

South Central Dakota Regional Council

419 5th St. NE | PO Box 903 | Jamestown, ND 58402-0903 | Phone: 701-952-8060 | sbowerman@scdrc.org

CDBG Program Categories

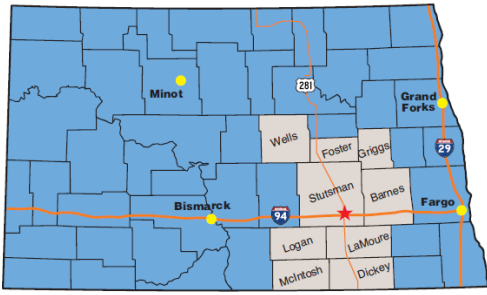
CDBG Program: The primary purpose of the CDBG Program, as declared by Congress is "the development of viable communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income." Categories under the CDBG Program include Public Facilities; Housing, Planning, and Economic Development.

Urgent Need Projects: Activities designed to meet community development needs having a particular urgency. In the absence of substantial evidence to the contrary, an activity will be considered to address this objective if the unit of general local government certifies, and the state determines, that the activity is designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community of recent origin or which the unit of general local government is unable to finance on its own, and for what other sources of funding are not available. A condition will generally be considered to be of recent origin if it developed or became urgent within 18 months preceding the certification by the unit of general local government.

These are discretionary funds through the Governor's Office and it is important that you **DO NOT INITIATE ANY WORK** without state approval on the potential project as that will make it not eligible for funding consideration. Please contact the Regional Council office for guidance in requests/applications for emergency funding. We will interact with the state for you.

Economic Development: The program is targeted to business proposals which will operate within the primary sector 1-01-49.11 of the North Dakota economy and includes retail sector projects. CDLF assistance is intended to be used in situations where a funding gap exists, and alternative sources and/or terms and conditions of public and private financing are not adequate. To access the CDBG program, applicants should contact SCDRC.





South Central Dakota Regional Council

419 5th St. NE | PO Box 903 | Jamestown, ND 58402-0903 | Phone: 701-952-8060 | sbowerman@scdrc.org

Community Development Block Grant (CDBG) Public Facility/Housing/Planning 2018 Pre-Application

The original pre-application may be received in SCDRC offices at any time but not later than April 2, 2018. The SCDRC Program Distribution Statement can be obtained by contacting SCDRC.

For assistance, please contact Traci Redlin or Jennifer Schultes at 701-952-8060.

Pre-application deadline is 5 p.m., April 2, 2018

Legal Applicant _____ County _____

Mailing Address _____

Contact Person _____

Email Address _____

Duns number _____ Federal ID Number _____

General Project Description: (Include numbers of persons directly benefitting)

Anticipated project duration: Start Date: _____ End Date: _____

Project Location _____



RESOLUTION OF SPONSORSHIP

Sponsoring units of government must adopt and submit the following or an equivalent resolution. This resolution must be adopted prior to submission of the application.

Be it resolved that the _____ (Sponsoring unit of governments) will act as sponsoring unit of government for the project entitled _____ to be conducted during the period of July 2018 through June 30, 2019.

To be eligible for funding consideration, the Project Package must contain the following documents:

1. **Applicant Resolution** (non-county applicants must obtain a similar resolution from the County) certifying that:
 - a. The applicant is authorized to file the application;
 - b. The applicant has exhausted all applicant resources;
 - c. The applicant lacks the financial capacity to undertake the project;
 - d. The applicant has pursued and exhausted and/or obtained all financing options from other sources;
 - e. The project will not go forward without the requested financing, the project is “shovel ready” and will be completed within one year (12 months) of funding;
 - f. All necessary local and matching funds have been appropriated and are available;
 - g. The applicant has authorized funding to secure a Project Engineer (required of all construction projects of \$50,000 or more); and
 - h. The project is consistent with and conforms to all pertinent local, county, regional, state and federal plans and regulations.

2. **Regional Council Certification:**
 - a. The project conforms to CEDS and other pertinent plans and regulations;
 - b. The applicant has pursued all financing sources;
 - c. The Regional Council has pursued other financial sources and certifies that no additional financing sources are available for the Project; and
 - d. The Regional Council recommends the project for funding consideration.

Required: Project Information

Engineer/Architect Name (If applicable)	
Address	
Contact Information	

Project Budget Information

Use of Funds	CDBG	Local	Total
Engineering/Architect			
CDBG Project Administration***			
Total Costs			

***Project Administration is 10% of CDBG funds requested with a minimum of \$5,000 and is a part of the local share.

If the cost of construction is above \$50,000, **an engineer or architect is required**. The engineer or architect will provide the estimated costs in its preliminary report. If the cost of construction is below \$50,000 and an engineer or architect is not used, the applicant must submit a written estimate from a contractor or supplier, etc., to verify budgeted costs.

Authorization:

The undersigned certifies that to the best of his/her knowledge and belief the data in this application is true and correct.

SIGNATURE:	, Mayor/Chairman	Date:
SIGNATURE:	, Auditor	Date:

Required: Supporting Applicant Information Checklist

- Resolution of Sponsorship – Please attach resolution from the City/County board that is submitting this pre-application.
- Copy of meeting minutes adopting the Resolution of Sponsorship.
- Facility Rates/Budget – Please attach the rate schedule (i.e. water, sewer, facility rental) or explain source of income.
- Provide capital improvement fund balance for the account that relates closest to the proposed project construction or improvement.
- Copy of the applicant’s most recent audit.
- Applicant’s letter of commitment of local funds.
- Project Area Map – Please attach a map showing the boundaries of applicant’s jurisdiction and the location of the proposed project. Attach Floodplain map, if applicable, indicating project location.
- Describe the problem/need to be addressed, how long the problem/need has existed, and whether or not it is recurring. Include numbers of LMI persons served by project.
- Describe why the problem/need requires immediate attention, and whether or not it involves public health and safety.
- Describe if the project is required to address a mandated court order or specific local, state, or federal compliance requirements. Also, describe what previous efforts have been undertaken to address the problem/need.
- Describe who is to be served, whether it is community-wide or a specific target population. If it is community-wide, describe how the entire community is affected.
- Describe why CDBG funds are needed and what they will be used for, and include a description of why the project cannot be financed locally.
- Alternatives to solving the problem. Describe why the proposed project was selected as the solution, and how it will be a long-term solution to the problem/need.
- Description of the existing facility (age, purpose, etc.) attach photos showing (front and side) and (back and side) of each building/structure.
- If rehabilitation is involved, send photo close-ups of affected areas such as windows or doors. Photocopies are not accepted; digital photos are accepted.
- Scope of work to be performed.
- Detailed line item estimate of potential costs, supplied by engineer/architect if construction estimate is above \$50,000 or written estimate from a contractor or supplier, etc., if construction estimate below \$50,000.
- Plans for projects long-term maintenance and operation.

Glossary of Terms

DCS: Division of Community Services, North Dakota Department of Commerce

SCDRC: South Central Dakota Regional Council

Shovel Ready: Project is ready for construction to begin.

Procurement Policy: The process of locating and agreeing to terms and soliciting goods, services or works from an external source, usually via a tendering or competitive bidding process.

Prevailing Wage: Consistency with The Davis Bacon Act.

Affirmative Action: The commitment to ensure rights of hiring or advancement are extended to minorities and disadvantaged.

LMI: Low to Moderate Income reflects the income distribution within the project area. The U.S. Census Bureau provides this information.

Public Facilities: A facility in which government or non-profit operations or activities occupy more than 4,000 square feet, a dedicated park exceeding 1.5 acres, a street of collector or greater capacity, or a snow disposal site.

Eligible Activities: Proposed project activity must address at least one National Objective of the CDBG Program.

Scoring and Ranking: A project score is the total of scores measuring project compliance with national objectives and service to LMI persons. The Scoring and Ranking Committee is made up of nine members representing each county.