

**LEWIS AND CLARK REGIONAL DEVELOPMENT COUNCIL
APPLICATION/PREAPPLICATION COVER SHEET
NORTH DAKOTA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

1. Legal Applicant

a. Applicant Name:

b. Address:

Zip:

c. County:

d. Local Government Contact Person:

Phone Number:

Fax:

e. Person who completed application:

Phone Number:

Fax:

f. Population from last official census:

g. Area population:

2. Type of Request

<input type="checkbox"/> Pre-application
<input type="checkbox"/> Final application

3. National Objective

<input type="checkbox"/> Low/Moderate Income Benefit
<input type="checkbox"/> Slums/Blight Elimination
<input type="checkbox"/> Alleviation of Urgent Need

4. Title of Project and Brief Summary Description

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5. Use of CDBG Funds

<input type="checkbox"/> Construction
<input type="checkbox"/> Relocation
<input type="checkbox"/> User Fees
<input type="checkbox"/> Acquisition
<input type="checkbox"/> Special Assessments
<input type="checkbox"/> Other _____

6. Proposed Funding

a. CDBG Cost	\$
b. CDBG Administration	\$
c. Local Funds	\$
d. Other Funds	\$
e. Other Administration	\$
f. Total Cost	\$

7. Project Start Date

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8. Project Duration (Max. 18 Mos.)

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9. Applicant Certifies That:

To the best of my knowledge and belief, data in this application are true and correct, and the document has been duly authorized by the governing body of the applicant.

Name

Title

Signature of chief elected official

Date signed

SECTION II
PROJECT NEED
(Maximum 150 Points)

In the space below, describe why the project is needed. For new construction, the need for additional affordable housing units should be described and documentation, such as market studies, should be attached. For rehabilitation, the need for work – to address health and safety concerns, to make improvements to retain or attract residents, or both – should be described and documentation of need and impact attached (this may include building, architect, HUD, Rural Development, or other inspection reports). For all existing housing developments, average occupancy rates for the previous three years (reports to USDA-Rural Development, HUD, or other may be attached) and projected occupancy rates for the next three years should be provided below.

SECTION III
FINANCIAL NEED
(Maximum 150 Points)

In the space below, describe why CDBG assistance is necessary, and how failure to receive CDBG funds as proposed would affect the activities proposed. Include justification for why the grant or loan terms requested (specify the rate, term, and other for proposed loans) are necessary and list other financing sources – approved, disapproved, or pending – that will be utilized. For existing developments, attach cash flow, revenue and expense and balance sheets for the previous three years. For existing and new developments, attach three-year pro formas (or business plan).

**SECTION IV
APPROPRIATENESS
(Maximum 150 Points)**

1. Number of persons to benefit:
2. CDBG Dollars Requested:
3. Total Project Cost:
4. Sources and Uses:

Source	Use	Amount	Grant or Loan

5. Attach detailed cost of the project.
6. Were other alternatives considered? Briefly describe and explain why this proposal was chosen.
7. Are there other competing housing developments in the community? If so, list names, addresses, and contact persons for each.
8. If a loan is proposed, contact Lewis and Clark Regional Development Council for additional information that may be required.

SECTION VII
LOW-INCOME BENEFIT
(Maximum 100 Points)

1. Describe ownership of the development (e.g. for-profit or not-for-profit; corporation, partnership, individual; or other and attach list of principals/board of directors):

2. Describe the rental rate structure, how they are determined, subsidies if any, and how the proposed work might change rental rates and subsidies. Indicate whether the property comes under certain guidelines (e.g. 515, tax credit, etc.):

3. Show below the historical (for existing facilities), current and projected percent of units occupied by low-income households:

Past 3rd Yr.	Past 2nd Yr.	Past Year	Current	Next Year	Year 2	Year 3
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4. How many units are currently handicapped accessible?
How many units will be handicapped accessible following proposed work?

**SECTION XI
INNOVATION
(Maximum 25 Points)**

Describe how this proposal may be innovative in addressing affordable housing issues:

**SECTION XII
MANAGEMENT CAPACITY
(Maximum 25 Points)**

Who will manage the property, how long have they managed it, and describe (or attach a resume or other documentation) their level of experience and education.

**SECTION XIII
COMMUNITY SUPPORT
(Maximum 25 Points)**

Attach letters of support from government (local or other), community groups, businesses, individuals, or others.