state administered housing programs to require compliance with the State Building Code and State Energy Code in the use of funds for new construction.

2017 HOUSING REHABILITATION SCORE SHEET

APPLICANT	TOTALS	
1. Very-low and Low-income (VL-LI) Population: Applicants will receive two points for each percentage point of VL-LI persons in the project area. VL-LI will be calculated using the 2006 – 2010 HUD American Community Survey data or independent survey data.	2 points per unit	
2. Percent of very low income household pre-applications received to total pre-applications received: 85-100% 64-84% 50-64% 25-49% 0-24%	50 points 25 points 10 points 5 points 0 points	
3. Direct benefit households: One point will be awarded for each household member who is: (a) elderly (b) a minority (c) handicapped (d) female head of household (e) a child under the age of 18 years	_____ Points _____ Points _____ Points _____ Points _____ Points	
4. Percentage of all local funds/total funds involved in project: 50.0+ 40.0-49.9 30.0-39.9 20.0-29.9 15.0-19.9	25 points 20 points 15 points 10 points 5 points	
5. Housing units that have been pre-tested for lead base paint. Only applies to units built prior to 1978.	25 points	
6. Engineer/architect estimates: Housing rehabilitation estimates are submitted by a licensed engineer or architect.	25 points	
7. Previous Application: Applicants who have not received CDBG housing funding within the past five years.	10 points	
8. Project Readiness Indicate the stage of progress the proposed project is at: Complete plans and proof of other funding committed Complete plans and other funding located but not committed Complete plans and other funding not located No plans and no other funding located	20 points 10 points 5 points 0 points	
9. Percentage of racial/ethnic Living in the Project Area: Communities above 51% minority population Communities with 25% to 50% minority population Communities with 10% to 24% minority population Communities below 10% minority population	20 points 15 points 10 points 0 points	
10. Perceived Need: Each CDBG Review Board member may award each applicant up to 50 points based on perceived need of each applicant’s project.	50 points	
Total Points		

PROJECTS SUBMITTED IN SUPPORT OF NEW HOUSING WILL BE SCORED AS FOLLOWS

PROJECTS IN SUPPORT OF NEW HOUSING CONSTRUCTION POINT SCORING SYSTEM	POINTS
A. PROJECT NEED: Proposal demonstrates the need for the project and that it has been well documented with the type of housing proposed, utilizing census, survey, market study or other reliable statistical data. Also, meets both the current and long-term benefits in addressing existing and future needs. (up to 50 points)	
B. MANAGEMENT: Applicant or recipient can show strong management, marketing and administrative skills, technical assistance as the project may require, that should assure project success. (up to 25 points)	
C. LEVERAGE OF FUNDS: Projects using CDBG funds for: 25% or less of the total project costs will score 50 points 26-50% of the total project costs will receive 25 points 51-75% of the total project costs will receive 10 points 75% or more of the total project costs will receive 0 points	
D. APPROPRIATENESS: The applicant can document the sustainability and viability of the project, as can be documented by the likelihood of repayment if loans are proposed, and through past performance and credit rating, strength and credibility of pro forma financial statements and cash flows, value of security, and financial strength and commitment of the principals or borrowers; or whether debt service and loans are or are not involved, that policies proposed and/or financial information provided indicate the feasibility of the project and the ability to assure the housing can be and will remain occupied, affordable and properly maintained. (up to 50 points)	
E. INFRASTRUCTURE CAPACITY: Applicant has supporting documentation from city/county officials stating they have adequate primary health and safety infrastructure to serve the proposed housing units—water, sewer, solid waste disposal and fire protection services and are of high quality, accessible, readily available, and without problems or deficiencies. (up to 25 points)	
F. OTHER SERVICE CAPACITY: The applicant and/or recipient can document it has the capacity to provide other essential services to its residents benefiting from the project. Depending upon the nature of the project, this may include in-house social programs, health services, transportation, meals, personal services and other, and/or may include community services that would serve beneficiaries, such as medical, public transportation, youth and senior citizen services and programs, availability of Meals on Wheels, and handicapped accessibility at public buildings. (up to 25 points)	
G. TIMELINESS: Applicant must demonstrate that other financing needed is available and project plans, specifications and cost estimates are complete. The applicant has verification that proper zoning is or will be in place, all necessary licenses and permits, and an environmental study was conducted to address transportation issues, hazardous materials, flood zones and noise factors. (up to 50 Points)	
H. COMMUNITY SUPPORT: Applicant can demonstrate strong local support for the proposal. At a minimum should include letters of support from public or private individuals or entities, and may also include consideration of past community efforts and successes in providing affordable housing, and the level of financial, technical assistance or other community support or partnerships that are being provided for the project. (up to 25 points)	

<p>I. INCOME CATEGORY UNITS WILL SERVE</p> <p>30% and Below HUD INCOME LIMITS (50 points) 31%-50% HUD INCOME LIMITS (25 points) 51%-80% HUD INCOME LIMITS (10 points)</p> <p><i>At least 51% of the units in a multi-family project must meet the program income criteria to be eligible for funds. (i.e., A multi-family unit having 15 units must have at least 8 of the units meet the income requirements.</i></p>									
<p>J. Project Readiness</p> <p>Indicate the stage of progress the proposed project is at:</p> <table data-bbox="186 535 1307 667"> <tr> <td>Complete plans and proof of other funding committed</td> <td>20 points</td> </tr> <tr> <td>Complete plans and other funding located but not committed</td> <td>10 points</td> </tr> <tr> <td>Complete plans and other funding not located</td> <td>5 points</td> </tr> <tr> <td>No plans and no other funding located</td> <td>0 points</td> </tr> </table>	Complete plans and proof of other funding committed	20 points	Complete plans and other funding located but not committed	10 points	Complete plans and other funding not located	5 points	No plans and no other funding located	0 points	
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SUB-TOTAL POINTS									
REVIEW BOARD POINTS-perceived need (up to 50 points each)									
TOTAL POINTS									

INSTRUCTIONS FOR THE PRE-APPLICATION COVER SHEET HOUSING/PUBLIC FACILITIES

Answer all questions on the pre-application cover sheet. Call R-CRC if you have any questions.

1. Legal Applicant

All applications must be sponsored or submitted by a city or a county. Enter the appropriate applicant information.

2. Beneficiary if other than applicant

If the project directly benefits another entity such as a fire or ambulance district, enter that information.

3. Project Area

Enter the name of or describe the project area to benefit from the proposed project.

4. Project Area Population

Enter the number of persons residing in the project area from the 2010 Census (<http://factfinder2.census.gov>) or provide independent survey data.

5. VL-LI Population*

Enter the very low to low-income (VL-LI) population from the 2006 – 2010 HUD American Community Survey or the VL-LI data collected through an independent survey for your project area. Please contact the R-CRC to verify this number. For direct benefit projects, this answer should be the same as item #4.

6. VL-LI Percentage of Project Area Population

Divide the VL-LI population (#5) by the project area population (#4). **All projects must have at least a 51% VL-LI. Projects for the removal of architectural barriers or those benefiting other populations presumed to be VL-LI do not need to meet the 51% VL-LI but must enter the VL-LI of the project area.*** Projects that intend to use CDBG funds to pay for low income households and other funds to pay for higher income households and use the other funds as project match must use the VL-LI of the entire project area.

7. Direct Benefit Population

If the project provides a direct benefit to specific individuals such as in a housing rehabilitation project, or a population presumed to be VL-LI, enter the number of persons anticipated to directly benefit from the project. **Water meter projects** are now considered direct benefit projects and must be accompanied by the names and income verifications of those low-income households benefiting. Call the Roosevelt-Custer Regional Council immediately if you are planning to apply for CDBG funding for a water meter replacement project.

8. Proposed Funding

Enter the funds requested from the CDBG program on line (a) and local funds from the applicant or beneficiary on line (b). All other federal, state, and private funds are entered on line (c). The project total cost is entered on line (d). Calculate the percentage of the total cost for lines (a) through (c) and enter this information on their respective lines.

9. Title and Brief Description

Enter a project title and project description. Attach an additional sheet if necessary.

10. Certifications and Acknowledgments - self explanatory

11. Name

This section is to be completed and signed by the city mayor or the county commission chairman.

12. Attachments – Public Facility projects need to attach (a) Engineer’s/Architect’s Report or a short project narrative and summary of how the project costs were calculated and who did it, (b) Census data on VL-LI population or Survey Methodology, (c) ADA Self-Evaluation and Transition Plan for removal of architectural barrier projects only. Do not attach support letters of any kind.

NOTE: *VL/LI Populations

CDBG allows that certain populations can be presumed to be VL-LI. These populations include the elderly, abused children, battered spouses, homeless persons, handicapped persons, etc. This means that projects that will provide a direct benefit to these populations do not need to show census data or survey data of at least 51% VL-LI to be considered an eligible project.

However, this presumption creates an obvious dilemma in the scoring process concerning the VL-LI score. Should the VL-LI percentage used for scoring this project be based on (a) census data or surveys, or (b) at least 51% or even (c) 100% for the presumed VL-LI population?

In many cases even though the benefit population is presumed to be VL-LI, the population that would normally pay for the project without CDBG assistance is not. For example, a removal of architectural barrier project at a courthouse benefits persons with disabilities, a population presumed by CDBG to be at least 51% VL-LI. However, the persons who would normally pay for renovations at the courthouse, the county's entire population, may be less or more than 51% VL-LI.

In response to this question, all applications that have population presumed to be VL-LI will be scored on the VL-LI percentage of the project area rather than assign a VL-LI percentage to the presumed population.

**ROOSEVELT-CUSTER REGIONAL COUNCIL
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PRE-APPLICATION COVER SHEET FY 2017 – HOUSING/PUBLIC FACILITIES**

1. LEGAL APPLICANT	2. BENEFICIARY IF OTHER THAN APPLICANT
Applicant Name	Beneficiary's Name
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Local Government Contact Person & Phone	Beneficiary Contact Person & Phone
3. PROJECT AREA	4. PROJECT AREA POPULATION
5. VL-LI POPULATION FROM LAST OFFICIAL CENSUS OR SURVEY	6. VL-LI PERCENTAGE OF PROJECT AREA POPULATION
7. DIRECT BENEFIT POPULATION	8. PROPOSED FUNDING a. CDBG Request \$ _____ b. Local Funds* \$ _____ c. Other Funds \$ _____ d. Total Costs \$ _____
9. TITLE OF PROJECT AND BRIEF DESCRIPTION	
10. CERTIFICATIONS AND ACKNOWLEDGMENTS	
<p>The Applicant certifies that to the best of my knowledge and belief, data in this application are true and correct, and the document has been duly authorized by the governing body of the applicant.</p> <p>In addition, the governing body is aware that upon initial approval for funding of this application by the Region VIII Review Board, a full application must be submitted to the North Dakota Division of Community Services (DSC) for review of its compliance with federal Community Development Block Grant requirements. Additional documentation will be needed. Noncompliance by the applicant may void any funding committed by the Region VIII Review Board.</p> <p>Prior to any receipt of CDBG funds, the applicant acknowledges it must hold a public hearing and enter into a financial award agreement with DCS. Contracts entered into with DCS will include enforcement of applicable regulations, mandates, or laws which will require conformance with Civil Rights, Fair Housing, Americans with Disabilities Act, citizen participation, Excessive Force Plan, Davis-Bacon Act, Equal Opportunity, Labor Standards, Environmental Review, State Historical Preservation Officer, and other requirements set forth for participation in the CDBG program. <u>*CDBG administrative funds should be paid out of local matching funds.</u> No approved project can be started until a Notice of Release of Funds is received from DCS.</p>	
	TITLE
SIGNATURE CHIEF ELECTED OFFICIAL X	DATE
<p>NECESSARY ATTACHMENTS - Public Facilities: (a) Engineer's/Architect's Report (required on projects over \$50,000); (b) Survey Methodology for VL-LI Population; (c) ADA Self-Evaluation and Transition Plan - removal of architectural barrier projects only. Housing (1) Rehabilitation: (a) Very low-to-low income Household Questionnaire Forms; (b) Letter of Evidence of Local Match; (c) Project support letter; (d) Evidence of lead testing (e) Housing Quality Standards Questionnaire for all multi-housing rehabilitation projects. (2) Support of New Construction: (a) Business Plan; (b) see score sheet.</p>	