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# Housing Pre-Application Instructions

## North Dakota Community Development Block Grant (CDBG) Program

A two-step process will be utilized to determine the highest priority public facilities and housing projects in North Dakota Region IV. Pre-Applications are submitted to the Red River Regional Council (RRRC) Community Development Committee for funding consideration. Upon approval of the RRRC, a full CDBG application, including funding recommendation from the RRRC, is submitted to the ND Department of Commerce – Community Services Division for consideration and ultimate grant award.

Pre-applications for public facilities and housing funds must be completed and received by the regional council by the deadline date. To apply for funding consideration, eligible applicants must complete the Pre-Application and submit the required attachments, which include:

1. Pre-Application
2. Resolution of Sponsorship (example attached)
3. Copy of meeting minutes adopting the Resolution of Sponsorship
4. Project Area Map
5. Engineer's or Architect's Report (for new housing construction; not required for single or multi-family rehab) including:
  - a. Description of existing facility (age, purpose, etc.)
  - b. Description of the problem to be addressed
  - c. Alternatives to solving the problem
  - d. Discussion of the scope of the work to be performed
  - e. Plans for the project's long-term maintenance and operation
  - f. Name and address of the professional completing the report
  - g. Date the report was prepared
  - h. Detailed line item estimate of potential costs
6. Status of matching or local funds, including evidence regarding the status and source of the required matching/local funds
  - a. Matching/local funds for CDBG projects are costs for engineer/architect and grant administration (10% of CDBG award or 15% if special assessment or housing project)
7. Applicant's letter of commitment of local funds indicating the fund any loans will be paid from
8. Any entity subject to Title II of the American with Disability Act (public services) must complete and/or submit a copy of their transition plan with the pre-application when applying for funds to

remove architectural barriers. Certification must be provided by the Applicant that all programs, services and activities delivered in the structure being considered will be fully accessible.

### **OTHER CONSIDERATIONS**

In addition to the required documents, any Applicant has other items/issues to take into consideration when applying for CDBG funds, including:

1. A city or county must be the applicant and all applicants must have a DUNS number.
2. If a city or county plans to apply for CDBG funds for a public facilities project, they should do so the year **preceding** the proposed construction. For example, an applicant should apply to the RRRC in June 2019 for a project with a proposed construction timeline in the spring/summer/fall of 2020.
3. No construction contract can be signed without prior release of funds from the North Dakota Department of Commerce – Community Services Division. **No work, even work not supported by CDBG, can begin before release of funds.**
4. Applicants must be aware of any Conflict of Interest in projects and plan accordingly for who will sign the full application and subsequent documentation. For example, if the city is applying for funds for a housing rehabilitation project and the Mayor or a member of the council would like to apply for the program, this needs to be disclosed and discussed at the beginning of the process, before any public hearings are held and before the full application is completed.
5. A Preliminary Engineer's Report (PER) or Preliminary Architect's Report (PAR) is required for any housing construction project that costs \$25,000 or more, however the Applicant is strongly advised to hire an engineer/architect for projects less than \$25,000. Costs of the engineer/architect are part of the local match.
6. For multi-family rehabilitation projects, accurate cost estimates provided by a certified or experienced housing inspector are required.
7. All contractors hired for CDBG projects must be licensed in North Dakota, including sub-contractors regardless of contract amount. Any unlicensed contractor operating in North Dakota can be found guilty of a Class A misdemeanor. All contractors must also be registered in the federal System of Award Management ([www.SAM.gov](http://www.SAM.gov)) prior to contract award. Procurement of contractors must follow all applicable CDBG regulations.
8. Applicants should have a current state-approved 504 Transition Plan. Applicants can be working on developing or updating a plan, but it must be completed prior to the final request for reimbursement funds.
9. Development in a floodplain requires additional public comment periods, therefore extending the project timeline.

This may not include all guidelines and considerations for every project. Please contact CDBG Program Manager Stacie Sevigny at 701-352-3550 or [Stacie@redriverrc.com](mailto:Stacie@redriverrc.com) for further information. Additional information about the CDBG program can be found at [www.redriverrc.com](http://www.redriverrc.com).

**EXAMPLE – RESOLUTION OF SPONSORSHIP**

*Sponsoring units of government must adopt and submit the following or an equivalent resolution. This resolution must be adopted prior to submission of the Pre- Application.*

Be it resolved that the \_\_\_\_\_ (Sponsoring unit of government) will act as sponsoring unit of government for the project titled \_\_\_\_\_ to be conducted during the period of \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_ (Title of authorized official) is hereby authorized to apply to the North Dakota Division of Community Services for funding of this project on behalf of the \_\_\_\_\_ (sponsoring unit of government) on \_\_\_\_\_ (date).

I certify that the above resolution was adopted by the \_\_\_\_\_ (City Council, County Commission) of \_\_\_\_\_ (sponsoring unit of government) on \_\_\_\_\_ (date).

SIGNED:

WITNESSED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date