****North Central Planning Council

**CDBG PROJECT INFORMATION & CONSIDERATIONS**

**FOR CITY/COUNTY GRANTEES**

The CITY/COUNTY OF has requested grant funding from North Central Planning Council Community Development Block Grant (CDBG) funds for the CDBG project.

The City/County cannot commit any funding, sign any contracts, or initiate any work prior to a RELEASE OF FUNDS NOTICE issued through the ND Department of Commerce. North Central Planning Council staff will notify the City/County when the Release of Funds has been issued.

There are a number of items the City/County may need to complete on a CDBG project. Contact NCPC staff to discuss eligibility and required documents prior to submitting a pre-application. Complete the pre-application and submit with the checklist and required documents.

If the pre-application is approved by the NCPC Board of Directors, the next steps are:

* Final Application – NCPC staff will assist the City/County in filling out the final application forms.
* Environmental Review – This process is being updated in 2021. Depending on the scope of the project, if the review is beyond the ability of NCPC staff, an outside contractor may need to be utilized for the Environmental Review Record and paid for with local funds.
* Public Hearing – NCPC staff will work with t auditor to set up the initial public hearing and publication of required notice.
* Submitting to ND DoC Department of Community Services (DCS) – Once all forms are completed and signed by the appropriate authority NCPC staff will submit and be in contact with DCS to insure they have all required information.
* Financial Award – After the final application is approved DCS will send Financial Award contracts to the City/County for signature by the appropriate authority. Sign the contracts and return directly to DCS.
* RELEASE OF FUNDS – The ND Department of Commerce, Division of Community Service will issue a RELEASE OF FUNDS NOTICE, that will state a date when funds can be committed.
* Bidding the Project – NCPC staff will assist the City/County in bidding out the project and initiating Section 3 forms, as necessary.
* SAM.gov – The City/County and ALL CONTRACTORS (including sub-contractors) awarded projects utilizing CDBG funds, must be registered on [www.SAM.gov](http://www.SAM.gov), the federal system for award management. Registration is FREE. **Current registration is required prior to contract award.**
* Contracts/Pre-Construction Meeting – NCPC staff will work with the City/County and engineer to put together contracts and hold a pre-construction meeting.
* Davis Bacon – Urgent need projects must comply with the Davis Bacon Act. CDBG requirements specify the following be included in each bid packet. **It is the prime contractors to review and comply with all appropriate requirements for itself and all sub-contractors:**

**◦**Appendix C provides information on federal requirements regarding discrimination and equal opportunity provisions.

◦Appendix D/Labor Regulations addresses required, and applicable labor laws associated with CDBG projects, including the Davis Bacon Act. **Contractors and sub-contractors hired for CDBG projects must pay employees weekly per the wage rates and submit weekly payroll reports** to the grant administrator. All contractors must contact NCPC to schedule employee interviews prior to starting work. Onsite employee interviews will be conducted at least once during project construction and contractors must make employees available at the work site for the grant administrator to interview.

◦Wage Decision – NCPC will issue a DCS approved wage decision which must be utilized for this project. **Employees must be paid at a rate at least equal to the amount noted.** Rate of pay will be verified via the weekly payroll reports. **All contractors and sub-contractors must also provide a master employee list.** If modifications to the wage decision have been published 10 days or less from the date of the bid opening, contractors are required to utilize the updated applicable wage decision. If, after the construction contract is awarded, a classification not identified on the Wage Decision is needed, a request for that classification must be made immediately to the grant administrator.

* Invoices – will be submitted to NCPC or the City/County. The City/County will approve the payment of the invoice and submit to NCPC. NCPC will submit the Request for Funds to ND DoC. A 10% retainage will be held on all invoices until the project is closed out.
* The City/County will be responsible for sending out 1099’s as appropriate at the end of the year. Grant Closeout – once all work is completed and invoices are paid, NCPC will initiate the Second Public Hearing and the closeout forms.

North Central Planning Council (NCPC) will administer the CDBG grant of behalf of the City/County and will issue administration contracts. If you have any questions, please contact CDBG Grant Administrator Sandy Shively at sandyncpc@gondtc.com or Ashley Louw CDBG Grant Coordinator at ashleyncpc@gondtc.com or call 701-662-8131.

City/County Representative had reviewed the information provided in this form.

City/County: Date:



**PRE-APPLICATION**

**North Dakota Planning Region III**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**Applications due June 18, 2021**

**­­­**

LEGAL APPLICANT

Applicant (City or County): Click or tap here to enter text.

Address, City, State, Zip: Click or tap here to enter text.

County: Click or tap here to enter text.

Local government contact person:Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Project Beneficiary/Non-profit (if applicable): Click or tap here to enter text.

Person who completed application: Click or tap here to enter text.

Address, City, State, Zip: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

IRS EIN Number: Click or tap here to enter text.

NATIONAL OBJECTIVE USE OF FUNDS

 [ ]  Benefit to Very Low & Low Income [ ]  Construction Public Facility

 [ ]  Elimination of Slums/Blight [ ]  Construction Housing Rental Units

[ ]  Alleviation of Urgent Need [ ]  Construction Infrastructure

 [ ]  Emergency [ ]  Special Assessments

[ ]  Limited Clientele [ ]  Removal of Architectural Barriers

 [ ]  Other Click or tap here to enter text.

TITLE OF PROJECT AND BRIEF DESCRIPTION

 Click or tap here to enter text.

 PROPOSED PROJECT COSTS

a. CDBG funds requested $Click or tap here to enter text.

 b. NCPC Administration (Local Share) $Click or tap here to enter text.

c. Local Funds $Click or tap here to enter text.

d. Architect/Engineering Fees (Local Share) $Click or tap here to enter text.

e. Other Funds $Click or tap here to enter text.

 **TOTAL PROJECT** $Click or tap here to enter text.

 ANTICIPATED PROJECT START DATE: Click or tap here to enter text.

 PROJECT DURATION: (Max. 18 months) Click or tap here to enter text.

*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: Click or tap here to enter text. Title: Click or tap here to enter text.

Signature Chief Elected Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

**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

1. Describe the problem Click or tap here to enter text.
2. Who is the owner of the property or building? Click or tap here to enter text.

 c. Describe the need to be addressed. Click or tap here to enter text.

 d. How long has the problem existed? Click or tap here to enter text.

e. Describe why the problem requires immediate attention and whether it involves health and safety.

 Click or tap here to enter text.

f. Has this problem been mandated by the court or specific local, state, or federal compliance requirements?

 Click or tap here to enter text.

 g. Describe the project area (citywide, countywide or target area).

 Click or tap here to enter text.

h. Describe the need for CDBG funds, what they will be used for, and why the project cannot be financed locally.

 Click or tap here to enter text.

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.

 Click or tap here to enter text.

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: |  |  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Project Administration (Public Facilities 10%, Housing, Slum & Blight 15%, $5,000 Minimum) |  | Click here to enter text. |  |  |
| **Total Costs** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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?

 Click or tap here to enter text.

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. Click or tap here to enter text.

**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. 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.
	+ Project estimates from a contractor
* **Architect & Engineering:** For project costs over $200,000, an Architect or Engineer is required. It is requested that Architect/Engineering costs be paid with Local Funds. In circumstances of hardship CDBG can be requested to pay for A& E. It is up to the discretion of NCPC Staff & Board to require an Engineer or Architect if they feel the nature of the project is complex or requiring additional technical skill. 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.
* **Removal of Architectural Barriers (ROAB)** – A 504 Handicapped Accessibility Plan if project is required for ROAB projects.
* Architect/Engineering – A full architect or engineering report is required for projects over $200,000.
* **Housing Projects:** Pre-applications must submit the following:
* Resident Income surveys
* Inspection summaries
* Housing quality survey from a certified HQS inspector
* Lead testing results

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

Project Beneficiaries

1. Population from last official Census: Click here to enter text.
2. Total number of persons and families:

 Persons Click or tap here to enter text. Families Click or tap here to enter text.

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

Persons Click or tap here to enter text. Families Click or tap here to enter text.

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

 Persons Click or tap here to enter text. Families Click or tap here to enter text.

1. Project Area Target Population: Click or tap here to enter text.

**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 Click or tap here to enter text. (Sponsoring Unit of Government) will act as sponsoring unit of government for the project titled Click or tap here to enter text.during the period Click or tap here to enter text.through Click or tap here to enter text.(duration dates).

Click or tap here to enter text. (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 Click or tap here to enter text.(Sponsoring Unit of Government) on Click or tap here to enter text.(Date).

I certify that the above resolution was adopted by the Click or tap here to enter text. (City Council, County Board, etc.) of the Click or tap here to enter text.(Sponsoring Unit of Government) on Click or tap here to enter text.(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 Click or tap here to enter text. 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 Click or tap here to enter text.on Click or tap here to enter text. (date).

Signed: Witnessed:

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(Signature) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title) (Date) (Title) (Date)

****North Central Planning Council

**CDBG PROJECT PRE-APPLICATION CHECKLIST**

Complete the following checklist and submit with the pre-application and required documents. For question contact NCPC.

1. Phone Call with NCPC to determine eligibility and required documents.

2. Pre-Application filled out entirely.

3. Photos.

4. Project Estimates from a Contractor.

5. 504 Plan (If project is removal of architectural barriers).

6. Commitment Letters for other funds including administration.

7. Engineer/Architect Report if project is over $200,000.00.

**HOUSING PROJECTS ALSO NEED THE FOLLOWING:**

8. Income Surveys for each unit.

9. Inspection summaries for each unit.

10. Housing Quality Survey (long/short form) completed by a Certified Section 8 HQS Inspector.

City/County and beneficiary (if applicable) representative have reviewed the information provided in this form.

City/County: Date:

Grantee: Date: