



South Central Dakota Regional Council

429 2nd St SW, Suite 208 | PO Box 903 | Jamestown, ND 58402-0903 | Phone: 701-952-8050

Community Development Block Grant (CDBG) Public Facility/Housing/Planning 2021 Pre-Application

Pre-application deadline is 5 p.m., Friday, May 14, 2021

The original pre-application must be received in SCDRC offices on or before the date above to be eligible. The 2021 CDBG Pre-application and Program Distribution Statement can be obtained by contacting SCDRC.

For assistance, please contact Traci Redlin or Jennifer Schultes at 701-952-8050.

Contact Information

Legal Applicant _____ County _____

Mailing Address _____ Phone Number _____

City, State, Zip _____

Contact Person _____ Phone Number _____

Email Address _____

Duns number _____ Federal ID Number _____

General Project Information

Project Title and Brief Description

Use of Funds:

- _____ Public Facilities – Construction, Low Income and Very Low Income (LI & VLI) Benefit
- _____ Public Facilities – Construction, Special Assessment of LI & VLI Benefit
- _____ Public Facilities – Construction, Removal of Architectural Barriers
- _____ Public Facilities - Other
- _____ Housing
- _____ Other

Project Beneficiaries* Persons Low/Moderate Percent Percentage of Minority

HUD Census Data _____ _____ _____

*statistics provided by Regional Council



Project Budget Information

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

** What is source of “Other Funds”? _____

MUST INCLUDE DOCUMENTATION OF “OTHER FUNDS” BEING SECURED. Projects with plans and funding sources secured receive higher scores.

***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 \$200,000, **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 \$200,000 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.

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

Project Location

Project Street Address _____ **Or :** Township ____ Range ____ Section ____ ¼ Section _____

Please answer YES or NO to each of the following questions. Is project located within:

- _____ Entirely within city limits? _____ 1,000 feet of a major roadway (4 lanes)?
- _____ Entirely outside city limits? _____ 3,000 feet of a railroad?
- _____ Some features within and some features outside city limits? _____ 5 miles of a commercial airport?
- _____ Is the project on the National Register of Historic Places? _____ 15 miles of a military airfield?
- _____ 1 mile visible from above ground storage of hazardous materials, including but not limited to propane or gasoline storage tanks. **If yes** list the hazardous materials, distance of structure from the hazardous material, and size of storage facility.
- _____ Will this project change the size of the buildings, pipes, facility by more than 20%?

Authorization:

The undersigned certifies that to the best of his/her knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the governing body of the applicant.

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

Required: Supporting Applicant Information

- Resolution of Sponsorship – Please attach resolution from the City/County board that is submitting this pre-application. (See Page 5 of this pre-application packet).
- 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.
- Status of matching funds INCLUDING DOCUMENTATION THAT FUNDS ARE SECURED.
- Applicant’s letter of commitment of local funds indicating the fund any loans will be paid from.
- 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 available, indicating project location.

Required: Project Information

If applicable: Engineer/Architect Name	
Address	
Contact Information	

- Describe the problem/need to be addressed, how long the problem/need has existed, and whether or not it is recurring in nature.
- 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 totally financed locally.
- Alternatives to solving the problem. Describe why the proposed project was selected as the solution, and whether or not it will be a long-term solution to the problem/need.
- Description of the existing facility (age, purpose, etc.) For buildings/structures 50+ years or if age is unknown attach photos (take obliquely 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 the work to be performed.
- Detailed line item estimates of potential costs, supplied by engineer/architect if construction estimate above \$200,000 or written estimate from a contractor or supplier, etc., if construction estimate below \$200,000.
- Plans for projects long-term maintenance and operation.

Directions for Completing Resolution of Sponsorship on Page 5:

(Resolution of Sponsorship is one of the Required Attachments on Page 3 **along with** the minutes from the council or commission meeting when the Resolution is adopted.):

- “Sponsoring Unit of Government” can only be: *City of ____* or *County of ____*
- “Project Titled” will be the name of your project, for example *Town Water Main Replacement*
- “Conducted during the period” give your community about 12 months: *October 1, 2016 to September 30, 2017*
- “Title of Authorized Official” *Mayor, City Council President, Commission Chairman*
- “Sponsoring Unit of Government” will again be the *City of ____ or County of ____* as entered above.
- “Date” will be the date of the meeting that this Resolution is passed at a council or commission meeting.
- Signed by: Authorized Official, *Mayor, City Council President, Commission Chairman*
- Witnessed by: is usually the auditor, but can be another council or commission member’

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 titled _____ to be conducted during the period of _____ through _____.

_____ (Title of authorized official) is hereby authorized to apply to the North Dakota Division of Community Services for funding of this project on behalf of the _____ (Sponsoring unit of government) on _____ (date).

I certify that the above resolution was adopted by the _____ (City Council, County Commission) of _____ (Sponsoring unit of government) on _____ (date).

SIGNED:

Signature

Title

Date

WITNESSED

Signature

Title

Date