

APPLICATION CHECKLIST:	YES	NO	N/A
1. Is the UEI# 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?	_____	_____	
11. Has the grant administrator dealt with previous/existing contracts in a timely manner?	_____	_____	
12. Is the application complete and accurate?	_____	_____	
13. Does the application demonstrate this to be a viable project?	_____	_____	
PUBLIC HEARING NOTICE/MINUTES:	YES	NO	
14. Is the publication date no less than 4 days but no more than 20 days prior to the hearing?	_____	_____	
15. Are public hearing minutes uploaded and do they include the hearing date?	_____	_____	
16. Do the minutes include how the proposed activity will be funded and the sources of funds?	_____	_____	
17. Do the minutes include the date the application will be submitted?	_____	_____	
18. Do the minutes include the amount of federal funds requested?	_____	_____	
19. Do the minutes include the estimated portion of federal funds that will benefit persons of low to moderate income?	_____	_____	
20. Do the minutes list the plans to minimize displacement of persons and businesses as a result of funded activities?	_____	_____	
21. Do the minutes list plans to assist persons actually displaced?	_____	_____	
22. Do the minutes list the nature of the proposed activity or project?	_____	_____	
23. Is the community needs assessment less than a year old and Included and adopted at a Public Hearing for this project?	_____	_____	

BUDGET	YES	NO	
24. Does the project budget add up correctly?	_____	_____	
25. Are computations in the Project Budget Chart, correct? (Cross-Check Total Budget with Sources of Funding)	_____	_____	
26. Is the Administrative amount 10% or less of the CDBG amount or Total Costs?	_____	_____	
ACTIVITY INFORMATION	YES	NO	N/A
27. Will the activity be conducted outside the 100-year floodplain?	_____	_____	
a. If no, was a LOMA letter provided?	_____	_____	
28. Are proposed rents correct for CDBG assisted units?	_____	_____	
29. Is the property zoned properly for this project?	_____	_____	
30. If the unit is to rehab more than 4 units, will broadband be installed?	_____	_____	_____
31. If broadband is not going to be installed on a project with more than 4 units, has an explanation justifying why been given?	_____	_____	_____
32. If applicable, is there documentation of need (market study)?	_____	_____	_____
33. Does the Grant Administrator and Developer/Property Owner agree to comply with the five (5) year Period of Affordability?	_____	_____	
34. With conversion, is there availability of certified lead professionals?	_____	_____	
REQUIRED ATTACHMENTS:	YES	NO	
35. Have all documents under the "Required Uploads" been uploaded?	_____	_____	
36. Is the environmental review complete and ready for publication?	_____	_____	
37. Were the special review requirements, floodplain location, above ground storage tanks within less that the Acceptable Safe Distance from the project, and Excessive Noise above 75dB included in the Environmental Review?	_____	_____	
38. Does the applicant demonstrate site control?	_____	_____	

RANKING QUESTIONS**36. 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)

37. 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?

38. 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

39. 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

40. **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?

41. **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: _____%

42. **% 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

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

Yes 3 points

No 0 points

44. **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: