

November 12, 2021 Final date for completion of full applications submitted to Division of Community Services (DCS) for approval. Full applications due to Department of Commerce Office end-of-day 5pm CST. Full applications received after this date will not be accepted.

GRANT APPLICATION SUBMISSION REQUIREMENTS

CONFLICT OF INTEREST STATEMENT

To ensure committee members do not have a conflict of interest, the following steps will be taken:

1. Committee members must identify any personal, professional or financial interest they may have in the application under consideration. Minutes will reflect the disclosure.
2. A CDBG Review Committee member will not score applications for which he/she has a conflict of interest, nor will he/she score applications which compete for the same funds.
3. A member of the CDBG Review Committee with a conflict of interest will abstain from voting on relevant motions, and minutes must reflect the member's desire to abstain.

A. Public Facilities

1. To be considered for scoring, the minimum requirements of a pre-application must be met.
2. Although specific match amounts are not required, if project costs are more than the CDBG allocated amount by the committee, at a minimum local match is required to fully cover the remainder of the project costs.

Notwithstanding the above, the match amount proposed by the applicant should be determined by what is reasonable considering the resources available to the applicant. Points will be awarded for match based on high, moderate and low commitment. Proposals requesting grant assistance for administration will be required to submit additional budget and financial information.

3. Cities and counties have the option to administer their own projects. Refer to Section V of the ND 2020 CDBG PDS for administrative funds guidance.
 - a. 10 percent of CDBG project funds requested, up to a maximum of \$10,000 and a minimum of \$1,000.
4. All projects will require a preliminary engineering/architectural report.
5. A copy of the State Department of Environmental Quality's letter of design approval must be submitted for all water and sewer projects prior to the first draw down of project funds.

6. Public Facilities projects are eligible for CDBG funds to pay for construction costs of the project if the population in the project area is 51% or greater low to moderate income (LMI). If the population is less than 51% LMI the community is not eligible to receive CDBG funds.
7. Minimum CDBG allocation amount for each project is \$125,000.00.
Maximum CDBG allocation amount for each project is \$1,500,000.00.

SCORING AND RANKING CRITERIA

PUBLIC FACILITIES PROJECTS – Maximum 600 points

1. NEED - Maximum 150 points

The CDBG Committee will score each pre-application on the basis of perceived need.

a. High Need: 120 to 150 points will be awarded to applications which:

150 points address an already demonstrated significant problem which clearly affects health, and/or safety of the community or a targeted LMI group within the community;

135 points address a significant problem which in the immediate future is likely to affect health and/or safety; or

120 Points address a situation in which all or the most critical services otherwise available cannot be provided.

b. Moderate Need: 90 to 120 points will be awarded to applications which:

120 Points address a potentially significant problem which could clearly and significantly affect health and/or safety, but the likelihood or immediacy is not clear or apparent;

105 Points address an immediate problem of health and/or safety but where no life-threatening or serious health/safety problems can be anticipated; or

90 Points address a situation in which services can be provided, but not fully, or only with major inconvenience and/or additional costs.

c. Low Need: 60 to 90 points will be awarded to applications which:

90 Points address a problem which could significantly affect health and/or safety of the community, but the likelihood or immediacy is not clearly documented or apparent.

- 75 Points have not shown that services cannot be provided with any more than minor inconvenience and/or costs.
- 60 Points have not clearly shown that immediate or serious health and/or safety problems exist.

2. COMMITMENT - Maximum 125 points

The CDBG Committee will score each Application on the basis of perceived commitment. 90 to 125 points will be awarded for high commitment, 65 to 89 points for moderate commitment, and 0 to 64 points for low commitment. The following criteria will be considered:

- a. High Commitment: 90 to 125 points will be awarded to projects that demonstrate the applicant is asking for the minimum amount of grant funds and is, therefore, providing the maximum amount of local match funds. This can be shown by documenting all of the following:

- 125 points project cannot proceed without the requested funds;

- 115 points applicant can show it is without additional existing funds to fully fund or increase the local match to the project;

- 100 points other potential sources of funding assistance have been explored but no other sources of grants or affordable loans are likely or available to meet the immediate need.

- 90 Points the problem is long standing or existing but the applicant has not made all reasonable efforts to obtain local or other financing to address the problem;

- b. Moderate Commitment: 65 to 89 points will be awarded to Applications which show grant funds are needed to proceed with the project and which meet most, but not all, of the criteria in 2.a. (above).

- c. Low Commitment: 0 to 64 points will be awarded to Applications that do not show grant funds are needed to proceed with the project, for which other funds are available, or which meet few of the criteria in 2.a. (above).

3. APPROPRIATENESS - Maximum 125 points

- 100 to 125 points to projects that meet each of the following criteria;

- 80 to 99 points to those that meet 5 of 6;

- 60 to 79 points to those that meet 4 of 6;

- 40 to 59 points to those that meet 3 of 6;

- 0 to 39 points to those that meet fewer than 2 of the 6 criteria.

- a. the project would address the best immediate solution to the problem;
- b. the project would provide the best long-term solution to the problem;
- d. the project appears to be cost effective;
- e. cost estimates appear to be reasonable and are well documented;
- f. project appears ready to proceed in a timely manner, with construction beginning in a 12-month period; and
- g. applicant proposes to utilize an experienced and qualified administrator.

4. PERCENTAGE OF MINORITY LIVING IN PROJECT AREA – (Taken from 2015 American Community Survey) – Maximum 100 points

Communities with above 76% minority population	100 points
Communities with 51% to 75% minority population	75 points
Communities with 26% to 50% minority population	50 points
Communities with below 26% minority population	25 points

5. PERCENTAGE OF LMI IN THE PROJECT AREA - Maximum 100 points
One point for every percentage point of LMI population will be awarded.