

**PRE-APPLICATION**  
**North Dakota Planning Region III**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**Applications due June 21, 2019**



**LEGAL APPLICANT**

Applicant (City or County): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Local government contact person: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Project Beneficiary/Non-profit (if applicable): \_\_\_\_\_  
 Person who completed application: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**NATIONAL OBJECTIVE**

- Benefit to Very Low & Low Income
- Elimination of Slums/Blight
- Alleviation of Urgent Need
- Emergency
- Limited Clientele

**USE OF FUNDS**

- Construction Public Facility
- Construction Housing Rental Units
- Construction Infrastructure
- Special Assessments
- Removal of Architectural Barriers
- Other \_\_\_\_\_

**TITLE OF PROJECT AND BRIEF DESCRIPTION**

**PROPOSED PROJECT COSTS**

a. CDBG funds requested	\$ _____
b. NCPC Administration	\$ _____
(Local Share – Public Facilities 10%, Housing 15%, \$4,000 Minimum)	
c. Architect/Engineering Fees (Local Share)	\$ _____
d. Other funds	\$ _____
<b>TOTAL PROJECT</b>	<b>\$ _____</b>

ANTICIPATED PROJECT START DATE: \_\_\_\_\_

PROJECT DURATION: (Max. 18 months) \_\_\_\_\_

*Applicant certifies that to the best of my knowledge and belief, information in this application is true and correct and the governing body of the applicant has duly authorized the document.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature Chief Elected Official: \_\_\_\_\_ Date: \_\_\_\_\_

All Pre-Applications for Community Development Block Grants must be submitted to:  
 North Central Planning Council  
 PO Box 651  
 Devils Lake, ND 58301

## GENERAL QUESTIONS

1. Project Description

- a. Describe the problem
- b. Who is the owner of the property or building?
- c. Describe the need to be addressed.
- d. How long has the problem existed?
- e. Describe why the problem requires immediate attention and whether it involves health and safety.
- f. Has this problem been mandated by the court or specific local, state, or federal compliance requirements?
- g. Describe the project area (citywide, countywide or target area).
- h. Describe the need for CDBG funds, what they will be used for, and why the project cannot be financed locally.
- i. Describe why the proposed project was selected as the solution and whether or not it will be a long-term solution to the problem.

2. Project Location

*Provide a map, which delineates the boundaries of the entire jurisdiction and identifies the location of the proposed activity.*

3. Program Budget - *Submit copies of estimates with application.*

Funding Sources:	CDBG	Local	Other	Total
Use of Funds:				
Project Administration (Public Facilities 10%, Housing 15%, \$4,000 Minimum)				
<b>Total Costs</b>				

4. Are any of the proposed project activities within a designated floodplain area? (Applicants should consult local flood plain maps or contact the North Dakota State Water Commission.) If so, is the community participating in the National Flood Insurance Program?
  
5. Does any part of the project benefit church-owned property or an organization with a religious purpose or affiliation? If yes, provide an explanation.

Other requirements:

- Provide a signed and completed Resolution of Sponsorship and Handicapped Access Resolution (attached).
- If the application is for a **non-profit beneficiary** provide the following with application:
  - List of board members
  - Proof of non-profit status (IRS designation)
  - Certificate of Good Standing for State of ND
- **For Construction Projects:** The ND Department of Health is requiring asbestos inspections on all construction projects. As the cost of a project can be significantly impacted if asbestos is found, all construction projects *must have asbestos inspections done prior* to submitting an application and project costs should include either mitigation costs or costs for an asbestos certified contractor.
  - NCPC can provide a list of licensed asbestos companies, please contact NCPC for this list.
- For project costs over \$50,000, include estimates for Architect/Engineering if CDBG funds will be used for Architect/Engineering costs. If CDBG funds *will not* be used to cover these costs include them in the Program Budget under local share.

***For North Central Planning Council Use Only***

Project Beneficiaries

- a. Population from last official Census:
  
- b. Total number of persons and families:
 

Persons	Families
---------	----------
  
- c. What is the total number of very low and low-income persons and families in the project area?
 

Persons	Families
---------	----------
  
- d. Percent of low and moderate-income persons in the project area (figures in c. divided by a.):
 

Persons	Families
---------	----------
  
- e. Project Area Target Population:

**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 Government) will act as sponsoring unit of government for the project titled \_\_\_\_\_ during the period \_\_\_\_\_ through \_\_\_\_\_ (duration dates).

\_\_\_\_\_ (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 Board, etc.) of the \_\_\_\_\_ (Sponsoring Unit of Government) on \_\_\_\_\_ (Date).

SIGNED:

WITNESSED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION CONCERNING HANDICAPPED ACCESS**

The sponsoring unit of government must adopt and submit the following or an equivalent resolution and submit it with the pre-application:

**Whereas** local units of government are required by law to complete or update a Section 504 Self-Evaluation in accordance with 24 CFR Part 8 “Nondiscrimination based on handicap in federally assisted programs and activities of the Department of H.U.D.”; and

**Whereas** the North Dakota Division of Community Services requires completion and submission of the Self-Evaluation before the final drawdown of project funds;

**Now Therefore Be It Resolved** that the City/County of \_\_\_\_\_ will, if awarded Community Development Block Grant or Community Development Loan funds, complete a Section 504 Self-Evaluation plan before requesting final drawdown of project funds.

I certify that the above resolution was adopted by the governing body of the City/County of \_\_\_\_\_ on \_\_\_\_\_ (date).

Signed:

Witnessed:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)