

APPLICATION CHECKLIST:	YES	NO	N/A
1. Is the DUNS# provided?	_____	_____	
2. Is the grant amount at or below the allowable amounts?	_____	_____	
3. Is the CEO signature on the Federal Assurance page?	_____	_____	
4. If a joint application, is the Assurance page for each entity included?	_____	_____	_____
5. Is HUD Disclosure Form 2880 completed and signed?	_____	_____	

APPLICATION REVIEW:	YES	NO
6. Does the project meet the national objectives of assisting Low-to-Moderate Income (LMI) Households?	_____	_____
7. Are the proposed number of rental units at or below the 7-unit threshold?	_____	_____
8. Are at least 51% of the units proposed to be CDBG assisted?	_____	_____
9. Is there approval by the local government?	_____	_____
10. Is the proposed rental property an upper story project in an existing downtown?	_____	_____

PUBLIC HEARING NOTICE/MINUTES:	YES	NO
11. Is the publication date no less than 4 days but no more than 20 days prior to the hearing?	_____	_____
12. Are public hearing minutes uploaded and do they include the hearing date?	_____	_____
13. Do the minutes include how the proposed activity will be funded and the sources of funds?	_____	_____
14. Do the minutes include the date the application will be submitted?	_____	_____
15. Do the minutes include the amount of federal funds requested?	_____	_____
16. Do the minutes include the estimated portion of federal funds that will benefit persons of low to moderate income?	_____	_____
17. Do the minutes list the plans to minimize displacement of persons and businesses as a result of funded activities?	_____	_____
18. Do the minutes list plans to assist persons actually displaced?	_____	_____
19. Do the minutes list the nature of the proposed activity or project?	_____	_____
20. Is the community needs assessment less than a year old and included and adopted at a Public Hearing for this project?	_____	_____

BUDGET

YES NO

- 21. Does the project budget add up correctly? _____
- 22. Are computations in the Project Budget Chart, correct? (Cross-Check Total Budget with Sources of Funding) _____
- 23. Is the Administrative amount 10% or less of the CDBG amount or Total Costs? _____

ACTIVITY INFORMATION

YES NO N/A

- 24. Is the activity in a 100-year floodplain? _____
 - a. If yes. Was LOMA letter provided? _____
- 25. Are proposed rents correct for CDBG assisted units? _____
- 25. Is the property zoned properly for this project? _____
- 26. If applicable, is there documentation of need (market study)? _____
- 27. Does the Grant Administrator and Developer/Property Owner agree to comply with the five (5) year Period of Affordability? _____
- 28. With conversion, is there availability of certified lead professionals? _____

REQUIRED ATTACHMENTS:

YES NO

- 29. Have all documents under the "Required Uploads" been uploaded? _____
- 30. Is the environmental review complete and ready for publication? _____
- 31. Were the special review requirements as stated in the Program Guidance included in the Environmental Review? _____
- 32. Does the applicant demonstrate site control? _____

RANKING QUESTIONS

33. Need for the project (1 to 5 points) _____

(Based on the following)

What is the community's current vacancy rate?

Did the applicant adequately address the need for upper story housing in the community?

Does the community have a current housing needs assessment identifying increased rental units as a need in the community? (Current= completed within the last year)

34.. Project Readiness (1 to 5 points) _____

(Based on the following)

Has the historic district evaluation been completed?

Does the developer own the property at time of application (vs. an option)?

Is the property free of debris/trash to allow for conversion work?

Does the application include detailed draft designs?

35. **Status of project matching funds- level of commitment.** (2 to 5 Points) _____

Developer has provided an executed loan agreement from a lender OR has provided documentation of cash available and unencumbered to invest in the project- 5 points

Developer has provided a commitment letter from a bank that includes loan terms/ no executed agreement- 3 points

Developer has provided matching funds through a term letter (letter does not include loan terms/ No executed agreements) 2 points

36. **Degree CDBG funds will be leveraged by other funds.** (1 to 5 Points) _____

Over 75% of project financed with non- CDBG funds- 5 points

66-75% of project financed with non-CDBG funds- 4 points

56-65% of project financed with non-CDBG funds- 3 points

50-55% of project financed with non-CDBG funds- 2 points

< 50% of project financed with non-CDBG funds- 1 point

37. **Capacity to complete and maintain the project** (1 to 5 points) _____

(Based on the following)

Does the developer have previous experience with similar projects?

Does the development team include members with experience and capacity to ensure the project is completed?

Is the project timeline for the project reasonable and attainable, as compared to similar projects?

Is the operation/ maintenance plan for the property sufficient?

38. **Financial feasibility** (1 to 5 points) _____

(Based on the following)

Debt service ratio in year 1- _____

Debt service ratio in year 15- _____

Are the operating expenses included in the proforma reasonable as compared to similar projects?

Is the developer fee included reasonable? Developer fee: _____%

39. % of LMI units (2 to 5 Points) _____

71% or more units for LMI- 5 points

52-70% of units for LMI- 3 points

51% of units for LMI- 2 points

40. Is the project in a designated Federal Opportunity Zone? (0 to 3 Points) _____

Yes 3 points

No 0 points

41. Green Streets Criteria (0 to 2 Points) _____

(OPTIONAL/Required ONLY If Additional Green Streets Funding Is Requested)

Score >75% on IEDA’s Green Streets Review – 2 Points

Score 50 – 75% on IEDA’s Green Streets Review - 1 Point

Score <50% on IEDA’s Green Streets Review - 0 Points

***TOTAL SCORING POSSIBLE IS 38 POINTS (WITH AN OPTION FOR 40 WITH GREEN STREETS FUNDING)**

PROGRAM MANAGER’S COMMENTS:

DECLINE OR APPROVE: