

LEWIS AND CLARK REGIONAL DEVELOPMENT COUNCIL
CDBG PRE-APPLICATION COVER SHEET
PUBLIC FACILITIES

Applicant (City or County only):		Project Title:		
Applicant Address (Street, City, State, Zip):				
Local Government Contact Person/Title		Phone	Fax	Email
Person Who Completed the Application		Phone	Fax	Email
Engineer/Architect/Contractor (if applicable):				
Contact Person:			Phone:	
Company:				
Address:				
Brief Description of the Proposed Project:				
Use of Funds (Check all that apply)		Project Activities Costs		
<input type="checkbox"/>	Construction	Project Costs		\$
<input type="checkbox"/>	Purchase/Acquisition	Grant Administration		\$
<input type="checkbox"/>	Removal of Architectural Barriers	Engineering/Architectural		\$
<input type="checkbox"/>	Special Assessments	Other Costs		\$
<input type="checkbox"/>	Other (specify)	TOTAL Costs		\$
National Objectives (Check Only One)		Funding Sources		
<input type="checkbox"/>	Benefit to Very Low/Low Income	CDBG Grant Funds		\$
<input type="checkbox"/>	Eliminations of Slums/Blight	Local Matching Funds		\$
<input type="checkbox"/>	Alleviation of Urgent Need	Other Matching Funds		\$
		TOTAL Fund Sources		\$
Anticipated Project Start Date:		Anticipated Project Completion Date:		
Applicant Certifies That: To the best of my knowledge and belief, data and statements in this application are true and correct.				
Name (Mayor/Chairman):		Title:		
Signature:		Date Signed:		

SECTION I GENERAL QUESTIONS

1. In the space below, please describe what you plan to do, and include in your description the scope of the project in terms of the area to be served, whether it is community-wide or a specific target area:

2. Has a public hearing been held? If so, please attach a copy of the public notice. If not, indicate your anticipated date of public hearing.

3. Will any proposed activities take place within a designated flood plain area? If so, please explain.

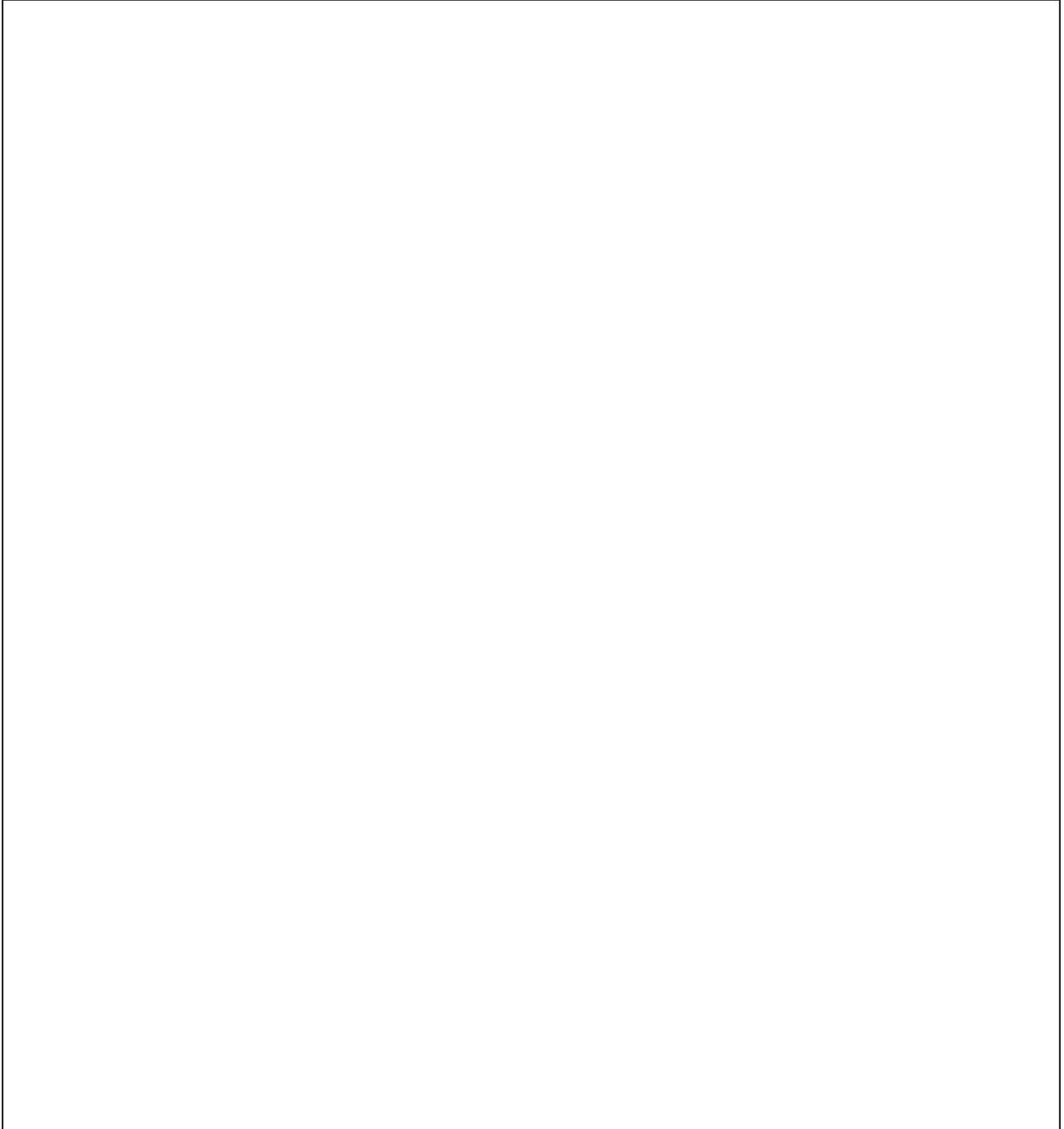
4. Will any proposed activities take place within a structure or area listed on the National Register of Historic Places? If so, please explain.

5. Does any part of the project benefit church-owned property or an organization with religious purpose or affiliation? If so, please explain.

6. Attach a map that shows the boundaries of the entire jurisdiction of the applicant and identifies the location of the proposed activity.

SECTION II PROJECT NEED
(Maximum 150 Points)

In the space provided below, describe why you need to do this project. The greatest number of points will be given to those proposals that address an existing or imminent problem with significant impact on the health and safety of citizens, or which would eliminate architectural barriers that prevent handicapped persons from receiving essential services.



SECTION III FINANCIAL NEED
(Maximum 75 Points)

In the space provided below, please describe why you need CDBG assistance.

The highest number of points will be given to those projects that can't be done without CDBG assistance.

1. Why is CDBG assistance needed for this project? In describing that need, you may reference figures shown on page 6 and include explanations as to why other local sources of financing, including borrowing and anticipated future revenues, are inadequate or not feasible in financing the project.

2. Describe efforts you have made to identify other possible sources of grant or loan funds to help with this project, including state and federal agencies. Describe the results of those efforts.

3. What is the status of local financial resources potentially available for financing this project?

A. What was the fund balance(s) of ALL accounts related to this project at the end of the last fiscal year (list all)?

B. What is the current fund balance(s) of ALL above accounts (list all)?

C. What is the projected end-of-year fund balance(s) of ALL above account(s) as approved and legally filed (list all)?

D. What, if any, is the current indebtedness of ALL the above account(s)?

E. How much is reserved this year for debt service for each applicable account and in what year is the indebtedness expected to be retired?

F. In addition to the above, do you have other related accounts, including other reserve or investment accounts, related to this proposal, and if so, what are the balances of those accounts?

Below, you may include any other applicable information.

SECTION IV LOCAL COMMITMENT
(Maximum 75 Points)

In the space provided below, please describe your efforts to undertake this and other public facility, safety, and infrastructure projects. The highest number of points will be given to those projects in which the applicant can demonstrate past and current efforts to address the described problem as well as other public facility, infrastructure, and safety issues.

1. In the space below, provide a brief statement as to why you cannot provide more matching dollars than what is being pledged.

2. Describe whether the problem to be addressed by the proposed project was recent or unexpected, or, if long-term, what previous efforts have been undertaken to address the problem.

3. Describe other major projects or programs that have been undertaken by the proposed recipient of the grant during the past five years, and include a description of how those projects or activities were funded.

4. Describe the applicant/recipient's policies and status regarding taxes, fees, indebtedness, etc.:

A. What is your current mill levy? _____

In the space above, fill in the current total mills levied by the recipient of this grant request. For instance, if the project is to make a courthouse ADA accessible, how many mills are levied by county government? If it's to make a city hall ADA accessible, what's the total city (government) mill levy? If it's for a school ADA project, what is the total school mill levy? If it's for a rural fire department to build a fire hall, what is the fire district's mill levy?

B. How much money does one mill raise? \$ _____

Above, place the amount raised from one mill levied by the recipient of the proposed project. For instance, for a courthouse project, how much does one mill raise when levied countywide; for a city water project, how much does one mill raise in the city; for a school district or fire district, how much does one mill raise when levied district-wide?

C. How much taxes are paid IN TOTAL on a non-farm house valued at \$60,000? \$ _____

In the space above, fill in the total annual taxes a homeowner living within the jurisdiction of the project site would pay on a \$60,000 house. This should be the total tax bill (not including specials) as paid to the county, to include all city, county, township, school, library, and other levies.

D. What is the recipient's total indebtedness? \$ _____

E. What is the total of all investment accounts? \$ _____

F. Briefly describe the fee/rate structure for the following services. (You may attach a rate schedule.)

Minimum Monthly Water Rate	Minimum Monthly Sewer Rate	Total Min. Monthly W & S Rate	W & S Mo. Charge for 10,000 gal. Usage	Other Monthly Fees (please specify)

Other monthly fees may include garbage pick-up, lights, etc. Please remember that if you bill Quarterly, the monthly charge is one-third of the quarterly cost.

For other types of projects, please describe below any fees that may be related to your project or services to be provided with help from grant funds. For instance, for a senior center, what fees, if any, are charged for membership? Or for ambulance or fire districts, are there pick-up or "call" fees charges?

SECTION V PROJECT APPROPRIATENESS
(Maximum 300 Points)

In the space provided below, please list:

1.

A. Total number of persons to benefit from the project?

B. CDBG dollars requested (less administration)?

C. CDBG dollars per person to benefit?

\$
\$

2. What other alternatives to the problem were considered and why is the proposal shown considered the best long-term and immediate solution to the problem?

3. Who is the engineer or architect, and if there isn't one, why is one not necessary?

4. If an architect or engineer is not being used, how will federal and state requirements on selecting contractors/vendors be met and what steps are being made to assure meeting minimum required standards/specifications?

5. How were the anticipated costs determined? (Architect or engineer's report or vendor quotes should be attached.)

6. When do you anticipate starting and completing the project?

**SECTION VI COMMUNITY DEVELOPMENT
(Maximum 15 Points)**

1. Do you (applicant city or county) have a state-approved 504 Transition Plan?

Yes

No

**SECTION VII LOW-MODERATE INCOME BENEFIT
(Maximum 5 Points)**

1. What is the total number of persons and families in the project area?

Persons

Families*

2. What is the total number of low and moderate income persons and families in the project area?

Persons

Families*

The above numbers should be derived from either census data or from a survey utilizing an appropriate methodology as outlined in the state's Program Distributions Statement, or contact the Lewis and Clark Regional Development Council.

**Family figures are needed only for special assessment projects.*

3. In the space below, explain how you arrived at the above figures.

**SECTION VIII BONUS
(Maximum 30 Points)**

1. Have you ever received a CDBG public facilities grant before? If so, in what year did you last receive a CDBG public facilities grant?

2. Have you ever received a CDBG housing grant? If so, in what year did you last receive a CDBG housing grant?

SECTION IX PROJECT BUDGET

1. What is the total project budget?

<u>ACTIVITY</u>	<u>LOCAL</u>	<u>OTHER</u>	<u>CDBG</u>	<u>TOTAL</u>
Engineering/Architect				
Administration				
TOTAL	\$	\$	\$ \$	

2. What are the source(s) and amount(s) of the local match?

<u>SOURCE</u>	<u>AMOUNT</u>
TOTAL	\$

3. What are the source(s) and amount(s) of other funds?

<u>SOURCE</u>	<u>AMOUNT</u>
TOTAL	\$