

REGION VII

2012 CDBG REGIONAL PROGRAM STATEMENT

LEWIS AND CLARK REGIONAL DEVELOPMENT COUNCIL

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IMPLEMENTATION SCHEDULE

Public Facilities, Housing Rehabilitation, Planning and Housing Opportunity

March 15, 2012	Submission deadline for pre-applications (original and one copy required, must be post-marked on or before deadline date).
On or About April 20	Applications will be reviewed, scored, and recommended funding amounts determined.
December 17, 2012	Last date final applications are due (original only) to Lewis and Clark Regional Development Council.*

Economic Development (CDLF and ED Infrastructure) and Emergency Applications

Pre-applications and final applications will be accepted at any time and will be considered if funds are available.

*At the option of the CDBG committee, due dates for final applications may be extended. This option may be exercised without public notice at the sole discretion of the committee if final applications are invited after April 20 due to availability of additional funds resulting from additional allocations, returned or unobligated funds, or fund transfers. In such cases the committee may extend the final application deadline as it determines is appropriate, but not later than seven days prior to the latest date by which applications and amendments must be received by DCS.

ALLOCATION OF FUNDS

Distribution of CDBG funds by Lewis and Clark Regional Development Council will be as follows. If the final allocation changes, allocations to one or more categories may be adjusted accordingly without notice and at the sole discretion of the CDBG Committee.

Housing Rehabilitation	\$ 0
Housing Opportunity	\$ 115,000
Public Facilities	\$ 150,653
Planning	\$ 0
Emergency/Other	\$ 0
Economic Development – CDLF & ED Infrastructure	\$ 0
Tappen Storm Drainage System Set Aside	<u>\$ 104,451</u>
TOTAL	\$ 370,104

Economic Development proposals that are approved for funding will be funded from revolved CDLF funds.

CDBG Funding Categories

- A. **Housing Rehabilitation Activities:** Eligible activities and projects relating to single-family housing rehabilitation as described in the State Program Distribution Statement.
- B. **Housing Opportunity Projects:** Housing Opportunity Projects are eligible projects as described in the State Program Distribution Statement that address affordable multi-family developments, including rehabilitation, repair, expansion or similar activities proposed that will better assure meeting of needs, immediate and long-term viability, and health and safety issues; or conversion or eligible soft costs for new construction providing affordable housing. Awards may be made in the form of grants, loans, or a combination.
- C. **Public Facilities:** Eligible activities as described in the State Program Distributions Statement to include infrastructure, public safety (e.g., fire halls, trucks, ambulances and related equipment) and removal of architectural barriers.
- D. **Emergencies:** Eligible activities needed to alleviate an immediate and urgent condition that poses a serious health, welfare or safety threat, including an event such as fire, flood or tornado resulting in severe damages that may result in a loss of jobs and/or inability of the community to provide essential services to its market area. At a minimum, the threat cannot have occurred or become apparent more than 18 months prior to submission of an application or pre-application, but generally it should not have occurred, or a solution identified, until after the regular public facility pre-application deadline.
- E. **Planning:** Eligible activities relating to the establishment of a Capital Improvements Plan, Community Strategic Plan, Comprehensive Plan, Zoning or other plans.
- F. **Other:** Is for other activities which do not fit in to any other category but which are eligible for CDBG assistance. Any proposal within this category must meet one of the national objectives.
- G. **Economic Development:** Eligible activities and projects as described in the State Program Distribution Statement. Economic development funds may be in the form of CDLF loans or grants to businesses (or related entities), or as grants and/or loans for economic development infrastructure, but a bank must be involved in the project financing of CDLF projects.

GRANT APPLICATION SUBMISSION REQUIREMENTS

A. Public Facilities, Planning, Housing Opportunity and Housing Rehabilitation

1. Applicants have the option of submitting either a pre-application or full application by March 15, 2012. This is to allow applicants wishing to begin a project as soon as possible the opportunity to receive a final grant award in a more timely manner. To be considered for scoring, the minimum requirements of a preliminary application must be met: to be considered a final application, all requirements for a full application must be met. However, because scoring is based only on information required in the pre-application, full applications would have no advantage in scoring over pre-applications.
2. Generally, the only difference between pre-applications and full applications is documentation that all state and federal procedures and policies, such as public hearings, identification of community development needs, displacement policies, etc. have been fulfilled. However, pre-applicants who have been invited for a full application may change the proposal shown in the pre-application, but only if the proposal is within the same emphasis area and is intended to address the same problem identified in the pre-application. If any changes could affect the score it received in the pre-application, the Lewis and Clark CDBG Committee reserves the right to re-score, adjust rankings and alter award recipients and amounts.
3. Although specific match amounts are not required, at a minimum local match is required to fully cover engineering/architectural costs, if any, and CDBG administration costs. The match requirement may be waived in whole or part by the committee if it can be clearly documented that there are insufficient resources to pay such costs. Architectural/engineering costs should be documented in the application, and for purposes of budgeting, the following administration costs should be assumed unless otherwise documented:
 - a. For Housing Rehabilitation, Housing Opportunity, and Public Facility Special Assessment projects, 15% of CDBG project funds, with a minimum of \$1,000 and maximum of \$15,000.
 - b. For Public Facility projects, 10% of CDBG project funds, with a minimum of \$1,000 and maximum of \$10,000.

Notwithstanding the above, the match amount proposed by the applicant should be determined by what is reasonable considering the resources available to the applicant. Failure to provide an adequate and reasonable match will result in a lower commitment score. Proposals requesting grant assistance for either engineering or administration, or both, will be required to submit additional budget and financial information.

4. Public Facility projects for which costs are estimated at \$50,000 or more require preparation of plans, drawings and specifications by a licensed architect or registered engineer.

B. Economic Development and Economic Development Infrastructure

1. Economic Development (CDLF) and Economic Development Infrastructure proposals will be considered at any time.
2. Final applications will not be requested or considered until eligibility has been determined by council staff after submission of a pre-application.

C. Emergency and Other: Applicants should contact the regional council for guidance and instructions.

GRANT REVIEW AND SELECTION PROCESS

A. Public Facilities, Planning, Housing Opportunity and Housing Rehabilitation

1. A committee composed of voting Council members serving on the Lewis and Clark **CAPITAL** Fund Board will be responsible for reviewing, scoring, ranking and making grant award recommendations. The chairman of the CDBG committee, in cases where a committee member(s) is absent or has a conflict of interest, may name an alternate(s) for the absent or in-conflict member from a pool of Council board members who have served at least one year and demonstrated a record of good attendance. When possible and practical, preference should be given to those potential alternates who have no apparent conflict of interest in any known proposal.
2. Only proposals that meet the full requirements of the pre-application, and those determined by Council staff to be eligible, will be considered.
3. Upon receiving proposals, Council staff will review each for eligibility and completeness, and prior to the CDBG committee meeting on or about April 20, staff will send to each member a copy of the submitted proposals.
4. Staff will prepare summary reviews of each application to be given to committee members at or before their meeting on or about April 20.
5. Applicant representatives will be given the opportunity to present their proposal to the committee at the meeting, with up to 15 minutes each for presentations and questions from the committee and staff.
6. After all proposals have been heard and reviewed by the committee, committee members will score proposals in each subjective scoring category. Staff will apply appropriate scores for each objective category. Committee scores will then be totaled, with the highest and lowest individual scores in each category for each project eliminated and the remaining scores averaged to determine ranking.
7. To be considered for, but not necessarily entitled to funding, public facilities proposals must receive a score of at least 350 points, housing rehabilitation at least 450 points, planning at least 100 points and housing opportunity at least 500 points. The threshold requirements may be waived upon unanimous vote of a quorum of the CDBG Committee.
8. Although no allocation is specified for housing rehabilitation and planning proposals, proposals received, if any, will be heard, scored and ranked, but will be considered for funding only by unanimous vote of a quorum of CDBG Committee members and if:
 - i. The minimum required threshold scores are reached, and,
 - ii. Funds from allocations for Housing Opportunity amendment set-asides or Public Facilities categories remain after award recommendations have been made.

9. Although no allocation is specified for emergencies, requests may be funded on April 20 or thereafter upon approval of the committee and approval of transfer of funds from any category.
10. For scoring purposes only on housing rehabilitation and housing opportunity proposals, funds spent on related items within six months prior to consideration of the request may be recognized as match.
11. After rankings have been determined, the committee will consider the amount of the recommended award to each project according to ranking. The committee reserves the right to adjust the amount of each award from the amount requested as it determines appropriate, and to apply conditions to the award, including time deadlines to meet the conditions. Lower-ranked projects that exceed thresholds are not necessarily entitled to grant awards even if allocated funds remain in the category. The committee may retain or transfer the balance of allocated funds to any category for current or future applicants, including for emergency, other or economic development projects as deemed appropriate.
12. If, after making its award recommendations, funds remain in one or more categories, the CDBG committee may:
 - i. Offer all or part of the remaining allocation to applicants in order of ranking until all or part of the allocation is obligated, or
 - ii. Transfer all or part of the unobligated balance of the allocation to another category, or
 - iii. Retain the unobligated balance for future awards in the same category or transfer to another category, or
 - iv. Award all or part of the remaining allocation to an existing, previously funded (from an earlier year) but still open project, or
 - v. Any combination of the above.
13. Pre-applicants recommended for funding will be invited to submit final applications. Final applications which staff determines are different to the extent that the pre-application score may be reduced will be re-scored, re-ranked and funding levels altered as the committee deems necessary.
14. All final applications recommended for funding will be delivered to the Division of Community Services for review, final approval and preparation of grant awards.

B. Economic Development—CDLF

1. Funding recommendations under the Economic Development allocation, to be called the Lewis and Clark Community Development Loan Fund (CDLF), will be made by the Lewis and Clark **CAPITAL** Fund Board.
2. Prior to submitting a full application and business plan, applicant must first submit a pre-application, which will be reviewed by staff for eligibility. Proposals that meet eligibility requirements will be invited to submit a full application.
3. The **CAPITAL** Fund Board will meet monthly to review all final and complete applications and business plans received at least two weeks prior to the meeting. Applications received within two weeks may be considered at the option of the **CAPITAL** Fund Board, and otherwise will be held over until the next monthly meeting.
4. Prior to consideration by the **CAPITAL** Fund Board, staff will review the application and business plan and prepare recommendations regarding terms, conditions and other matters.
5. After discussing the proposal with representative(s) of the applicant as well as consideration of staff reviews and recommendations, the **CAPITAL** Fund Board may:
 - a. Approve as proposed;
 - b. Approve with modifications or conditions;
 - c. Agree to withhold a decision until a later date; or,
 - d. Deny the request.
6. Applications recommended for approval will be forwarded to the Division of Community Services for review, final approval and preparation of grant awards.
7. Proposals which have been rejected for funding may be resubmitted at any time, and may be reconsidered by the committee if it determines that situational or proposal changes are significant enough that a change in determination is likely.

C. Economic Development Infrastructure

1. The process for requests for economic development infrastructure projects will be the same as described in B. above (Economic Development-CDLF).
2. Awards for economic development infrastructure may be in the form of grants, loans, or a combination, as is determined to be appropriate.
3. Proposals which have been rejected for funding may be resubmitted at any time, and may be reconsidered by the committee if it determines that situational or proposal changes are significant enough that a change in determination is likely.

D. Emergency and Other

1. For emergency and other proposals eligible for CDBG assistance, the appropriate application/pre-application form shall be used. Applicants should contact staff for guidance.
2. The committee, or a subcommittee as authorized by the committee or its chair in cases where a full committee meeting is impractical due to the immediacy of an emergency, shall review each proposal and deliver any favorable recommendation to the Division of Community Services for review, final approval and preparation of grant awards.

F. Other Transfers

1. The committee reserves the right, without notification except as may be required by state or federal regulations, to modify or transfer allocations and otherwise modify or amend this statement, including but not limited to clarifications of policy, and deadline or meeting date changes.
2. The committee may assign all returned funds from 2011 grantees and grantees prior to 2011 to whichever allocation it deems appropriate.
3. Existing grantees requesting additional CDBG funds from either the 2012 allocation or from returned or any unallocated funds may do so through the amendment procedure. Such requests for additional funds from the 2012 allocation may be considered at any time during or after the April 20 ranking session. Requests for additional funds from 2012 or earlier returned or unallocated funds may be considered at any time.

SCORING AND RANKING CRITERIA

A. Public Facilities – Maximum 650 Points

1. Project Need – Maximum 150 Points

On the basis of project need, the committee will score each proposal from 0-150 points, applying 101-150 for proposals showing high need, 51-100 for moderate need and 0-50 for low need using the following criteria:

- a. 101-150 points will be applied to proposals that demonstrate the project will address **all** of the following criteria:
 - (1) The health and/or safety risk is significant; and,
 - (2) The risk is immediate, either existing or it is clearly and definitively documented to pose an impending threat to the health and/or safety of residents; or,
 - (3) For proposals addressing handicapped accessibility or removal of architectural barriers, most or all critical and necessary services otherwise available are not and cannot be provided.
- b. 51-100 points will be applied if:
 - (1) The health and/or safety problem is either significant or immediate, but not both; or,
 - (2) Accessibility problems pose a major inconvenience, but services and access are still available.
- c. 0-50 points will be applied if:
 - (1) The health and/or safety problem is neither significant nor immediate; or,
 - (2) Accessibility problems pose a minor inconvenience, or restrict access only to secondary services.
- d. Within the high-medium-low ranges, the committee will score projects according to:
 - (1) Relative degree of seriousness of the health and/or safety threat;
 - (2) Relative immediacy of the problem;
 - (3) Relative problems posed by accessibility limitations; and,
 - (4) Documentation of federal or state violations or unmet standards.

2. Financial Need – Maximum 75 points

On the basis of financial need, the committee will score each proposal 0-75 points, applying 51-75 points for proposals showing high need, 26-50 points for proposals showing moderate need, and 0-25 points for proposals showing low need using the following criteria:

- a. 51-75 points will be applied to projects that can document **all** the following:
 - (1) The project cannot proceed without CDBG assistance because the applicant does not have available the necessary financial resources, future revenues are inadequate or cannot accommodate timelines necessary to undertake the project, borrowing capacity is inadequate, or cost would place an undue financial burden on the applicant and/or its citizens; and,
 - (2) Other potential sources of assistance have been explored and cannot provide the assistance necessary.
- b. 26-50 points will be applied if:
 - (1) The project can proceed but would likely place a significant financial burden upon the applicant and its citizens; and,
 - (2) Other potential sources of assistance have been explored and cannot provide the assistance necessary.
- c. 0-25 points will be applied if:
 - (1) The project can proceed with available or accessible financial resources and without significant financial burden; or,
 - (2) No efforts can be documented that other sources of assistance have been explored or accepted.
- d. Within the high-medium-low ranges, the committee will consider in its scoring:
 - (1) The relative need for the funds;
 - (2) Whether other federal or state funds will be leveraged by the CDBG funds that would otherwise be lost if funding is not awarded;
 - (3) Documentation of need, including demonstrated efforts to secure funding assistance from other sources.

3. Local Commitment – Maximum 75 points

On the basis of local commitment, the committee will score each proposal 0-75 points, applying 51-75 points for proposals showing high commitment, 26-50 points for proposals showing moderate commitment, and 0-25 points for proposals showing low commitment using the following criteria:

- a. 51-75 points will be applied to projects that can document **all** of the following:
 - (1) No more match other than what is being committed to the project is available; and,
 - (2) The applicant is not now confronting a problem or need simply because of deferred maintenance or non-action that it should have reasonably undertaken, or, if that is the case, can demonstrate it has taken actions necessary to correct the situation; and,
 - (3) Past activities undertaken by the applicant indicates strong commitment to providing adequate and safe community infrastructure, public works and services; and,
 - (4) The applicant demonstrates commitment to providing adequate infrastructure and safety through tax levies, fees and utilization of borrowing capacity that are reasonable and appropriate considering the community size and demographics
- b. 26-50 points will be awarded to proposals that substantially meet most of the above criteria and no major concerns are apparent with those criteria it does not clearly meet.
- c. 0-25 points will be awarded to proposals that meet few of the above criteria, or which meet most criteria but one or more major concerns are apparent which affect the appropriateness.
- d. Within the high-medium-low ranges, the committee will consider in its scoring:
 - (1) The relative degree of commitment shown by the applicant;
 - (2) Documentation that the proposal has strong community support.

4. Project Appropriateness – Maximum 300 points

On the basis of project appropriateness, the committee will score each proposal 0-300 points, applying 201-300 points for proposals showing high appropriateness, 101-200 for moderate appropriateness, and 0-100 for low appropriateness using the following criteria:

- a. 201-300 points will be awarded to proposals that show the applicant has substantially met **all** the following criteria:
 - (1) The solution proposed, and funding requested, is logical and cost-effective considering the cost of the project related to the immediacy of the problem, the seriousness of the problem being addressed, the degree to which impacted residents will be benefited, and the number of people to benefit; and,
 - (2) The project would address the best immediate solution to the problem; and,
 - (3) The project would address the best long-term solution to the problem; and,
 - (4) The project would meet all federal and state requirements and standards, as may apply; and,
 - (5) Cost estimates appear reasonable and are well documented (based on either architect/engineer estimates or multiple vendor quotes as is appropriate); and,
 - (6) Project appears ready to proceed in a timely manner.
- b. 101-200 points will be awarded to proposals that substantially meet most of the above criteria and no major concerns are apparent with those criteria it does not clearly meet.
- c. 0-100 points will be awarded to proposals that meet few of the above criteria, or which meet most criteria but one or more major concerns are apparent which affect the appropriateness.

5. Planning – Maximum 15 Points

15 points will be applied if the applicant has a complete 504 Transition Plan submitted to the State. No (0) points will be applied if the applicant does not have a completed plan.

6. Very Low/Low Income Benefit (VL/LI) – Maximum 5 points

One point for each percent rounded 10% VL/LI to benefit above 50% will be applied. Projects to assist exclusively VL/LI persons, senior citizens, handicapped accessibility or removal of architectural barriers projects, will receive 100% VL/LI benefit. Otherwise VL/LI benefit will be determined from census data or from approved survey method results.

7. Bonus – Maximum 30 points

- a. One point will be applied for each year since a (regular program) CDBG grant was last awarded for a project within the same emphasis area, which was sited within the same political jurisdiction and owned or controlled by the same recipient, and which included primary benefit to the same population. (Max. 15 points.)
- b. One point will be applied for each year since any (regular program) CDBG grant-assisted project, with the exception of CDLF, planning and emergencies, was last awarded for activities within the jurisdiction of the proposed grant recipient. (Max. 15 points.)

B. Housing Rehabilitation – Maximum 750 Points

1. Community Targeting – Maximum 40 Points

a. Local Housing History – Maximum 20 Points

One (1) point will be applied for each year since the applicant last received a CDBG housing rehabilitation grant.

b. Area Housing History – Maximum 10 Points

One (1) point will be applied for each year since any applicant in the county last received a CDBG housing rehabilitation grant.

c. Public Facility History – Maximum 10 Points

One (1) point will be applied for each year since the applicant last received a CDBG public facility grant (not including handicapped accessibility or removal of architectural barriers projects).

2. Project Design – Maximum 100 Points

a. Percent all local funds involved in the project (excluding administration) – Maximum 25 points.

25.0-+	25 Points
15.0-24.9	15 Points
00.2-14.9	10 Points
00.0-00.1	0 Points

b. Households Types to Directly Benefit – Maximum 50 Points

One point will be applied for each 10% rounded to the nearest 10% for % of:

- (1) Elderly households to benefit.
- (2) Minority households to benefit.
- (3) Handicapped households to benefit.
- (4) Female head of households to benefit.
- (5) Households with children under 18 to benefit.

c. Percent very low-income households to benefit – Maximum 25 points

90-100%	25 Points
80-89 %	20 Points
70-79 %	15 Points
60-69%	10 Points
51-59%	5 Points
0-50%	0 Points

3. Available Housing – Maximum 10 Points

Applicant's year-round housing vacancy rate (most recent available Census data)

00%-12%	10 Points
13%-19%	5 Points
20%+	0 Points

4. Activity Budget – Maximum 200 Points

Up to 200 points will be awarded when funds requested appear reasonable and appropriate in regards to health and safety issues to be addressed, cost of available housing and age, condition and value of the homes to be rehabilitated. Maximum points will be applied when budgets are reasonable, primary work items are for health and safety issues and recipient eligibility is well documented so that work can proceed in a timely manner. Minimum points will be awarded if some or all of the above are not met; or if high-cost-per-unit is likely due to probable or certain presence of lead-based paint being present which will be disturbed, or if not disturbed costs of meeting HQS requirements will require rehabilitation costs exceeding \$5,000.

5. Community Infrastructure – Maximum 150 points

a. Infrastructure Capacity – Maximum 75 points

- (1) 51-75 points will be applied if the applicant can document **all** primary health and safety infrastructure serving the community's homes—water, sewer, solid waste disposal and fire protection services—are of high quality, readily available, and without problems or deficiencies.
- (2) 26-50 points will be applied if the applicant can document most primary health and safety infrastructure is adequate and there are no major deficiencies, or if there are, the applicant can show such deficiencies will be addressed within the time frame of the project.
- (3) 0-25 points will be applied if there are one or more serious infrastructure deficiencies that are not likely to be alleviated within the project's time frame.

b. Infrastructure Commitment – Maximum 75 points

- (1) 51-75 points will be applied if the applicant can document it has demonstrated commitment to assuring a high level of all infrastructure and safety services through tax levies, fees and utilization of borrowing capacity that are reasonable and appropriate considering the community size and demographics, and that its fund balances assure reasonable capability of maintaining those services.
- (2) 26-50 points will be applied if commitment to most, but not all the above criteria, can be demonstrated, and no major concerns are apparent with those criteria it does not clearly meet.
- (3) 0-25 points will be applied if little or no commitment or capacity for assuring reasonable and safe infrastructure can be demonstrated.

6. Community Services – Maximum 150 points

a. Housing Services – Maximum 75 points

- (1) 51-75 points will be applied if the applicant can document its commitment, within its capacity considering the community size and demographics, to assuring affordable housing choices and quality as demonstrated by the availability of low-income family and elderly housing, nursing homes, Homestead Credit marketing efforts, and other housing activities.
- (2) 26-50 points will be applied if most, but not all, the above criteria are met.
- (3) 0-25 points if little or no past commitment to providing safe and affordable housing can be demonstrated.

b. Other Services Capacity – Maximum 75 points

- (1) 51-75 points will be applied if the applicant can document it has the capacity to provide all other essential services to its residents, including health services, public transportation, youth and senior citizen centers or services, availability of Meals on Wheels or similar program, and handicapped accessibility at public buildings.
- (2) 26-50 points will be applied if most, but not all, the above criteria are met.
- (3) 0-25 points if most other services are not available in the community.

7. Other Leverage – Maximum 50 Points

Up to 50 points will be applied if funding will leverage other funds that might otherwise be lost if CDBG funds are not awarded. Maximum points will be awarded if the leverage amount is significant and both certain and dependent upon CDBG funding. Lower scores will be applied based on lesser amounts of leverage and degree of certainty and dependence upon the CDBG funding.

8. Planning – Maximum 50 Points

Up to 50 points may be applied based on the following criteria:

- a. 25 points will be applied if the applicant has a complete 504 Transition Plan submitted to the state. No (0) points will be applied if the applicant does not have an completed plan.
- b. Up to 25 points will be awarded if a community housing need, demand, market study or similar plan has been completed.

C. Housing Opportunity Projects - Maximum 1,000 Points

1. Project Need - Maximum 150 Points

- a. 101-150 points will be applied to proposals that demonstrate the project will address **all** of the following criteria:
 - (1) Thorough documentation is provided for the type of housing or work proposed, utilizing assessments, census, survey, market study, occupancy rates or other reliable and pertinent statistical data; and,
 - (2) Meets both current and long-term benefit in addressing existing and future needs; and,
 - (3) Addresses, directly or indirectly, health and safety issues; and,
 - (4) The project will have significant impact on meeting the needs as documented.
- b. 51-100 points will be awarded to proposals that substantially meet most of the above criteria and no major concerns are apparent with criteria it does not clearly meet.
- c. 0-50 points will be awarded to proposals which meet few of the above criteria, or which significantly fail to meet one or more of the criteria.

2. Financial Need - Maximum 150 points

- a. 101-150 points will be applied to projects that can document **all** of the following:
 - (1) The project cannot proceed without CDBG assistance, or failure to receive CDBG funds would significantly reduce the benefit, viability or impact, because the applicant or recipient does not have available the necessary financial resources, nor are future revenue sources likely to become available; and,
 - (2) The amount and type of funds requested (loan, grant or a combination) and the terms proposed or as may be offered, are reasonable and appropriate; and,
 - (3) Other potential sources of assistance have been explored and cannot provide the assistance necessary.
- b. 51-100 points will be awarded to proposals that substantially meet most of the above criteria and no major concerns are apparent with criteria it does not clearly meet.
- c. 0-50 points will be awarded to proposals that meet few of the above criteria, or which meet most criteria but one or more major concerns are apparent which affect the demonstrated financial need.

3. Appropriateness – Maximum 150 points

a. 101-150 points will be applied to projects that can document **all** of the following:

- (1) The proposed project represents a logical and cost-effective strategy for addressing the needs as documented considering the amount of funds being requested, the terms proposed, the number of people who will benefit, and the degree to which they will benefit; and,
- (2) The applicant can document the sustainability and viability of the project, as can be documented by the likelihood of repayability 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; and,
- (3) The project would meet all federal and state requirements and standards, as may apply; and,
- (4) Cost estimates appear to be reasonable and are well documented (based on either architect/engineer estimates or multiple vendor quotes as is appropriate).

b. 51-100 points will be awarded to proposals that substantially meet most of the above criteria and no major concerns are apparent with criteria it does not clearly meet.

c. 0-50 points will be awarded to proposals that meet few of the above criteria, or which meet most criteria but one or more major concerns are apparent which affect the appropriateness.

4. Leveraged and Matching Funds – Maximum 100 points

Up to 100 points will be applied based upon the amount and percentage of matching funds and if funding will leverage other funds that might otherwise be lost if CDBG funds are not awarded. Maximum points will be awarded if the match and leverage amount is significant and both certain and dependent upon CDBG funding. Lower scores will be applied based on lesser amounts of leverage and degree of certainty and dependence upon the CDBG funding.

5. Timeliness – Maximum 100 points

Up to 100 points will be applied to projects that can show the following has been met or it can be reasonably assured will soon be met:

- (1) The applicant/recipient has appropriate site control; and,
- (2) The applicant/recipient has all necessary licenses and permits; and,
- (3) Proper zoning is in place; and,
- (4) Other financing needed is available; and,
- (5) Project plans, specifications and cost estimates are complete, and,
- (6) If existing, HQS certifications are current, and if built before 1978, lead-based paint inspections have been completed and, if lead paint is identified as existing, proper methods are proposed in addressing the issue and costs are determined; and,
- (7) All other data, information, commitments, plans, and other are complete and in place.

6. Low-Income Benefit – Maximum 100 Points

Up to 100 points will be applied to projects showing the greatest benefit to low- and very-low income persons and households, including benefit and access to handicapped persons. The highest number of points will be applied if handicapped-accessible units are available and, based upon past, current and/or future occupancy by low-income persons, as shown by historical data, subsidy policies or funding regulations, a high level of low-income occupancy can be assured.

7. Community Development Impact – Maximum 100 Points

Up to 100 points will be applied to proposals that will have favorable impact upon the community's economic and community development efforts. In considering the number of points to be applied, the committee will weigh several factors, including the following:

- a. The degree of impact the project will have on the community's community development efforts, including housing and economic development.
- b. Whether it is a part of a larger or comprehensive program or project.
- c. Its relationship to a business or housing opportunity or need, such as business retention, expansion or attraction.

- d. Puts to its best use current, vacant or abandoned buildings, space or property.
- e. Relates to other housing projects or efforts that are recently completed, underway or proposed.
- f. The quality of the proposed project.
- g. Consistency with a priority identified in a Community Strategic Plan, Urban Renewal Plan, Development Plan or other related plan or strategy.

8. Services Capacity – Maximum 50 points

Up to 50 points will be applied if 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.

9. Infrastructure Capacity – Maximum 25 points

Up to 25 points will be applied if the applicant can document all primary health and safety infrastructure serving, or to serve the proposed housing units, including water, sewer, solid waste disposal and fire protection services, are of high quality, readily available, and without problems or deficiencies.

10. Innovation – Maximum 25 Points

Up to 25 points may be applied to projects that propose an innovative approach to providing affordable housing.

11. Management Capacity – Maximum 25 points

Up to 25 points will be applied if the applicant and/or recipient can show strong management, marketing and administrative skills and experience, or provision of counseling and technical assistance, as the project may require, that should assure project success.

12. Community Support – Maximum 25 Points

Up to 25 points may be applied to projects that can demonstrate strong support for the proposal. This, 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.

D. Planning – Maximum 250 Points

1. Need – Maximum 75 points

Proposal clearly responds to an existing or anticipated need and describes how the planning project will help address the need or problem.

2. Impact – Maximum 50 points

Highest scores will be applied to proposals that best meet the following criteria:

- a. Work products are clearly defined.
- b. Work products and results clearly address described need.
- c. Person, entity or consultant who will undertake or lead the planning effort is identified and is qualified and experienced.

3. Implementation – Maximum 50 Points

Highest scores will be applied to those proposals that can show:

- a. The proposed planning program is required or mandated in order to access financial assistance needed to implement a project or program.
- b. The financial assistance is likely to be offered and accessed upon undertaking or concluding the process.
- c. Implementation is likely and will have short- and long-term benefit.

4. Cost – Maximum 25 points

Up to 25 points will be applied if the cost is documented and appears reasonable.

5. VL/LI Benefit – Maximum 5 points

One point for each rounded 10% VL/LI to benefit above 50 percent will be applied.

6. Match – Maximum 25 points

75%-+	25 points
50%-74%	20 points
25%-49%	15 points
10%-24%	10 points
5%-09%	5 points
0 00%-04%	0 points

7. Bonus – Maximum 20 points

- a. 10 points will be awarded if planning activities proposed are related to, and would help address problems identified in 2009 or 2010 unfunded proposals.
- b. One point will be awarded for each year since the applicant was last awarded a (regular program) CDBG grant. (Maximum 10 points.)

E. Emergency

No point system will be utilized for emergency requests; decisions regarding funding will be based on the project need, commitment and appropriateness as well as availability of funds.

F. Economic Development

1. No point system will be utilized for economic development (CDLF) requests; however, decisions will be based on the following:
 - a. Financial strength and reasonableness;
 - b. Likelihood of success;
 - c. Likelihood of repayability;
 - d. Need and appropriateness for funds and terms;
 - e. Management strength, expertise and past performance;
 - f. Marketing; and,
 - g. Degree of likely benefit to the economy, VL/LI persons, and/or anticipated impact of addressing national objectives as defined in the state program statement.
2. No point system will be utilized for economic development infrastructure requests; however, decisions will be based on the following:
 - a. Degree to which the infrastructure fits into the community's overall economic development strategy.
 - b. Need and appropriateness for funds and terms.
 - c. Degree of likely benefit to the economy, VL/LI persons, and/or anticipated impact of addressing national objectives as defined in the state program statement.

ACRONYMS

- CDBG** Community Development Block Grant: US Department of Housing and Urban Development (HUD) funds distributed to North Dakota.
- CDLF** Community Development Loan Fund: CDBG funds utilized for economic development projects and activities.
- DCS** Division of Community Services: A division of the North Dakota Department of Commerce.
- ED** Economic Development.
- HQS** Housing Quality Standards: Minimum physical conditions of residential homes as required by HUD.
- VL/LI** Very Low and Low Income: Relates to income status of households/persons as determined by HUD.