

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 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

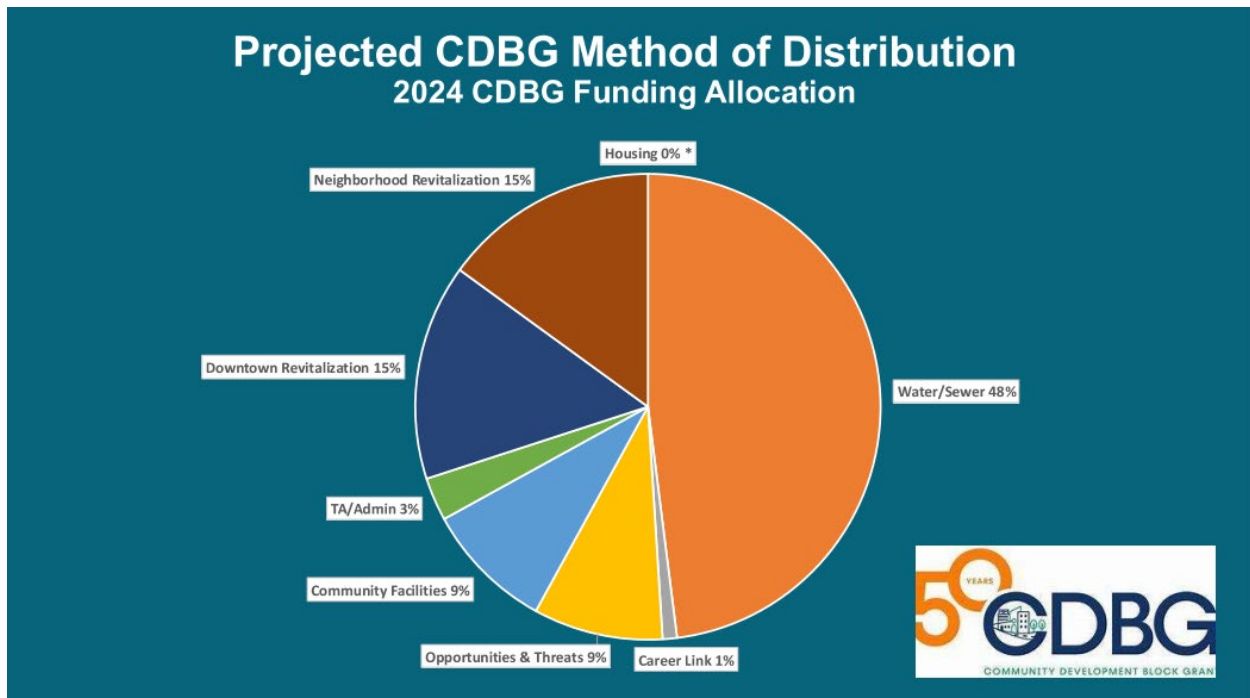
The State of Iowa's Community Development Block Grant (CDBG) program is administered by the Iowa Economic Development Authority.

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

For 2024, the State of Iowa will receive \$24,168,777 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 a projected overview of the percentage of annual CDBG funds being 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. To start or submit an application, you must have an account through iowagrants.gov. Below is the “Welcome Page” to IowaGrants.

The screenshot shows the IowaGrants.gov website. At the top, there is a dark blue header with the Iowa state logo on the left, the text "IOWA GRANTS" in yellow, and "Welcome to IowaGrants.gov" on the right. Below the header, the page is divided into two main sections. On the left, there is a "Login" section with a blue button that says "Click Here to Access Single Sign On Tool". Below that is a section titled "Interested in the current posted Opportunities?" with a blue button that says "View Current Funding Opportunities". At the bottom of the left section is a "DISABLED (IOWA USERS DO NOT USE)" section with input fields for "User ID" and "Password" and a "SIGN IN" button. On the right, there is an "Announcements" section with a yellow header "NEW LOGIN PROCESS". The text below the header states: "All IowaGrants users must login using the Single Sign On Tool via the blue button titled 'Click here to Access Single Sign on Tool'. Do not use the gray 'Disabled' section to login." It also includes "Login & Registration Instructions" with links for "Text" and "Video". Below that is "Program Information" with text about contacting the program manager. At the bottom of the right section is a yellow header "DISASTER RELIEF" with text about disaster relief registration and contact information for the State of Iowa Service Desk.

On the left hand side of the above screenshot is a site you can go to for step-by-step instructions or ID.iowa.gov for help. Placing a “Ticket” can be faster than calling the help desk.

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

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 U.S. Department of Housing and Urban Development (HUD) limits planning and administrative costs. These costs include State Administration, Local Administration and Technical Assistance. IEDA is required to monitor Planning and Administrative costs to ensure compliance with the "Not to Exceed Cap".

IEDA allows normal administration costs for individual projects, on average, to be between 4% and 7% of the total CDBG project cost. The maximum amount available for grant administration may not exceed 10%. However, any amount exceeding 7% will require IEDA approval and proof of undue financial hardship. All decisions by IEDA are final.

Please Note: The total award is inclusive of administration and activity costs. The more administration costs requested; the less activity dollars available for the project. Example: Total amount of award is \$500,000. Administrative Cost requested amount is \$25,000 or 5%, leaving \$475,000 for activity costs. If the Administration Cost amount is increased to \$35,000 or 7%, then the available activity dollars is reduced to \$465,000.

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](#) (2024 is the most current Management Guide available at the writing of this manual.)

Please also reference Appendix 2 in the CDBG Management Guide for detailed information on procurement requirements. The appendix summarizes when and how to procure services and construction, types of procurement, bonding, and a sample Procurement Policy.

Be aware that regardless of the source(s) of funding, contractors involved in CDBG projects (including grant administrators and architects) be procured in accordance with the CDBG policies. Procurement is expected to involve publishing bid solicitation in a newspaper of general circulation.

Citizen Participation Requirements can be found below in Appendix 1, Page 12.

[appendix 1 - 2024 cdbg management guide.pdf](#)

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 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*
- Applicant/Recipient Disclosure/Update form- *Link to this form included in 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 may not be reviewed- Applications that are missing required information, and attachments may 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 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.

Program	Contact	Email	Phone
Water & Sewer Fund	Chad Sands Robert Wick	Chad.Sands@iowaeda.com Robert.Wick@iowaeda.com	515.348.6208 515.348-6217
Community Facilities Program	Chad Sands Robert Wick	Chad.Sands@iowaeda.com Robert.Wick@iowaeda.com	515.348.6208 515.348-6217
Downtown Revitalization	Sarah Plowman	Sarah.Plowman@iowaeda.com	515.348.6213
Housing Fund	Joyce Brown	Joyce.Brown@iowaeda.com	515.348.6209
Career Link Employment Transportation	Joyce Brown	Joyce.Brown@iowaeda.com	515.348.6209
Comprehensive Neighborhood Revitalization	Joyce Brown	Joyce.Brown@iowaeda.com	515.348.6209
Opportunities & Threats	Chad Sands Joyce Brown	Chad.Sands@iowaeda.com (Threats) Joyce.Brown@iowaeda.com (Opportunities)	515.348.6208 515.348.6209

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 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: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#) under the "Recipient Income Requirements and Census Information".

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 a 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 submitted DNR construction permit application form (Wastewater – Schedule 1a) 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 will be accepted as follows, as funds are available. Application deadlines are at 11:59 PM on the following dates:

January 1, 2025 (Applications Close)

March 1, 2025 (Applications Open) May 1, 2025 (Applications Close)

June 1, 2025 (Applications Open) August 1, 2025 (Applications Close)

Going forward, the new schedule will start in 2026.

January 1 (Applications Open) March 1 (Applications Close)

April 1 (Applications Open) June 1 (Application Close)

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: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#) (Under the heading “Recipient Income Requirements and Census Information”)

Income survey instructions can be found here: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#)(Under the heading “Recipient Income Requirements and Census Information”)

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 the above-listed 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: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#) (Under the heading “Recipient Income Requirements and Census Information”)

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

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: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#) (Under the heading “Recipient Income Requirements and Census Information”)

Income survey instructions can be found here: [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](#)(Under the heading “Recipient Income Requirements and Census Information”)

Application Process

Applications may be submitted at any time 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 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 a clear majority of blighted components 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 using the definitions found in the “CDBG Slum and Blight – Initial Documentation” guide located on IEDA’s DTR webpage. Determination of building condition and overall blight is documented through individual surveys, photos, descriptions, and prioritization ranking. For further guidance, please refer either to that guide or to the recording of the DTR Application Workshop session.

A local funding match, typically a combination of both 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 if readily visible from the 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.
- All project work is subject to Davis Bacon, radon testing and possible mitigation, BABA, and public procurement as per the CDBG Management Guide.

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 the 2024 round, Downtown Revitalization applications will be due on January 31, 2025.

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.

Comprehensive Neighborhood Revitalization Planning/Implementation Grant

Program Overview

The Comprehensive Neighborhood Revitalization Program has a two-phase application process. The program is to assist communities with the undertaking of a focused neighborhood study designed to identify and prioritize unique community development and housing needs within a selected low-to-moderate income area with no more than 200 households. And from there, put the plan into action to address those high priority issues.

Phase One Applications:

Phase One is a planning-only grant. The plan must include descriptions, socioeconomic data, and historical background of the area in question. It must delineate a clear adverse effect on the well-being of the area and illustrate that the proposed activities will help alleviate or eliminate the conditions causing the deterioration and fulfill housing and community development needs.

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.

Phase Two Applications:

Phase Two is the implementation of the plan. From the plan, the community will pick between 3 to 5 eligible CDBG activities that will be conducted to meet the needs of the Target Area.

Application Deadlines

Phase One Applications

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. The deadline to submit the planning grants is December 31, 2024.

Phase Two Applications

This application is by invitation only. An applicant must complete phase one of the program. The maximum grant amount is \$1,750,000. A local funding match in the amount of 15% of the award is required. Applications for the implementation phase will open at the end of January 2025 or early February.

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

Scoring / Evaluation criteria

Phase One Applications:

Must submit the plan and a resolution from the city approving the plan before the program end date.

Phase Two Applications:

Applications are reviewed and evaluated based on the completeness and viability of the application and how it meets the needs stated in the 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. Award decisions are typically made within 45 to 60 days of application submittal.

APPENDIX

1. Water/Sewer Review Form

2. Community Facilities Review Form

3. Downtown Revitalization Review Form

4. Neighborhood Revitalization Grant Review Form

WATER/SEWER REVIEW FORM

CDBG Water and Sewer Program Review Form

Application Checklist:

Is the UEI documentation provided?	Yes	No
Is the grant amount requested at or below the amount allowable?	Yes	No
Is the administration line 10% or less of CDBG amount AND of total cost?	Yes	No
Is the “Construction, Professional Fees, & Permit Administration” budget table completed?	Yes	No
Is the public hearing publication date no less than 4 days but no more than 20 days prior to the hearing?	Yes	No
Does the public hearing notice contain correct & necessary information?	Yes	No
Do the public hearing minutes cover the 9 required points and include correct and necessary information?	Yes	No
Is the HUD Disclosure statement completed and signed by the <u>CEO</u> ?	Yes	No

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

Is federal assurances page signed by the <u>CEO</u> ?	Yes	No
Is the Community Needs Assessment current ?	Yes	No

(good for one year only, then must be re-adopted; the minutes and proof of publication must both be re-uploaded)

Have all documents under Required Attachments been uploaded?	Yes	No
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(NOTE: Income Survey Reports are required attachments if an Income Survey was provided!)

Does the Community have any adopted Capital Improvement Plans or Asset Management Plans? Provide these as 'Other Attachments'.

ELIGIBILITY REVIEW:

National Objective met?	GO	NO GO
National Objective Issues?		
LMI Income Survey / Demographics Data submitted correctly?	GO	NO GO
LMI Data Issues:		
Are there Environmental Eligibility Issues?	GO	NO GO
Environmental Compliance Comments:		
Does the Applicant have an open Water / Sewer Grant?	GO	NO GO
Previous Grants:	GO	NO GO
Previous Grants Comments:		
Local Funds Secured?	GO	NO GO
Local Funds Source? (e.g., IUP Listing, Loan Agreement or Resolution)		
Do all Budget elements add up correctly?	GO	NO GO
IDNR Approved of PER / Facilities Plan?	GO	NO GO
IDNR Construction Permit included?	GO	NO GO
APPLICATION ELIGIBLE FOR SCORING?	YES	NO
Eligibility Issues:		

PROJECT INFORMATION

Administrative Capacity:	Yes	No
Administrative Capacity Comments:		
Relocation / Replacement?	Yes	No
Relocation / Replacement Issues?		
Project Area map consistent with LMI area?	Yes	No
Description of Need provide sufficient detail and align with program intent?	Yes	No
Does the Applicant have IDNR Violations?	Yes	No
IDNR Violation Comments		
Is Land Acquisition required?	Yes	No
Land Acquisition Comments		
Necessary Agreements Signed?	Yes	No
Necessary Agreements Comments		
Final Design Completed?	Yes	No
Level of Design Progress		

SCORED ELEMENTS :

Quantitative Scores:

1) Degree to which CDBG funds will be leveraged by Other funds:

- 1 Low = < 25%
- 2 Medium/Low = 26% - 35%
- 3 Medium = 36% - 45%
- 4 Medium/High = 46% - 55%
- 5 High = > 55%

2) Percentage of LMI beneficiaries:

- 1 Low = 51% - 55.9%
- 2 Medium/Low = 56% - 59.9%
- 3 Medium = 60% - 64.9%
- 4 Medium/High = 65% - 69.9%
- 5 High = > 70%

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

- 1 Low = > \$10,000 per beneficiary
- 2 Medium/Low = \$8,001 - \$10,000
- 3 Medium = \$6,501 - \$8,000
- 4 Medium/High = \$5,001 - \$6,500
- 5 High = < \$5,000

Qualitative Scores:

Use 1-5 for all other scored rankings:

- 1 Low = Limited documentation provided
- 2 Medium/Low = Little support shown, but minimal documentation provided
- 3 Medium = Full support not evident and or no supplemental documents provided
- 4 Medium/High = Strong support documented by all parties involved
- 5 High = Strong support documented and supplemental documents provided

4) Magnitude of Need for project:

5) Degree to which the project demonstrates the ability to start construction within 6 months of award and complete within the 3-year Period of Performance:

6) Ratio of proposed CDBG funds to Applicants SECURED Local Match:

7) Potential degree of impact the Activity will have on the identified need and the standard of living / quality of life of proposed beneficiaries:

8) Degree of Financial Impact to the proposed beneficiaries:

9) Capacity of the Applicant to operate and maintain the proposed infrastructure:

**COMMUNITY FACILITIES/SERVICES
REVIEW FORM**

CDBG Community Facilities/Services Program Review Form

ELIGIBILITY CHECKLIST

Is the UEI documentation provided?	GO	NO GO
Is the grant amount requested at or below the amount allowable?	GO	NO GO
Is the administration line 10% or less of CDBG amount AND of total cost?	GO	NO GO
Is the "Construction, Professional Fees, & Permit Administration" budget table completed?	GO	NO GO
Is the public hearing publication date no less than 4 days but no more than 20 days prior to the hearing?	GO	NO GO
Does the public hearing notice contain correct & necessary information?	GO	NO GO
Do the public hearing minutes cover the 9 required points and include correct and necessary information?	GO	NO GO
Is the HUD Disclosure statement completed and signed by the <u>CEO</u> ?	GO	NO GO
<i>(If Yes on Part 1 Question #2, then Parts II and III must also be completed)</i>		
Is federal assurances page signed by the <u>CEO</u> ?	GO	NO GO
Is the Community Needs Assessment current ?	GO	NO GO
<i>(good for one year only, then must be re-adopted; the minutes and proof of publication must both be re-uploaded)</i>		
Have all documents under Required Attachments been uploaded?	GO	NO GO
<i>(NOTE: Income Survey Reports are required attachments if an Income Survey was provided!)</i>		
<i>Does the Community have any adopted Capital Improvement Plans or Asset Management Plans? Provide these as 'Other Attachments'.</i>		
National Objective met?	GO	NO GO
National Objective Issues?		
LMI Income Survey / Demographics Data submitted correctly?	GO	NO GO
Demographics Data Issues:		
Are there Environmental Eligibility Issues?	GO	NO GO
Environmental Compliance Comments:		
Does the Applicant have an open Comm Facilities / Services Grant?	GO	NO GO
Local Funds 100% Secured?	GO	NO GO
Local Funds Source? (e.g., IUP Listing, Loan Agreement or Resolution)		
Commitment Letter of Local Funds?	GO	NO GO
Do all Budget elements add up correctly?	GO	NO GO
Is Not-for-Profit involved?	GO	NO GO
Proof of 501c3 certification required!		

APPLICATION ELIGIBLE FOR SCORING?	YES	NO
Eligibility Issues:		

QUALITATIVE ASSESSMENT

Administrative Capacity:

Administrative Capacity Comments:

Previous Grants:

Previous Grants Comments:

Relocation / Replacement?

Relocation / Replacement Issues?

Project Area map consistent with LMI area?

Description of Need provide sufficient detail and align with program intent?

Is Land Acquisition required?

Land Acquisition Comments

Who will own & operate the land / facilities in question?

Necessary Agreements Signed?

Necessary Agreements Comments

Final Design Completed?

Level of Design Progress

Magnitude of Need for project:

Degree to which the project demonstrates the ability to start construction within 6 months of award and complete within the 3-year Period of Performance:

Ratio of proposed CDBG funds to Applicants SECURED Local Match:

Degree of Financial Impact to the proposed beneficiaries:

Potential degree of impact the Activity will have on the identified need and the standard of living / quality of life of proposed beneficiaries:

LMI % of the intended beneficiary population (at least 51% unless benefiting LMC group)

Degree of Financial & Quality of Life Impact to the LMI / LMA / LMC beneficiaries:

Capacity of the Applicant to operate and maintain the proposed infrastructure:

**DOWNTOWN REVITALIZATION
REVIEW FORM**

Downtown Revitalization Review Form

Application Checklist:

Is the UEI documentation provided?	Yes	No
Is the Slum & Blight summary included?	Yes	No
Is the grant amount requested at or below the amount allowable?	Yes	No
Is the administration line 10% or less of CDBG amount AND of total cost?	Yes	No
Is the “Construction, Professional Fees, & Permit Administration” budget table completed?	Yes	No
Is the public hearing publication date no less than 4 days but no more than 20 days prior to the hearing?	Yes	No
Does the public hearing notice contain correct & necessary information?	Yes	No
Do the public hearing minutes cover the 9 required points and include correct and necessary information?	Yes	No
Is the disclosure statement completed and signed? (If Yes on Part 1 Question #2, then Parts II and III must also be completed)	Yes	No
Is the CEO signature in federal assurances page?	Yes	No
Is a city resolution declaring slum & blight area included?	Yes	No
Is the Community Needs Assessment current (good for one year only, then must be re-adopted; the minutes and proof of publication are both uploaded)?	Yes	No
Have all documents under Required Attachments been uploaded?	Yes	No

Application Review:

Previous Grants:	Yes	No
Previous Grants Comments:		
Administrative Capacity:	Yes	No
Administrative Capacity Comments:		
Is the activity in a CISA floodplain?	Yes	No

Floodplain Comments:

Comprehensive Downtown Revitalization Planning Efforts Comments:

Percentage of buildings in fair or poor condition:

Was the city resolution designating slum & blight/urban renewal area adopted within the past two years? Yes No

Map or boundaries of city resolution consistent with inventory and target area? Yes No

Comments related to current conditions/need:

Completed inventory form for each building in designated slum & blight area? Yes No

Building(s) selected for improvements classified as fair or poor conditions? Yes No

Comments related to S&B National Objective:

Local funds secured: Yes No

Owner interest letters(s)? Yes No

Local match amount and sources:

Comments related to the project's potential impact to the community:

Project eligible for funding? Yes No

Eligibility Comments:

Scored Component; Use 1-5 for all rankings:

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, no supplemental documents uploaded

2 Medium/Low =

3 Medium = Full support not evident, but discussions among all parties is on-going, minimal documentation uploaded showing past/current/future efforts

4 Medium/High =

5 High = Strong support documented by all parties involved, multiple types of efforts are documented and uploaded spanning past, present, and future

Rank the degree of community involvement: (1 – 5)

Degree to which the applicant adhered to the Downtown Revitalization Design Guide based on the quality and appropriateness of their design choices:

(Optional/bonus points if applicant chose to utilize the Downtown Design Guide)

0 No Compliance or Inappropriate Design = The applicant did not opt for design bonus points; or, the proposed designs and materials are clearly inappropriate for the building or surrounding downtown district, detracting from the district's historic or aesthetic integrity.

1 Minimal Compliance with Design Standards = The applicant made an effort to comply with the Design Guide, but several design elements or materials are inappropriate for the building or district.

2 General Compliance with Design Standards = The applicant followed most aspects of the Design Guide and achieved a generally appropriate design; however, the designs would not be strong examples for others in the field. There may be minor issues or missed opportunities to elevate the design.

3 Exemplary Compliance with Design Standards = The applicant's designs fully align with the Design Guide and represent best practices; these designs could serve as exemplary models for architects, design professionals, and others engaged in downtown revitalization projects.

Rank the degree to which the applicant followed the Downtown Revitalization Design Guide: (0 - 3)

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 41%

Rank the degree to which the project will impact the Target Area: (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 to which applicant appropriately and accurately completed the individual building components prioritization ranking for each participating building:

1 Low = Rankings are incomplete or inaccurate (e.g., some left blank, some duplication of numbers), and/or the descriptions and/or photos do not justify the blight ranking selection, or are missing

2 Medium/Low =

3 Medium = Generally the ranking is aligned with the blight on most buildings; perhaps one or two of the ranking prioritization positions should be switched or are not fully justified by the photos/descriptions

4 Medium/High =

5 High = The ranking order of components is complete for each building with no duplication of numbers, and the worst blighted component is ranked #1 (and so on); photos and/or descriptions are robust and clearly identify blight

Rank the degree to which the applicant appropriately completed the prioritization ranking: (1 – 5)

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

1 Low = Minimal impact on the identified need; design focused primarily on lesser-ranked blighted components or cosmetic/non-blighted concerns

2 Medium/Low =

3 Medium = Partial impact on the identified need; addresses only half (or less) of the existing blight; may have included an extra (non-blighted) component in the scope of work before adequately addressing existing blight

4 Medium/High =

5 High = Activity will directly and substantially address the identified need; all blighted components of the building have a proposed rehab solution

Rank the degree to which the proposed design and work specs address contributing factors to slum and blight: (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 and blight:

Degree to which the project is planned out and prepared to proceed:

1 Low = Little preliminary design done, historic survey is outdated/isn't uploaded, no draft Tier I ERR or draft DTR Admin Plan uploaded, match funding not confirmed/documented

2 Medium/Low =

3 Medium = Some preliminary design done, but some important elements remain undetermined; some but not all of the following may be uploaded: historic survey, draft Tier I ERR, financing documentation, draft DTR Admin Plan

4 Medium/High =

5 High = Preliminary design work is done and needed financial resources are secured, historic survey is done and current, a draft DTR Admin Plan is uploaded, a draft Tier I ERR (ready for publication but unsigned) is uploaded

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

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 project is appropriate for CDBG funding: (1 – 5)

COMPREHENSIVE NEIGHBORHOOD
REVITALIZATION GRANT
REVIEW FORM

Comprehensive Neighborhood Revitalization Grant Review

APPLICATION CHECKLIST:

- Is the UEI# provided?
- Is the CEO signature on the Federal Assurance page?
- If a joint application, is the Assurance page for each entity included?
- Is HUD Disclosure Form 2880 completed and signed?

APPLICATION REVIEW:

- Does the Target Area meet the required national objective of assisting 51% of Low-to-Moderate Income (LMI) Households?
- Was an income survey required to document the 51% LMI requirement?
 - (If yes, I would like a pop-up box asking, "Is it attached to the application in "Other Attachments")
- Is one of the proposed activities DTR?
 - If yes, did the city provide a slum and blight resolution?
 - If yes, is there a slum and blight target area map with the building addresses notated?
 - If yes, did they upload a list of DTR area addresses with corresponding photos/conditions, indicating which might participate?
- Is one of the proposed activities Upper Story Housing Conversion?
 - If yes, is there a list provided with the building addresses?
 - If yes, did the city list how many units will be created in each building?
 - If yes, did the city provide the draft Environmental Assessment for review.
 - If yes, is there a Development Team Roster for each project.
- If one of the proposed activities Water/Sewer?
 - If yes, did the city provide documentation they had applied for a construction permit with the DNR?
 - If yes, did the city provide documentation that a preliminary engineering report or facility plan has been submitted, reviewed and approved by the DNR.
- Is there approval by the local government?

PUBLIC HEARING NOTICE/MINUTES:

- Is the publication date no less than 4 days but no more than 20 days prior to the hearing?
- Are public hearing minutes uploaded and do they include the hearing date?
- Do the minutes include how the proposed activities will be funded and the sources of funds?
- Do the minutes include the date the application will be submitted?
- Do the minutes include the estimated portion of federal funds that will benefit persons of low to moderate income?
- Do the minutes list the plans to minimize displacement of persons and businesses as a result of funded activities?
- Do the minutes list plans to assist persons actually displaced?
- Do the minutes list the nature of the proposed activity or project?
- Is the community needs assessment less than a year old and included and adopted at a Public Hearing for this project?

PROJECT INFORMATION:

- Is the activity in a 100-year floodplain?
- Is the activity in a 500-year floodplain?
- Floodplain Comments:
- If applicable, will the community adhere to the lead-based paint regulations?
- If applicable, will the community adherer to the BABA regulations?
- If applicable, will the community adhere to the radon testing and mitigation regulations?

BUDGET:

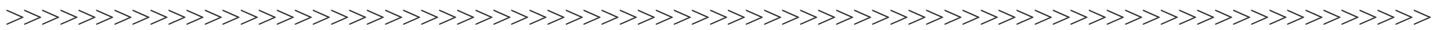
- Is the grant amount at or below the allowable amounts?
- Does the project budget add up correctly?
- Are computations in the Project Budget Chart, correct? (Cross check Total Budget with Source of Funding)
- Is the Administrative amount 10% or less of the CDBG amount or Total Costs?
- Is the breakdown of construction costs detail and professional fees and permit estimates completed.

DEMOGRAPHIC DATA:

- Is the LMI Chart completed for each applicable activity?
- Is the Race and Ethnicity information that the project will serve completed?

REQUIRED ATTACHMENTS:

- Have all documents under the “Required Uploads” been uploaded?



RANKING QUESTIONS:

Project Activities:

(1 – 5 Points Based on the Following)

How well do the activities that are listed for implementation match those that were listed in the plan as priorities?

Activities Score:

Program Impact:

(1 – 5 Points Based on the Following)

How impactful will the proposed project be on the economic and community development of the Target Area?

Impact Score:

Eligibility and National Objectives:

(1 – 5 Points Based on the Following)

Based on the information provided in the application, will all proposed activities be eligible and meet National Objectives?

Eligibility and National Objective Score:

Degree CDBG Funds Will Be Leveraged by Other Funds

(1 - 5 Points)

- > 50% of project financed with non-CDBG funds - 5 points.
- 31% - 50% of project financed with non-CDBG funds - 4 points
- 16% - 30% of project financed with non-CDBG funds - 3 points
- 15% (Minimum Requirement) of project financed with non-CDBG funds - 1 points

Leverage Score:

Capacity to Complete and Maintain the Project

(1 – 5 Points Based on the Following)

- Does the community have previous experience with similar projects?
- Does the community include partners 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?

Capacity Score:

Federal Opportunity Zone:

(0 - 3 Points)

- Yes – 3 Points
- No – 0 Points

Iowa Great Places:

(0 - 3 Points)

- Yes – 3 Points
- No – 0 Points

Project Manager Comments/Questions:

(Total of 31 Points Capable)