

Application Qualifying Information

Part 3

Qualifying Questions

CATEGORY
I. Recognizable Impact:
II. Capacity of Applicant and Program Administrators:
III. Citizen Participation Requirements:

Qualifying Information

To help award CDBG Non-Competitive Rehabilitation funds to proposed projects, applicants must provide the qualifying information presented below to help the CDBG Rehab review team establish if proposed projects are eligible for CDBG Rehab funding. As identified in the six categories below, all applicants must provide the qualifying information requested and is identified in *italics*.

Consideration of the Review Team

In order for the CDBG Rehab review team to appropriately award CDBG Rehab funds, there are additional considerations that will be discussed by the review team when screening the proposed CDBG Rehab project. These additional issues do not need to be directly answered by the applicant but are provided as a guide regarding the considerations to discuss upon review of proposed projects. Applicants do not need to respond to each issue or consideration; however, if additional information is necessary and pertinent to the proposed project, the applicant is encouraged to provide this information or the review team may contact the applicant to request such information.

Qualifying information will be identified below in *italics*.

I. Recognizable Impact:

Applicants must provide responses to the following qualifying information for each project that is being proposed:

QUALIFYING INFORMATION

Activity Description

- *Provide a detailed description of the specific activities that are planned in the area – e.g. acquisition, demolition with new construction, or rehabilitation.*

Location

- *How are funds going to be targeted to create an impact of CDBG funds?*
- *How are households going to be selected or provided access to the CDBG Non-competitive Rehab funds?*
- *What other funding and/or projects will complement the local program to bring about stability and re-use or redevelopment of the property or neighborhood?*
 - *Please indicate all other funds that are either proposed or firmly committed to the project or activity.*
- *What are the characteristics of the neighborhood or area where funds are being targeted; e.g., market values of housing in the neighborhood, demand for housing, demographics, etc?*
- *Please provide any other pertinent information on the proposed project.*

CONSIDERATIONS OF THE REVIEW TEAM

- i. Has the applicant demonstrated a sound rationale to explain why the proposed CDBG Rehab activities are reasonable and appropriate, taking into account documented local demographic trends and housing conditions?

Housing Quality Standards

QUALIFYING INFORMATION

1. *If the proposed project is a foreclosed house rehabilitation project, please demonstrate that your project will meet the CDBG goals and HUD's Housing Quality Standards.*

CONSIDERATIONS OF THE REVIEW TEAM

- i. Does the applicant demonstrate that the proposed project will meet CDBG's goals and HUD's Housing Quality Standards?
 - To the maximum extent feasible given funding limitations, it is a goal of Montana's CDBG Rehab efforts that any housing unit rehabilitated with CDBG Rehab funds is safe, structurally sound, and energy-efficient upon completion of rehab activities. For years, HUD has developed and utilized its Housing Quality Standards as the benchmark for units or households to be assisted by the HUD-funded Section 8 Program, which provides rental assistance to income-qualified households; these standards would be the minimum required for rehabilitation of any CDBG Rehab assisted housing unit.

- HUD's Housing Quality Standards address thirteen separate areas of housing conditions, as follows:
 - 1) sanitary facilities
 - 2) food preparation areas and refuse disposal
 - 3) living space and security
 - 4) thermal environmental
 - 5) lighting and electricity
 - 6) structure and materials
 - 7) interior air quality
 - 8) clean water supply
 - 9) absence of lead-based paint
 - 10) access (including emergency fire egress and mobility)
 - 11) site and neighborhood
 - 12) sanitary condition
 - 13) installation of smoke detectors

- To the extent financially feasible, CDBG Rehab grant applicants planning housing rehab activities should also ensure in their program design that all CDBG Rehab assisted housing units meet HUD's Housing Quality Standards upon completion of rehabilitation activities. Complete details on HUD's Housing Quality Standards, including narrative explanation and inspection checklists, are available from the CDBG program. Conformance with Energy Star, Leadership in Energy and Environmental Design (LEED), and the International Energy Construction Code (IECC) is strongly encouraged to provide for the most energy efficient construction techniques.

- Emphasis for rehabilitation activities through this grant program is placed on ensuring the health and safety of a residence. As such, cosmetically driven projects will not be considered or allowed with CDBG Rehab funds.

II. Capacity of Applicant and Program Administrators:

Applicants must provide the responses to the following qualifying information for each project that is being proposed and provide a budget, budget narrative, and management plan (if the information has not previously been provided in another section of the CDBG Rehab application):

QUALIFYING INFORMATION

- 1) *Provide reasonable assurance that the targeting of assistance to LMMI households can be completed within a nine month period after the project has been approved.*

- 2) *Please explain and document that the specific amount of the request for CDBG Rehab funds is necessary and reasonable relative to the financial capacity.*
- 3) *Are any proposed funding “leveraging” arrangements clearly documented by firm commitments from developers, financial institutions, or organizations?*
- 4) *Who will manage the PI and oversee the Period of Affordability in compliance with CDBG regulations?*
- 5) *Please establish the process to define health & safety deficiencies. Documentation must be provided*

CONSIDERATIONS OF THE REVIEW TEAM

- i. Has the applicant demonstrated that it has developed a well-reasoned, cost-effective, appropriate, and achievable strategy that can be reasonably accomplished with available resources within the 9 month timeframe?

Management

QUALIFYING INFORMATION

1. *Please provide the required, completed Management Plan. Appendix C of the CDBG Rehab application process provides a sample management plan.*
2. *Please provide the Community Housing Development Organization (CHDO) partner’s certification. All eligible applicants must apply in collaboration with a CHDO*

Project Management Plan

CONSIDERATIONS OF THE REVIEW TEAM

- i. Is the applicant’s draft Management Plan included and will it assure proper management of the CDBG Rehab project, including cost-effective financial management of grant funds, compliance with State and federal requirements, and timely completion of project activities?
- ii. Has the applicant specifically identified the person or persons who will be responsible for day-to-day project management and financial management?
- iii. Did the applicant thoroughly describe any contracted services necessary to carry out the project?
- iv. If applicable, has the applicant documented that it has secured firm commitments for assistance from other local, state or federal funding sources?

v. In cases where more than a single funding source or organization would be involved in the project, did the applicant thoroughly describe how these will be coordinated and directed?

vi. Has the applicant provided a copy of the CHDO certification?

Civil Rights

CONSIDERATIONS OF THE REVIEW TEAM

1. Has the local sponsoring government adopted all relevant civil rights measures and included the documentation with this application?

- Fair Housing Resolution
- Equal Employment Opportunity Policy and Resolution
- ADA and Section 504 Complaint Resolution Procedures
- ADA Transition Plan
- Hatch Act Resolution

Environmental Checklist

QUALIFYING INFORMATION

1. *Please provide the completed Environmental Checklist if not already included in another section of the CDBG Rehab application.*

2. *Please provide documentation of direct contact with all appropriate state or federal agencies to answer the Environmental Checklist's questions.*

3. *Please discuss how the project will avoid adverse impacts on the environment, including potential historic resources, if applicable.*

a. Conversely, please describe efforts to avoid adverse environmental impacts on the project including proximity to flood plains, hazardous facilities or sites, or incompatible land uses, if applicable.

b. If the proposed project, does have any environmental concerns or adverse impacts, please describe how these will be mitigated.

CONSIDERATIONS OF THE REVIEW TEAM

i. (a) Has the applicant completed and included the Environmental Checklist in the Uniform Application (CDBG Rehab Application Part 2)? (b) Has the applicant included documentation of direct contact with all appropriate state or federal agencies to answer the Environmental Checklist's questions?

- ii. Has the applicant done a thorough job of completing the environmental checklist? Has the applicant provided thorough and credible responses, and supplied specific sources of information for each of the environmental checklist topic areas?
- iii. (a) Has the applicant demonstrated that the project will avoid adverse impacts on the environment, including potential historic resources? (b) Conversely, does the applicant describe efforts to avoid adverse environmental impacts on the project including proximity to flood plains, hazardous facilities or sites, or incompatible land uses? (See the Environmental Checklist.)
- iv. If any concerns or adverse impacts have been identified -- has the applicant provided appropriate responses to mitigate them?
- v. Has the applicant explained how the analysis of any potential environmental concerns -- such as lead-based paint, asbestos, and requirements for the preservation of historic architecture or sites -- has been closely coordinated with the project design, cost, and consideration of alternatives?

Procurement

QUALIFYING INFORMATION

1. *If procurement of professional services has already taken place, please provide verifiable documentation.*
2. *If procurement has not taken place, please describe what procurement process will be used.*

Program Income

QUALIFYING INFORMATION

1. *If the proposed project will generate program income (income generated from the CDBG Rehab activity) in the future, please describe the plan for future administration and expenditure of the anticipated program income funds.*

Financial Management System and Audits

CONSIDERATIONS OF THE REVIEW TEAM

- i. Is the applicant in compliance with the auditing and annual financial reporting requirements provided for in the Montana Single Audit Act, 2-7-501 to 522, MCA?
(Check with the Department of Administration's Local Government Assistance Bureau for information about compliance with audit requirements.)

- ii. Has the applicant established a financial accounting system that can properly account for grant funds according to generally accepted accounting principles? (Tribal governments must comply with auditing and reporting requirements provided for in OMB Circular A-133.)

III. Citizen Participation Requirements:

Applicants must hold one public hearing in the targeted area regarding the use of CDBG Non-Competitive Rehabilitation funds.:

QUALIFYING INFORMATION

- 1. Please provide a description of the date, time and location of the one required public meeting.*
- 2. Please provide documentation of the attendance lists and, meeting summaries to reflect comments made by local officials and the citizens attending.*
- 3. Please provide any other pertinent information on the proposed project.*

CONSIDERATIONS OF THE REVIEW TEAM

- i. Did the applicant show that the public had a reasonable opportunity to make comments of the proposed project and have any concerns been addressed by local officials?
- ii. Did the applicant document any public comments which suggest that the project could potentially have any negative impacts on the community, recipients, LMI, senior or disabled persons living in the community?
- iii. Did the applicant document its response to such comments?