

## CDBG Program Overview

The CDBG program is a federally funded program through the U.S. Department of Housing and Urban Development (HUD). HUD provides grants on an annual basis to states and some local communities to help develop viable communities. The purpose of the program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Each activity funded with CDBG funds must meet one of three national objectives:

- Prevention and elimination of slum and blight
- Benefit low to moderate income persons
- Meet an urgent need

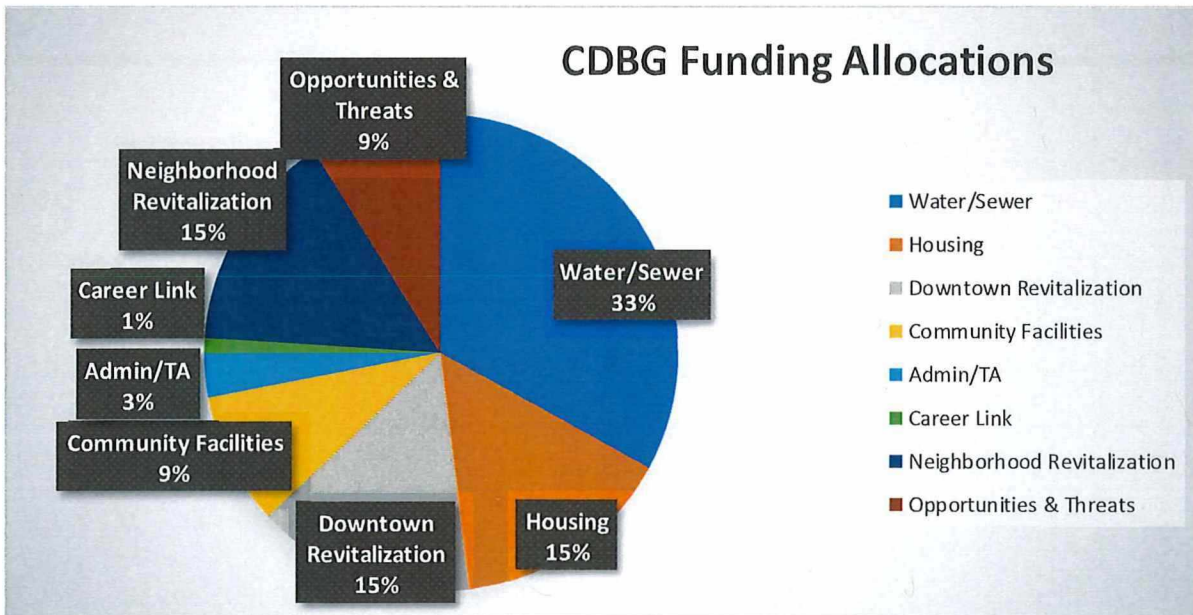
The State of Iowa's Community Development Block Grant (CDBG) program is administered by the Iowa Economic Development Authority.

The amount of CDBG funds received by the State varies, depending on the spending level approved by Congress.

For 2023, the State of Iowa will receive \$24.6 million in regular program CDBG funds.

## State of Iowa's CDBG Method of Distribution & Programs

IEDA administers a variety of programs with the State's annual CDBG allocation. The annual allocation is divided into programs on a percentage basis. The chart below provides an overview of the percentage of annual CDBG funds currently allocated to each program:



More information on each program and its requirements are provided further in this manual.

## **IowaGrants.gov**

CDBG applications are submitted online through [www.iowagrants.gov](http://www.iowagrants.gov). To start or submit an application, you must have an account through [iowagrants.gov](http://iowagrants.gov). If you have questions or have issues with your [iowagrants.gov](http://iowagrants.gov) account or experience technical issues, you may contact Don Dursky at [don.dursky@iowaeda.com](mailto:don.dursky@iowaeda.com) or 515.348.6210.

## **Federal Requirements Applicable to all CDBG Projects**

### **National Objectives**

The Federal Code requires that all activities funded with CDBG funds must meet one of three eligible national objectives. Please review the national objectives below and the objective that each IEDA program must meet:

- *Benefit to low- and moderate-income persons-* used for Water/Sewer, Community Facilities, Career Link Employment Transportation, Housing and Comprehensive Neighborhood Revitalization programs. May sometimes be used for the Opportunities and Threats program.
- *Aid in the prevention and elimination of slum and blight-* used for the Downtown Revitalization and Comprehensive Neighborhood Revitalization programs.
- *Meet an urgent need-* Used for the Opportunities and Threats program

Applicants must demonstrate that the proposed project meets the applicable national objective. Please see program specific information on how compliance with a national objective is to be documented within the application.

### **Eligible Applicants**

Applicants must be a unit of local government; CDBG funds cannot be awarded directly to a business entity, non-profit or individual.

All incorporated cities and all counties in the State, except those designated as HUD entitlement communities, are eligible to apply for and receive CDBG funds. A list of entitlement communities in Iowa can be found here: <https://www.hud.gov/states/iowa/community/partnerwebsites>

### **Grant Administration**

If a CDBG application is funded, the recipient must hire a certified grant administrator to manage the federal requirements associated with the project. IEDA maintains a list of certified grant administrators. This list can be found on the IEDA website: [CDBG Training Resources | Iowa Economic Development Authority \(iowaeda.com\)](#)

Certified grant administrators have successfully completed IEDA CDBG training/ testing and have demonstrated an understanding of the CDBG program and requirements.

Iowa's Councils of Governments/ Regional Planning Commissions and some private consultants provide CDBG grant administration services. Please refer to the 2 CFR 200 & procurement section of this

manual for more information on selecting a CDBG grant administrator and what is required to be done at the time of application.

The costs associated with grant administration may be paid with CDBG funds. Applicants should plan to include grant administration costs in their CDBG application budget. The maximum amount that can be charged for grant administration is 10% of the total project cost.

## **2 CFR 200 Requirements & Procurement**

The CDBG Management Guide (pdf below) Chapter 2, summarizes Federal requirements that apply to the CDBG program. Included are the various Methods of Procurement for all CDBG funded projects.

[CDBG Management Guide | Iowa Economic Development Authority \(iowaeda.com\)](#)

Please also reference Appendix 2 in the CDBG Management Guide for detailed information on 2 CFR 200 as well as additional procurement requirements. The appendix summarizes when and how to procure services and construction, as well as types of procurement, bonding, and a sample Procurement Policy. Please be aware that the Management Guide is updated every year. As of September 2023, the version on the website is still the 2022 Management Guide. Be sure that you are using that 2022 Procurement Policy for this application. The next, full update of the Management Guide is expected to be posted in the spring of 2024.

Be aware that regardless of the source(s) of funding, it is expected that contractors involved in CDBG projects (including grant administrators and architects) be procured in accordance with the CDBG policies. There is also an expectation that that procurement involves publishing bid solicitation in a newspaper of general circulation.

## **Citizen Participation Requirements**

Prior to submitting an application, the applicant (city or county) must hold a public hearing to discuss the project and provide information on the CDBG application.

Public notice of the hearing must be published in a newspaper of general circulation, no less than 4 days and no more than 20 days, before the public hearing. Public hearings are to be held in accessible locations. The public hearing notice must provide the date and time of the public hearing, the project name and description, the purpose of the project, the source of funds being requested (CDBG), and a local contact person (name/phone/email) for the public to contact if accessibility or translation services are needed.

At the public hearing, the following information should be covered. Each point must be reflected in the public hearing minutes:

- How the need for the proposed activities was identified.
- How the proposed activities will be funded and sources of funds.
- Date the application will be submitted.
- Requested amount of federal funds.
- Estimated portion of federal funds that will benefit persons of low to moderate income families.
- Where the proposed activities will be conducted.

- Plans to minimize displacement of persons and businesses as a result of the funded activity.
- Plans to assist persons actually displaced.
- The nature of the proposed activities.

At the application public hearing, applicants must conduct a Community Development and Housing Needs Assessment. During this process, applicants should ask for public input on local community and housing needs, needs of low to moderate income persons in the community, and planned or potential projects to address these needs.

For more specific information, please refer to IEDA training slides regarding public hearings and community development plans:

<https://www.iowaeda.com/UserDocs/2020CDBGTrainingPowerPoint09292020.pdf>

Applicants must ensure all public hearing and Community Development and Housing Needs assessment information is complete and adequate. Applications that do not demonstrate compliance with citizen participation requirements will not be funded.

### **General CDBG Application Requirements**

While the questions and information collected in each program application varies, there are some items that are required for all CDBG applications. These documents/items will be collected in [lowagrants.gov](http://lowagrants.gov) and must be submitted as part of a completed application.

- Public hearing notice and proof of publication of notice
- Signed minutes from the public hearing
- Community Development & Housing Needs Assessment (not older than one year)
- Federal Assurances signature page- *Link to this form included in [lowagrants.gov](http://lowagrants.gov)*
- Applicant/Recipient Disclosure/Update form- *Link to this form included in [lowagrants.gov](http://lowagrants.gov)*
- Minority impact statement

Most programs will also require documentation that the proposed project will benefit primarily low to moderate income individuals. This may be demonstrated through census data or through an income survey. Please review program specific information to determine if this documentation is required for your CDBG project.

### **General CDBG Program Requirements & Policies**

All CDBG programs are subject to some general requirements and policies. Program specific requirements and policies are outlined further in this manual.

The following policies apply to all IEDA CDBG programs:

- Incomplete applications will not be reviewed- Applications that are missing required information and attachments will not be reviewed or scored. IEDA staff will inform applicants why an application was not scored.

- No corrections to applications may be made after submittal- Once an application is submitted for review, applicants will not be able to amend or correct information in the application. It is imperative that applicants review all information and ensure all required attachments are included with an application before the application is submitted for review. IEDA may however request clarifying information during its review, to supplement what has already been submitted to IEDA. This may include allowing applicants to upload supplemental information in [lowagrants.gov](http://lowagrants.gov) upon request from IEDA.
- IEDA reserves the right to negotiate award amounts with applicants- Awards may be less than the amount requested in the application. If IEDA is considering making an award of a lesser amount, IEDA staff will contact the applicant to discuss before any funding decision is made.
- Projects may not start before an award is made and an environmental release of funds letter is issued- Due to federal requirements, IEDA is unable to fund projects that have already started at the time of application. Costs incurred with the preparation of an application are not eligible costs and cannot be paid with CDBG funding.

**Program Contacts**

For questions regarding the application process for specific programs, please contact the following IEDA team members.

<b>Program</b>	<b>Contact</b>	<b>Email</b>	<b>Phone</b>
Water & Sewer Fund	Dan Narber Chad Sands	<a href="mailto:Dan.Narber@iowaeda.com">Dan.Narber@iowaeda.com</a> <a href="mailto:Chad.Sands@iowaeda.com">Chad.Sands@iowaeda.com</a>	515.348.6214 515.348.6208
Community Facilities Program	Dan Narber	<a href="mailto:Dan.Narber@iowaeda.com">Dan.Narber@iowaeda.com</a>	515.348.6214
Downtown Revitalization	Sarah Plowman	<a href="mailto:Sarah.Plowman@iowaeda.com">Sarah.Plowman@iowaeda.com</a>	515.348.6213
Housing Fund	Joyce Brown	<a href="mailto:Joyce.Brown@iowaeda.com">Joyce.Brown@iowaeda.com</a>	515.348.6209
Career Link Employment Transportation	Joyce Brown	<a href="mailto:Joyce.Brown@iowaeda.com">Joyce.Brown@iowaeda.com</a>	515.348.6209
Neighborhood Revitalization	Joyce Brown	<a href="mailto:Joyce.Brown@iowaeda.com">Joyce.Brown@iowaeda.com</a>	515.348.6209
Opportunities & Threats	Dan Narber	<a href="mailto:Dan.Narber@iowaeda.com">Dan.Narber@iowaeda.com</a>	515.348.6214

## Water & Sewer Fund

### Program Overview

This competitive program offers grants to assist communities for a variety of water, sewer and rural water connection infrastructure projects. Awards under Water & Sewer Fund are made quarterly, as funds are available.

For a project to be eligible for funding at least 51% of project beneficiaries (residents served by the project) must be low- and moderate income. Low- and moderate income is defined at persons with household incomes at or below 80% of the area median income as defined by the U.S. Department of Housing and Urban Development (HUD). Current income levels can be found on the IEDA website: <https://www.iowaeda.com/cdbg/management-guide/>.

All incorporated cities and all counties in the State, except those designated as HUD entitlement areas, are eligible to apply for and receive funds under this program.

All eligible applicants may apply for a maximum of \$500,000. However, the amount requested should be reflective of the applicant's financial need.

### Program Policies & Guidelines

CDBG assistance is prohibited in the floodway except for functionally dependent uses (dam, bridge, etc.) or floodplain function restoration activity.

Applicants must document all matching funds for the project at the time of application. Matching funds must be committed to the project at the time of application.

If the applicant is using State Revolving Fund (SRF) funds as match for the project, the project must be on the State's Intended Use Plan (IUP). Merely applying to be included on the IUP does not meet this requirement; Projects must be on the IUP as approved by the DNR's Environmental Protection Commission. Applicants must submit documentation that the project is on the approved IUP.

If the applicant is using USDA-Rural Development funds as a match for the project, the applicants must provide a Letter of Conditions from USDA with the application.

To demonstrate project readiness, sewer improvement projects must document the project has an approved facility plan. Applicants must submit a copy of the Iowa Department of Natural Resources' facility plan approval letter.

Water projects must document the project has an approved preliminary engineering report. Applicants must submit a copy of the Iowa Department of Natural Resources' engineering report approval letter.

Water and sewer applicants must provide a copy of the DNR construction permit application and documentation of receipt of the application by the DNR.

Prior to application, applicants should procure for all services including preliminary design, final design and construction management, following CDBG procurement requirements. Please refer to Chapter 2 and Appendix 2 of the state's CDBG Management Guide for more information regarding procurement: <https://www.iowaeda.com/cdbg/management-guide/>

### Application Deadlines

CDBG Water & Sewer applications are accepted and reviewed on a quarterly basis, as funds are available. Application deadlines are at 11:59 PM on the following dates:

January 1

April 1

July 1

October 1

### Low to Moderate Income Documentation

Applicants must document that at least 51% of beneficiaries served by the project are considered low to moderate income. This may be demonstrated through using Census data (per ACS) data or a local income survey.

Census data for Iowa communities can be found here: <https://www.iowaeda.com/cdbg/management-guide/>

Income survey instructions can be found here: <https://www.iowaeda.com/UserDocs/Conducting-LMI-Survey-Packet.pdf>

### Application Process

Applications may be submitted through lowagrants.gov: <https://www.iowagrants.gov>

### Required Attachments

The application form in lowagrants.gov lists all attachments required to be submitted with the CDBG Water & Sewer applications.

Applications without all required attachments submitted will not be reviewed by IEDA.

### Scoring / Evaluation Criteria

CDBG Water/Sewer applications are reviewed based on the criteria included in the application review form which can be found in the appendix to this manual. The Federal Team makes funding recommendations to the IEDA Director. Final award approval is provided by the IEDA Director.

### Award Decisions

Award decisions are made on a quarterly basis, as applications are submitted and are typically made within 45- 60 days of application submittal.

Applicants may only have one open Water & Sewer contract at any time. Open projects must be completed and closed with IEDA before the community may apply for funding for another project.

## Community Facilities Program

### Program Overview

This competitive program offers grants to assist communities for a variety of projects including day care facilities, health clinics, senior centers, vocational workshops and other community services.

Please contact the IEDA to determine if a project may be eligible for funding. Applications are accepted and awards are made on an on-going basis, as funds are available.

To be eligible for funding at least 51% of project beneficiaries (residents served by the project) must be low- and moderate income. Low- and moderate income is defined as persons with household incomes at or below 80% of the area median income as defined by the U.S. Department of Housing and Urban Development (HUD). Current income levels can be found on the IEDA website:

<https://www.iowaeda.com/cdbg/management-guide/>.

All incorporated cities and all counties in the State, except those designated as HUD entitlement areas, are eligible to apply for and receive funds under this program.

All eligible applicants may apply for a maximum of \$600,000. However, the amount requested should be reflective of the applicant's financial need.

### Program Policies & Guidelines

At the time of application, applicants must document site control by either:

- An option on the property where the project is taking place OR
- Documentation of ownership of the property – must be purchased prior to the application submittal date

Applicants must document all matching funds for the project at the time of application. Matching funds must be committed to the project at the time of application.

Some projects may serve groups of individuals that are presumed to be low or moderate income. Prior to application submittal, applicants must get IEDA's determination that those served by the project meet these criteria and that low to moderate income benefit may be presumed.

For projects that will be operated by entities other than the city or county (applicant), the applicant will need to submit:

- Documentation of non-profit legal status and date of incorporation AND
- Signed agreements between non-profit (subrecipient) and other parties

Projects funded under the Community Facilities program have the option to request additional CDBG funding to implement the Iowa Green Street Criteria as part of the project. The Iowa Green Streets Criteria promotes public health, energy efficiency, water conservation, smart locations, operational savings and sustainable building practices. Applicants choosing to incorporate Green Streets Criteria in their project may request additional funding to incorporate certain activities into their project.

Applicants will be asked to complete additional forms as part of the CDBG application.

The maximum amount of funding available for these activities is 10% of the CDBG request, excluding Green Streets activities. (CDBG project costs + administration x 10%)

To assist with the Green Streets Criteria, projects should plan to complete a design consultation prior to



application. To schedule a design consultation, contact Jeff Geerts at (515) 348-6211 or [Jeef.Geerts@IowaEDA.com](mailto:Jeef.Geerts@IowaEDA.com).

For more information, visit the Green Streets web site at <https://www.iowaeda.com/green-streets/>.

#### Application Deadlines

Applications are accepted on an ongoing basis, as funds are available.

#### Low to moderate Income Documentation

Applicants must document that at least 51% of beneficiaries served by the project are considered low to moderate income. This may be demonstrated through using Census data (per ACS) data or a local income survey.

Census data for Iowa communities can be found here: <https://www.iowaeda.com/cdbg/management-guide/>

Income survey instructions can be found here: <https://www.iowaeda.com/UserDocs/Conducting-LMI-Survey-Packet.pdf>

#### Application Process

Applications may be submitted at any time through [lowagrants.gov](https://www.iowagrants.gov): <https://www.iowagrants.gov>

#### Required Attachments

The application form in [lowagrants.gov](https://www.iowagrants.gov) lists all attachments required to be submitted with the CDBG Community Facility applications.

Applications without all required attachments submitted will not be reviewed by IEDA.

#### Evaluation Criteria

CDBG Community Facilities applications are reviewed based on the criteria included in the application review form which can be found in the appendix to this manual. The Federal Team makes funding recommendations to the IEDA Director. Final award approval is provided by the IEDA Director.

#### Award Decisions

Award decisions are made on an on-going basis, as applications are submitted. Approval timelines may vary, depending on staffing, internal approvals and the completeness of the application.

Awards decisions are typically made within 30-45 days of application submittal.

Applicants may only have one open Community Facilities contract at any time. Open projects must be completed and closed with IEDA before the community may apply for funding for another project.

## Downtown Revitalization Program

### Program Overview

The Downtown Revitalization Program (DTR) assists communities with impactful downtown exterior improvement projects that eliminate slum and blight conditions. Projects include primarily front and highly visible side facades of commercial or mixed-use buildings in a traditional downtown setting.

All non-entitlement cities, (under 50,000 population) are eligible to apply. Counties may apply on behalf of one or more of their non-entitlement communities. The maximum grant amount is \$650,000. Applicants must address blighted items on a minimum of eight buildings (addresses) to request a grant of \$650,000 and a minimum of six buildings (addresses) to request anything less than the maximum. Applications for single buildings are also accepted, but only if they meet the criteria of being an iconic building. Projects that include a single building must demonstrate that the building is central to the development of a downtown area.

Project buildings must be situated within a downtown target area in which at least 25% of all buildings are determined to be in fair or poor condition. Determination of building status is made through individual surveys and documentation (pictures/ descriptions) demonstrating that the building is in fair or poor condition. A local funding match, typically from the city and the participating property owners, is required.

### Program Policies & Guidelines

#### Building Eligibility Requirements

- Must be determined to be in fair or poor condition. This must be documented by detailed photographs and descriptive narrative.
- Cannot have first-floor residential usage.
- Cannot be used for the general administrative purposes of a municipality or county.
- Cannot be owned by anyone with a conflict of interest as defined by HUD.
- No other work, except emergency repairs and routine maintenance, can be conducted on the building from the time of application submittal until grant period closeout.
- Projects including a single building must demonstrate that the structure must have historic, cultural or architectural significance rendering it a local landmark, be of a size or footprint that is larger than all or nearly all other buildings in the downtown area, consist of vacant or clearly under-utilized space, be clearly visible from multiple viewpoints, and be vital to the revitalization of the downtown area.
- Buildings that have previously received CDBG DTR funds are not eligible to receive additional funds.

#### Facade Eligibility Requirements:

- All public street-facing front facades
- Corner side facades facing a public street. Side facades facing alleys qualify only if readily visible from the driving lane of an adjacent street.
- Rear facades are rarely eligible - only in unique circumstances involving direct street frontage or full visibility from an adjacent street and with a first-floor commercial entrance.
- Roofs are eligible so long as there is a main façade also being funded.

- Work done to provide accessibility at the main entrance for persons with physical mobility difficulties is permissible, as long as the building is also requesting funding to address other blighted elements.
- Façade work on occupied or occupiable upper story residential units is subject to Lead Based Paint regulations.

#### Target Area Eligibility Requirements:

- Must be in the core downtown area of the community.
- The majority of buildings must be of commercial use and be facing major downtown streets.
- Area geography/boundary areas should be basically rectangular in shape but do not necessarily have to be contiguous.
- Target areas that were used in a previous DTR project can be reused in part or in whole provided that the area minimum slum and blight criteria can be met. However, buildings that were previous recipients of funding cannot be counted as blighted for a second time nor can they be eligible to receive funding a second time.
- DTR project target areas must be declared blighted through an Urban Renewal Area or Slum and Blight resolution adopted by the City Council.

#### Application Deadlines

Applications for Downtown Revitalization projects will be accepted on an annual basis.

For 2023, Downtown Revitalization applications will be due on November 22, 2022.

#### Application Process

Applications may be submitted through lowagrants.gov: <https://www.iowagrants.gov>

#### Required Attachments

The application form in lowagrants.gov lists all attachments required to be submitted with the CDBG Downtown Revitalization application.

Applications without all required attachments submitted will not be reviewed by IEDA.

#### Scoring / Evaluation Criteria

CDBG Downtown Revitalization applications are reviewed and evaluated based on the criteria included in the application review form which can be found in the appendix to this manual. The Federal Team makes funding recommendations to the IEDA Director. Final award approval is provided by the IEDA Director.

#### Award decisions

Approval timelines may vary, depending on staffing, internal approval processes and the completeness and readiness of the applications. Awards decisions are typically made within 45-60 days of application submittal.

Applicants may only have one open Downtown Revitalization contract at any time. Open projects must be completed and closed with IEDA before the community may apply for funding for another project.

## **Housing Fund- Upper Story Housing Conversion**

### **Program Overview**

The Upper Story Conversion application is limited to existing buildings to either rehabilitate un-occupiable units or convert existing spaces into new units. All spaces must be vacant and/or un-occupiable at the time of the application and for a period of at least five (5) years prior to application. Buildings must be in an existing downtown area to be eligible.

The maximum award per project is \$600,000 - \$550,000 inclusive of funding for project and administrative costs and an optional \$50,000 to assist with Green Streets activities. Awarded contracts will be for a period of three years.

The Iowa Green Streets Criteria promotes public health, energy efficiency, water conservation, smart locations, operational savings, and sustainable building practices. Applicants applying for the optional Green Streets funding will be asked to complete additional forms as part of the CDBG application.

To assist with the Green Streets Criteria, projects should plan to complete a consultation prior to application. To schedule a consultation, contact Jeff Geerts at (515) 348-6211 or [Jeff.Geerts@iowaEDA.com](mailto:Jeff.Geerts@iowaEDA.com). For more information, visit the Green Streets web site at [iowa Green Streets | Iowa Economic Development Authority \(iowaeda.com\)](http://iowaGreenStreets|iowaEconomicDevelopmentAuthority(iowaeda.com))

### **Program Policies & Guidelines**

Applicants may apply for funds to develop a maximum number of 7 units.

At least 51% of all rental units included in the project (rounded up to the nearest whole number) must be made available to and occupied by a low and moderate (LMI) income tenant (e.g., in a 7-unit project, 4 units shall be made available to and occupied by LMI tenants). Current income levels can be found on the IEDA website: [CDBG Management Guide | Iowa Economic Development Authority \(iowaeda.com\)](http://CDBGManagementGuide|iowaEconomicDevelopmentAuthority(iowaeda.com))

Properties included in the 100-year flood plain are not eligible for assistance. Properties located in the 500-year flood plain may or may not be eligible for assistance. The application contains questions that will need to be answered in order for IEDA to make that final determination.

The project developer must be a for-profit entity who owns or will own the building.

Properties being purchased through a land contract or contract sale are not eligible for assistance.

CDBG funds must be proportional to the number of LMI units in the project. For example, if CDBG funds account for 75% of project funding, a minimum of 75% of the units must be LMI.

At the time of application, applicants must identify all properties included in the project and document site control. Purchase agreements may be used to document site control if the owner does not currently own the building. However, no purchase can take place from the date of application until after IEDA has issued the Release of Funds for the awarded project.

Any city/county proposing a building that is going to be the subject of an anticipated Upper Story Conversion application, who also currently has a Downtown Revitalization (DTR) grant underway

involving that same building, must first seek approval from IEDA before submitting said application. Approval will only be given to those projects that can demonstrate that **ALL** DTR construction costs have been incurred and that construction activity is **100%** complete.

All projects must utilize a licensed architect and/or engineer for design development and compliance throughout the project completion.

Prior to application submission, applicants will determine the Development Team that will be involved in the project. All projects must comply with federal procurement regulations, 2 CFR 200, including regulations as they apply to nonfederal entities. Applicants will need to be able to convey the Development Team members and their respective roles and responsibilities for the proposed projects within the application submitted to the IEDA. (A Development Team template will be made available to all applicants). Entities identified in the application as members of the Development Team and considered instrumental in the development of the application may not be subject to competitive bidding and procurement after a project is awarded. It is important to fully document the pre-award Development team, as any partners not clearly engaged in the project pre-award, will be subject to competitive bidding, and any entity with advanced knowledge of the project, that may have an unfair advantage, would be precluded from bidding. Development team members may include, but are not limited to:

Owner (or eventual owner)/Developer  
Program Administrator  
City Official(  
Architectural / Engineering (A/E) or design services  
Construction lender(s)  
Permanent lender(s)  
Property managers

Please note: If an Owner/Developer wants to be the Contractor of record for the project, the Owner/Developer must be a licensed contractor and must have prior approval from IEDA before application. (IEDA will provide the Request Form for the owner to complete. The city must include the completed form with their request). Otherwise, all construction contracts must be competitively bid on through approved procurement procedures.

Maximum (Gross) rent limits on the CDBG assisted (affordable) rental units (by bedroom size) may not exceed the most current HOME Program 65% rent limits. This requires the owner to subtract out any essential tenant paid utilities from the maximum rent, so that rent + essential utilities = the HOME 65% rent limit.

Additional Program guidance for Upper Story Housing Conversion projects can be found here: <https://www.iowaeda.com/cdbg/housing-rehabilitation/> (Under "Resources")

Please note: Upper Story Housing Conversion projects must meet specific environmental review requirements. These requirements are described in the program guidance at the above link and should be reviewed before an application is submitted.

Application Deadlines:

Applications for Upper Story Conversion projects will be accepted on an annual basis. For 2023, Upper Story Housing Conversion applications will be due on November 22, 2023, by 11:59 PM.

Application Process:

Applications may be submitted through IowaGrants.gov: <https://www.iowagrants.gov>

Required Attachments:

The application form in IowaGrants.gov lists all required attachments to be submitted with the Upper Story Conversion application. Applications received without all the required attachments will be considered incomplete and will not be reviewed by IEDA.

Evaluation/Scoring Criteria:

Applications are reviewed and scored based on the criteria listed on the application review form included in the appendix to this manual. The Federal Team makes funding recommendations to the IEDA Director. Final award approval is provided by the IEDA Director.

Award Decisions:

Award decisions are made after all scoring has been completed. The number of applications awarded will be determined by the amount of funding IEDA has set aside for the Upper Story Conversion Program. Approval timelines may vary, depending on the IEDA board meeting schedule and the completeness of the application. Award decisions are typically made within 45 to 60 days of application submittal.

## Comprehensive Neighborhood Revitalization Planning Grant

The Comprehensive Neighborhood Revitalization Planning Grant assists communities undertaking focused neighborhood studies designed to identify and prioritize unique community development and housing needs within a selected low-to-moderate income area(s). The area can consist of no more than 200 households. The plan must include descriptions, socioeconomic data, and historical background of the area in question.

Additionally, the plan must generally identify the kinds of CDBG eligible activities that could potentially address the identified needs and what overall positive impact those activities would have if implemented. The plan may focus on more than one geographical area but only one area can ultimately be chosen as the subject for a subsequent potential request for activity funding.

The application must include evidence of local support, a clearly delineated, readable map of the area(s) and sufficient photographs to document current conditions.

Finally, an application for planning funds must include a narrative explaining the anticipated scope, purpose and practical use of the study, evidence of local support and a timeframe with project milestones. A draft RFP for the solicitation of qualified consultants to prepare the plan is also required.

All non-entitlement cities, (under 50,000 population) are eligible to apply. Counties may apply on behalf of one or more of their non-entitlement communities. The maximum grant amount is \$ 25,000. The grant period for planning grants will be limited to nine months. A local funding match, typically from the city, in the amount of 15% of the award is required. Administration is limited to \$2,000 or 10% of the award, whichever is less.

### Application Deadlines

Applications for the Comprehensive Neighborhood Revitalization Planning projects will be accepted on an annual basis. For 2023, applications will be due on November 22, 2023, by 11:59 PM.

### Application Process

Applications may be submitted through lowagrants.gov: <https://www.iowagrants.gov>

### Required Attachments

The application form in lowagrants.gov lists all attachments required to be submitted with the Planning Grant application. Applications without all required attachments submitted will not be reviewed by IEDA.

### Scoring / Evaluation criteria

Neighborhood Revitalization Program Planning Grant applications are reviewed and evaluated based on the completeness and viability of the application and the appropriateness and usefulness of the proposed plan. The Federal Team makes funding recommendations to the IEDA Director. Final award approval is provided by the IEDA Director.

### Award Decisions

Approval timelines may vary, depending on staffing, internal approval processes and the completeness and readiness of the applications. Awards decisions are typically made within 45 to 60 days of application submittal.



## **APPENDIX**

1. Water/Sewer Scoring Sheet
2. Community Facilities Scoring Sheet
3. Downtown Revitalization Scoring Sheet
4. Upper Story Housing Conversion Scoring Sheet
5. Neighborhood Revitalization Planning Grant Scoring Sheet

# Water/Sewer Scoring Sheet



# Utilities

List of all system configurations

## Form Creator - FORM PREVIEW

Preview Read-Only Form

**Program Area:** CDBG

**Document:** Review

**Form Name:** Water/Sewer Fund  
Application Review Sheet

**Form Type:** Review



Save Form

## Application Checklist

- |   |     |    |
|---|-----|----|
| Is the DUNS number provided?:   | Yes | No |
| Is the grant amount requested at or below the amount allowed?:                | Yes | No |
| Is the administration line item in the budget less than 10% of CDBG request?: | Yes | No |
| Is the HUD Disclosure Form signed by the CEO?:                                | Yes | No |
| Is the Federal Assurances page signed by the CEO?:                            | Yes | No |



**Is the Community Needs Assessment current (good for one year only, then must be re-adopted)?:**

**Yes No**

**Is the publication date of the hearing notice no less than 4 days but no more than 20 days before the public hearing?:**

**Yes No**

**Does the public hearing notice contain correct & necessary information?:**

**Yes No**

**Do public hearing minutes cover the nine required points and include correct and necessary information?:**

**Yes No**

**Does the project budget add up correctly?:**

**Yes No**

**Have all documents under 'Required Attachments' been uploaded with the application (including Green Streets criteria for CF applications)?:**

**Yes No**

**Project Information:**

**Administrative Capacity:**

**Yes No**



**Administrative  
Capacity Issues:**

**Previous Grants:**      **Yes**      **No**

**Previous Grant Issues:**

**Local Funds Secured:**      **Yes**      **No**

**IUP or Letter:**      **Yes**      **No**

**National Objective  
Met:**      **Yes**      **No**

**National Objective  
Issues:**

**Project Eligible:**      **Yes**      **No**

**Eligibility Issues:**



Relocation/Replacement:

Yes

No

Relocation/Replacement  
Issues:

Type of Need

Describe need:

Property damage:

Yes

No

Property Damage  
comments:

DNR Violation:

Yes

No

DNR Violation  
Comments:

Timely Completion:



Land acquisition  
needed:

Yes

No



needed.

Land acquisition  
comments:

Necessary agreements  
signed:

Yes No

Comments:

If no, assumption will be Preliminary design completed

Final level of Design  
completed:

Yes No

Comments:

Have several options  
been reviewed:

Yes No

Comments:



Best long term

Yes No



✓  
solution selected that  
addresses needs:

Yes No

Comments:

LMI

Percentage of  
Household Income:

LMI Survey Year:



What was the survey  
method used?:



Was a random  
sampling technique  
used?:

Yes No

Are computation in  
LMI Benefit Chart  
Correct?:

Yes No

Are the county LMI  
figures used in the  
survey correct?:

Yes No

WATER  
PROJECTSPreliminary  
engineering report  
approved by DNR:

Yes No





**Comments:**

**Facility Plan approved  
by DNR:**

Yes No

**Comments:**

**Project manager  
review comments:**

*Use values 1-5 for all score rankings.*

**Magnitude of need for the project:**

- 1 Low = Proposed project is an "amenity"
- 2 Medium/Low =
- 3 Medium = Action needed sometime in the next few years
- 4 Medium/High =
- 5 High = Relatively immediate health or safety concern

**Rank the magnitude of  
need for the project:** (0 - 5)

**Degree to which the project can be completed in a timely fashion:**

- 1 Low = Late start, lengthy/unrealistic/unclear timetable
- 2 Medium/Low =
- 3 Medium = Average/reasonable construction timetable based on project type and final design not started
- 4 Medium/High =  
Final design underway, but not complete



5 High = Construction to commence quickly, minimum length, realistic time-frame Design completed and construction permit issued

**Rank the degree to which the project can be completed in a timely fashion:** (0 - 5)

**Degree to which the CDBG funds will be leveraged by other funds:**

- 1 Low = Less than 25%
- 2 Medium/Low = 26% - 35%
- 3 Medium = 36% - 45%
- 4 Medium/High = 46% - 55%
- 5 High = Over 55%

**Rank the degree to which CDBG funds will be leveraged by other funds:** (0 - 5)

**Degree to which the cost per beneficiary is within a reasonable range:**

- 1 Low = more than \$10,000 CDBG dollars per beneficiary
- 2 Medium/Low = 8,001 - \$10,000
- 3 Medium = \$6,501 - \$8,000 CDBG dollars per beneficiary
- 4 Medium/High = \$5,001 - \$6,500
- 5 High = Less than \$5,000 CDBG dollars per beneficiary

**Rank the degree to which the cost per beneficiary is within a reasonable range:** (0 - 5)

**Potential degree of impact the activity will have on the identified need and the standard of living or quality of life of the proposed beneficiaries**

**(including financial impact and whether or not this project identified in an Iowa great places agreement):**

- 1 Low = Does not have substantial impact on the identified need and/or is not the best long term solution
- 2 Medium/Low =
- 3 Medium = Partial impact on the identified need
- 4 Medium/High =
- 5 High = Activity directly and substantially addresses the identified need and is the best long term solution

**Rank the potential degree of impact the activity will have on the identified need and the standard of living or quality of life of the proposed beneficiaries (including financial impact and whether or not this project identified in an Iowa great places agreement):** (0 - 5)



**Degree to which the project is ready to proceed:**

1 Low = Little work done for site acquisition

2 Medium/Low =

Some preliminary discussions regarding acquisition 3 Medium = Documented discussion with property owner regarding acquisition and reasonable timeline for acquisition process provided

4 Medium/High = Acquisition required and purchase option is signed

5 High = Site control obtained or acquisition not required

**Rank the degree to which the project is ready to proceed:** (0 - 5)

**Capacity of the recipient or sub-recipient to operate and maintain the proposed activity to ensure its continuing viability:**

1 Low = Existing facilities have been neglected, and no clear plans for improved capacity

2 Medium/Low =

3 Medium = Some problems with maintenance and/or lack of staff, but clear and manageable plans for improvement undetermined (e.g. site, some financing)

4 Medium/High =

5 High = Qualified personnel are already on staff and condition of existing systems indicates past record of proper maintenance

**Rank the capacity of the recipient or sub-recipient to operate and maintain the proposed activity to ensure its continuing viability:** (0 - 5)

**Percentage of LMI project beneficiaries:**

1 Low = 51% - 55 99%

2 Medium/Low = 56% - 59 99%

3 Medium = 60% - 64 99%

4 Medium/High = 65% - 69 99%

5 High = Greater than 70%

**Rank the percentage of LMI project beneficiaries:** (0 - 5)

 Save Form



# Community Facilities Scoring Sheet



# Utilities

List of all system configurations

## Form Creator - FORM PREVIEW

Preview Read-Only Form

**Program Area:** CDBG

**Document:** Review

**Form Name:** Community Facilities  
Application Review Sheet

**Form Type:** Review



Save Form

Is the UEI number provided?:	Yes	No
Is the grant amount requested at or below the amount allowed?:	Yes	No
Is the administration line item in the budget less than 10% of CDBG request?:	Yes	No
Is the HUD Disclosure Form signed by the CEO?:	Yes	No
Is the Federal Assurances page signed by the CEO?:	Yes	No
Is the Community Needs Assessment current (good for one	Yes	No



year only, then must be re-adopted)?:

Is the publication date of the hearing notice no less than 4 days but no more than 20 days before the public hearing?:

Yes No

Does the public hearing notice contain correct & necessary information?:

Yes No

Do public hearing minutes cover the nine required points and include correct and necessary information?:

Yes No

Does the project budget add up correctly?:

Yes No

Have all documents under 'Required Attachments' been uploaded with the application?:

Yes No

Project Information

Administrative Capacity:

Yes No

Administrative Capacity Issues:



Previous Grants:

Yes No



**Previous Grant Issues:**

**CDBG \$ Amount  
Requested:**

**Is CDBG request  
within limits for  
population:**

Yes No

**Are Local Funds 100%  
Secured:**

Yes No

**Is there a commitment  
Letter(s):**

Yes No

**Amount of CDBG /  
Local funds ratio:**

**National Objective  
Met:**

Yes No

**National Objective  
Issues:**



Is project eligible:      Yes      No

Eligibility Issues:

Relocation/Replacement:      Yes      No

Relocation/Replacement  
Issues:

LMI

Is LMI percentage at  
least 51%:      Yes      No

Are computation in  
LMI Benefit Chart  
Correct?:      Yes      No

Is this a new service:      Yes      No

New Service  
Comments:



Is this an increase of

Yes      No





service:

YES NO

Increase of Service  
Comments:

Is this service  
provided by other local  
sources:

Yes No

Services provided by  
other local sources  
comments:

Timely Completion.

Land acquisition  
needed:

Yes No

Land acquisition  
comments:

Who will own the land:



**Who will own the building:**

**Is Green Development Plan & Checklist completed:**

**Yes No**

**Green Development Plan \* Checklist Issues:**

**Is proximity Map uploaded (if new construction):**

**Yes No**

**Proximity Map Issues:**

**Is not-for-Profit formed:**

**Yes No**

**Not-for-Profit comments:**



**Is this the best long term solution selected that addresses needs:**

**Yes      No**

**Comments:**

Vertical dashed line for comments input.



**Are all necessary agreements signed:**

**Yes      No**

**Necessary Agreements  
Comments:**

Vertical dashed line for comments input.



If no, assumption will be Preliminary design completed

**Is final level of Design completed:**

**Yes      No**

**Final Level of Design  
Comments:**

Vertical dashed line for comments input.



**Have several options been reviewed:**

**Yes      No**

**Comments:**

Vertical dashed line for comments input.



Survey Results

LMI Survey Year:

✓

What was the survey method used?:

✓

Was a random sampling technique used?:

Yes

No

Are the county LMI figures used in the survey correct?:

Yes

No

Project Manager Review

Project manager review comments, concerns, or questions:

Does the application fully identify and document the following review criteria?

Is there a demonstrated magnitude of need for the project:

Yes

No

Is there evidence the project can be completed in a timely fashion:

Yes

No



Are the CDBG funds leveraged by substantial other committed funds:

Yes No

Is the cost per beneficiary within a reasonable range:

Yes No

Will the impact of the activity demonstrate a positive influence on the identified need and the standard of living or quality of life of the proposed beneficiaries(including financial impact and whether or not this project is identified in an Iowa great places agreement):

Yes No

Is the project ready to proceed quickly upon CDBG award:

Yes No

Does the recipient or sub-recipient demonstrate the capacity to operate and maintain the proposed activity to ensure its continuing viability:

Yes No

Is additional funding being requested for Green Streets Criteria?:

Yes No

If Yes

1. Have the required supporting documents been uploaded?:

Yes No



2. Has a design consultation been

Yes No



held?:

Does the project meet  
or exceed 51% of LMI  
eligible project  
beneficiaries?:

Yes

No

 Save Form



# Downtown Revitalization Scoring Sheet



# Utilities

List of all system configurations

## Form Creator - FORM PREVIEW

Preview Read-Only Form

Program Area: CDBG

Document: Review

Form Name: DTR  
Application Review Sheet

Form Type: Review



Save Form

### Application Checklist

Is the UEI# provided?: Yes No

Is the grant amount requested at or below the amount allowable?: Yes No

Is administration line 10% or less of CDBG amount AND of total cost?: Yes No

Is the breakdown of construction cost detail and professional fees & permit estimates completed?: Yes No

Is CEO signature in federal assurances Yes No





page?:

<b>Is disclosure statement completed and signed? (If Yes on Part 1 Question #2, then Parts II and III must also be completed):</b>	<b>Yes</b>	<b>No</b>
<b>Is the Slum &amp; Blight summary included?:</b>	<b>Yes</b>	<b>No</b>
<b>Is a city resolution declaring a slum &amp; blight area included?:</b>	<b>Yes</b>	<b>No</b>
<b>Is the Community Needs Assessment current (good for one year only, then must be re-adopted)?:</b>	<b>Yes</b>	<b>No</b>
<b>Is the publication date no less than 4 days but no more than 20 days prior to the hearing?:</b>	<b>Yes</b>	<b>No</b>
<b>Does the public hearing notice contain correct &amp; necessary information?:</b>	<b>Yes</b>	<b>No</b>
<b>Do the public hearing minutes cover the 9 required points and include correct and necessary information?:</b>	<b>Yes</b>	<b>No</b>
<b>Does the project budget add up correctly?:</b>	<b>Yes</b>	<b>No</b>
<b>Have all documents under Required Attachments been uploaded?:</b>	<b>Yes</b>	<b>No</b>



Application Review

**Project Eligible:**      **Yes**      **No**

**Eligibility Comments:**

**Is the activity in a 100-  
year floodplain:**      **Yes**      **No**

**Is the activity in a 500-  
year floodplain:**      **Yes**      **No**

**Floodplain comments:**

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**National Objective  
Met:**      **Yes**      **No**

**National Objective  
Comments:**

**Previous Grants:**      **Yes**      **No**



**Previous Grant  
Comments:**

**Administrative  
Capacity:**

**Yes      No**

**Administrative  
Capacity Comments:**

## Funding

**Local Funds Secured:**

**Yes      No**

**Commitment Letter:**

**Yes      No**

**Local match amount:**

## Sources & Commitments

**Source/Amount/Form  
of Commitment:**



Attached sources and commitment documentation?:

Yes No

Slum & Blight

Completed inventory form for each building in designated slum & blight area?:

Yes No

Completed slum & blight summary form?:

Yes No

Percentage of buildings in fair or poor condition:

City resolution designating slum & blight/urban renewal area?:

Yes No

Date of city resolution:

Map or boundaries of city resolution consistent with inventory and targeted area?:

Yes No

Building(s) selected for improvements classified as fair or poor conditions?:

Yes No



**Comments related to  
S&B National  
Objective:**

**Type of Need**

**Describe need:**

**Describe impact:**

**Owner commitment  
letters signed?:**

**Yes      No**

**Design completed:**

**Yes      No**

**Level of Design  
Comments (None,  
Preliminary, Final):**



**Comprehensive  
Downtown  
Revitalization Planning  
Efforts Comments:**

Use 1 - 5 for all rankings.

**Degree to which the proposed activity is appropriate for CDBG funding:**

- 1 Low = Does not appear to further the CDBG program purpose in any meaningful way
- 2 Medium/Low =
- 3 Medium = Relates to some aspects of the CDBG program purpose
- 4 Medium/High =
- 5 High = Clearly furthers most aspects of the CDBG program purpose

**Rank the degree to which the proposed activity is appropriate for CDBG funding:** (1 - 5)

**Degree to which CDBG funds will be leveraged by other funds:**

- 1 Low = Less than 25% of project financed with leveraged funds
- 2 Medium/Low = 26% - 35%
- 3 Medium = 36% - 45%
- 4 Medium/High = 46% - 55%
- 5 High = Over 55%

**Rank the degree to which CDBG funds will be leveraged by other funds:** (1 - 5)

**Degree of impact the activity will have on the overall elimination of slum and blight in the identified target area (includes relative conditions of participating and non-participating buildings, prominence/visibility of project buildings, and geographic proximity of buildings)**

- 1 Low = Minimal impact on the identified need, results/outcomes are unclear, does not appear to be the best long term solution
- 2 Medium/Low =
- 3 Medium = Partial impact on the identified need; immediate results not evident
- 4 Medium/High =
- 5 High = Activity will directly and substantially address the identified need, immediate results will be achieved; best long term solution

**Rank the degree of impact the activity will have on the overall elimination of slum** (1 - 5)



and blight:

**Degree to which the proposed design and work specs address identified and prioritized contributing factors to slum and blight identified per individual building:**

- 1 Low = Minimal impact on the identified need; results/outcomes are unclear, does not appear to be the best long term solution
- 2 Medium/Low =
- 3 Medium = Partial impact on the identified need, immediate results not evident
- 4 Medium/High =
- 5 High = Activity will directly and substantially address the identified need, immediate results will be achieved, best long term solution

**Rank the degree to which the proposed design and work specs address contributing factors to slum and blight:** (1 - 5)

**Degree to which the scale and scope of the project is appropriate for the CDBG program timeframe (Maximum of 3 years):**

- 1 Low = Late start, lengthy/unrealistic/unclear timetable
- 2 Medium/Low =
- 3 Medium = Average/reasonable construction timetable based on project type
- 4 Medium/High =
- 5 High = Construction to commence quickly, minimum length, realistic time-frame

**Rank the degree to which the scale and scope of the project is appropriate for the CDBG program timeframe (Maximum of 3 years):** (1 - 5)

**Degree of community involvement with the proposed downtown revitalization efforts (community outreach, public input, planning exercises, expressed support)**

- 1 Low = Little support shown, all necessary parties have not been contacted and discussions have been minimal
- 2 Medium/Low =
- 3 Medium = Full support not evident, but discussions among all parties is on-going
- 4 Medium/High =
- 5 High = Strong support documented by all parties involved

**Rank the degree of community involvement:** (1 - 5)

**Degree of clarity, completeness, readability, and viability of the application:**

- 1 Low = confusing/unclear/inconsistent/incomplete
- 2 Medium/Low =
- 3 Medium = complete but not all sections or information immediately clear or entirely consistent
- 4 Medium/High =
- 5 High = completely and clearly defines project, all attachments properly prepared and included, demonstrates forethought

and attention to detail

**Rank the degree of clarity, completeness, readability, and viability of the application:** (1 - 5)

**Rank the degree to which the project is planned out and prepared to proceed:**

- 1 Low = Little preliminary work done on site or financing
- 2 Medium/Low =
- 3 Medium = Some preliminary work done, but some important elements remain undetermined (e.g. site, some financing)
- 4 Medium/High =
- 5 High = Preliminary work is done and needed financial resources are secured

**Rank the degree to which the project is planned out and prepared to proceed:** (1 - 5)

**Degree the project will impact the Target Area in terms of total project buildings in ratio to total number of buildings in target area: (For iconic building awards, this measure of impact is determined by the relative population of the applicant).**

(# of participating buildings/# of buildings in target area)

- 1 Less than 10%
- 2 11% - 15%
- 3 16% - 25%
- 4 26% - 40%
- 5 Greater than 40%

Iconic: Average of all other scores plus 1 point if under 10,000 population; plus 1.5 points if under 5,000 population

**Rank the degree the project will impact the Target Area:** (1 - 5)

**Project manager review comments:**

 Save Form





# Upper Story Housing Conversion Scoring Sheet



# Utilities

List of all system configurations

## Form Creator - FORM PREVIEW

Preview Read-Only Form

Program Area: CDBG  
 Document: Review  
 Form Name: Upper Story Scoring Sheet  
 Form Type: General



Save Form

### APPLICATION CHECKLIST:

Is the UEI# provided?: Yes No

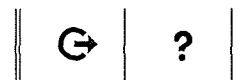
Is the grant amount at or below the allowable amounts?: Yes No

Is the CEO signature on the Federal Assurance page? : Yes No

If a joint application, is the Assurance page for each entity included?:

Is HUD Disclosure Form 2880 completed and signed? : Yes No

### APPLICATION REVIEW:



Does the project meet the national objectives of assisting Low-to-Moderate Income (LMI) Households?:

Yes No

Are the proposed number of rental units at or below the 7-unit threshold?:

Yes No

Are at least 51% of the units proposed to be CDBG assisted?:

Yes No

Is there approval by the local government?:

Yes No

Is the proposed rental property an upper story project in an existing downtown? :

Yes No

### PUBLIC HEARING NOTICE/MINUTES:

Is the publication date no less than 4 days but no more than 20 days prior to the hearing?:

Yes No

Are public hearing minutes uploaded and do they include the hearing date?:

Yes No

Do the minutes include how the proposed activity will be funded and the sources of funds? :

Yes No

Do the minutes include the date the application will be submitted?:

Yes No



Do the minutes include the amount of federal funds requested? :	Yes	No
Do the minutes include the estimated portion of federal funds that will benefit persons of low to moderate income?:	Yes	No
Do the minutes list the plans to minimize displacement of persons and businesses as a result of funded activities? :	Yes	No
Do the minutes list plans to assist persons actually displaced?:	Yes	No
Do the minutes list the nature of the proposed activity or project? :	Yes	No
Is the community needs assessment less than a year old and included and adopted at a Public Hearing for this project?:	Yes	No

**BUDGET**

Does the project budget add up correctly?:	Yes	No
Are computations in the Project Budget Chart, correct? (Cross-Check Total Budget with Sources of Funding):	Yes	No
Is the Administrative amount 10% or less of the CDBG amount or	Yes	No

Total Costs? :

## ACTIVITY INFORMATION

Is the activity in a 100-year floodplain?: Yes No

Is the activity in a 500-year floodplain: Yes No

Floodplain Comments:

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Are proposed rents correct for CDBG assisted units?: Yes No

Is the property zoned properly for this project?: Yes No

If the unit is to rehab more than 4 units, will broadband be installed?

If broadband is not going to be installed on a project with more than 4 units, has an explanation justifying why been given?

If applicable, is there documentation of need (market study)?

Does the Grant Administrator and Developer/Property Owner agree to comply with the five (5) year Period of



(5) year period of

Affordability? :

With conversion, is there availability of certified lead professionals?:	Yes	No
--	-----	----

### REQUIRED ATTACHMENTS

Have all documents under the "Required Uploads" been uploaded?:	Yes	No
---	-----	----

Is the environmental review complete and ready for publication?:	Yes	No
--	-----	----

Were the special review requirements as stated in the Program Guidance included in the Environmental Review?:	Yes	No
---	-----	----

Does the applicant demonstrate site control?:	Yes	No
---	-----	----

### RANKING QUESTIONS

Project Need

(1 - 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 rental units as a need in the community?

(Current= completed within the last years)

Project Need Score:



Project Readiness

(1 - 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?

**Project Readiness**

**Score:**

Status of project matching funds- level of commitment

(2 - 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

**Commitment Score:**

Degree CDBG funds will be leveraged by other funds.

( 1 - 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

**Leverage Score:**

Capacity to complete and maintain the project

(1 - 5 Points base 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?

**Capacity Score:**



Financial feasibility

(1 - 5 Points based on the following )

Debt service ratio in year 1

Debt service ratio in year 10 or 15, depending on what the applicant used

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

Is the developer fee included reasonable? Developer percentage fee

**Feasibility Score:** { | }

Percent of LMI units

(2 - 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

**LMI Score:** { | }

Federal Opportunity Zone

(0 - 3 Points)

Yes - 3 points

No - 0 points

**Opportunity Zone Score:** { | }

Green Streets Criteria

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

(0 - 2 Points)

>75% on IEDA's Green Streets Review – 2 points

50–75% on IEDA's Green Streets Review – 1 Point

<50% on IEDA's Green Streets Review – 0 Points

**Green Streets Criteria :** { | }





**Project Manager  
Comments/Questions:**



 **Save Form**



Neighborhood Revitalization Planning Grant  
Scoring Sheet



# Utilities

List of all system configurations

## Form Creator - FORM PREVIEW

Preview Read-Only Form

Program Area: CDBG  
 Document: Review  
 Form Name: Downtown Revitalization Planning Grant  
 Form Type: General



Save Form

- Is the UEI# provided?
- Is the grant amount requested at or below the amount allowable?
- Is administration line 10% or less of CDBG amount AND of total cost?
- Is the breakdown of construction cost detail and professional fees & permit estimates completed?
- Is CEO signature in federal assurances page?
- Is disclosure statement completed?



Statement completed  
and signed?:

(If Yes on Part 1  
Question #2, then  
Parts II and III must  
also be completed):



Is the Community  
Needs Assessment  
current (good for one  
year only, then must  
be re-adopted)?:



Is the publication date  
no less than 4 days  
but no more than 20  
days prior to the  
hearing?:



Does the public  
hearing notice contain  
correct & necessary  
information?:



Do the public hearing  
minutes cover the 9  
required points and  
include correct and  
necessary  
information?:



Does the project  
budget add up  
correctly? :



Have all documents  
under Required  
Attachments been  
uploaded?:



How well is the targeted neighborhood defined?

Size, blighting factors, needs, history, challenges, overall conditions/characteristics, infrastructure, importance to community

Target Neighborhood  
score



(1 - 5 Points):



**Comments:**

How well will Plan define Housing & Community Development Needs and identify [potential CDBG funded activities to address the prioritized issues?

Overall need priorities such as water and sanitary sewer, housing issues, parks, commercial building conditions, community facilities, overall blight, street and sidewalk conditions, storm water and what CDBG programs could be used to address them

**Housing & Community  
Development Needs**

**score  
(1 - 5 Points):**

**Comments:**

Once complete, how will the neighborhood plan be utilized?

What groups/organizations will use it, what will its specific purpose be, how will it guide city policies, how will it help define future CDBG applications

**Utilization score  
(1 - 5 Points):**



**Comments:**

What is the level of local community support for the Plan?

Local cost share, letters from city, civic organizations, schools, not for profits, private businesses, evidence of media coverage, public meetings pertaining to area

**Community Support  
score**

**(1 - 5 Points):**

**Comments:**

Organization and Clarity of Application

All forms completed, purpose of study clearly stated; plan contents outlined, qualifications of consultants stated, application consistent, logical and easily readable, all required attachments present and properly prepared

**Application score  
(1 - 5 Points):**

**Comments:**



How well defined, complete and timely is the process for selecting a consultant defined?  
Publication, distribution, ranking criteria, reviewers, timeframe

**Consultant selection  
score**  
(1 - 5 Points):

**Comments:**

Overall application comments

**Project Manager  
Comments:**

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