

CDBG Program Application Requirement Changes

**Water & Sewer Fund
Community Facilities and Services Fund
Housing Fund
Downtown Revitalization Fund**

Effective: 2016 grants



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In order to comply with stringent timeliness standards now required by HUD, IEDA is changing the application requirements. These changes will be implemented gradually over a three year period. For the 2015 and 2016 grants, all changes will be voluntary. For the 2017 grants, some of the changes will become requirements.

Starting with the 2015 grant cycle, if the application is incomplete it will not be reviewed. Due to the overwhelming need and diminishing federal funds it is unfair to allow some applicants time to fix problems or submit paperwork late. Examples of such issues would include inadequate public hearing minutes, missing proof of publication, outdated community development & housing needs assessment, etc.

2016 grants: Applications due January 2016

Water and Sewer - more competitive applications will have:

- Environmental review complete
- Final engineering complete or at least underway (if project is awarded no CDBG funds can be repaid for this activity. All CDBG funds would be for construction only)
- Sewer: If the project needs DNR permit: *Approved* facility plan (not just submitted)
- Water: If the project needs DNR permit: *Approved* Preliminary Engineering Plan (not just submitted)
- If DNR SRF is the local match – the project must be on the *approved by EPC IUP* (not just submitted)
- If USDA-RD is the local match – an USDA letter of conditions will be submitted

Community Facilities and Services - more competitive applications will have:

- Environmental review complete
- Site Control: demonstrated by either:
 - An option on the parcel secured with money (if necessary) or
 - Ownership - as long as it is purchased prior to the application submittal date
- Final architectural plans completed or at least underway (if project is awarded no CDBG funds can be repaid for this activity. All CDBG funds would be for construction only)

Storm water – Community Facilities and Services Fund - more competitive applications will have:

- Environmental review complete
- Final engineering complete or at least underway (if project is awarded no CDBG funds can be repaid for this activity. All CDBG funds would be for construction only)
- Working with DNR or IDALS on a sustainability storm water project

Downtown Revitalization - more competitive applications will have:

- Environmental review complete
- Signed agreement with each business with money down in an escrow account (\$1,000 - \$5,000)
- Architect procured – must have experience with secretary of the interior standards
- Cost estimates completed by architect
- Minimum buildings 10

Housing - more competitive applications will have:

- Environmental review complete
- Housing rehab applications approved: LMI benefit calculated (must be re-checked once final completion of CDBG assisted work is completed)
- Administration plan submitted
- Administrator procured (if necessary)

Starting with the 2017 grants (applications due quarterly starting in January 2017), some of the previous voluntary changes will become requirements. To assist in making the transition as smooth as possible IEDA will change the following:

Water and Sewer Fund:

- Applications will be accepted quarterly: January 1, April 1, July 1, and October 1
- A maximum of 25 applications will be accepted each quarter
- Funds will be available each quarter. Funds not spent in one quarter will roll over to the next quarter.
- Unsuccessful applications will be able to resubmit in the next quarter easily by copying their previous application in IowaGrants and resubmitting. No new public hearing will be necessary.

Storm water Projects:

- Traditional storm water projects will still be accepted through the Community Facilities and Services Fund. Applications accepted once per year.
- Sustainable storm water projects will only be funded if co-sponsored by DNR as a sponsored project or with IDALS involvement. These will be accepted through the opportunity/threats/sustainability fund which has an open application cycle with no deadline.

2017 grants: Applications due January 2017

(Water and Sewer Fund to have quarterly due dates)

The voluntary changes listed previously will still make a more competitive application. Only the required changes are outlined below:

Water and Sewer: *Required for all applications – if not submitted with the application the project will not be funded:*

- If project needs DNR permit:
 - Sewer: Approved facility plan letter submitted
 - Water: Approved Preliminary Engineering Plan letter submitted
- If DNR SRF is the local match – the project must be on the approved IUP
- If USDA-RD is the local match – an USDA letter of conditions will be submitted

Community Facility and Services: *Required for all applications – if not submitted with the application the project will not be funded:*

- Site Control: demonstrated by either:
 - An option on the parcel secured with money (if necessary) or
 - Ownership as long as it is purchased prior to the application submittal date

Downtown Revitalization: *Required for all applications – if not submitted with the application the project will not be funded:*

- Architect procured – must have experience with Secretary of the Interior standards
- Cost estimates completed by architect
- Minimum buildings 10

Housing: *Required for all applications – if not submitted with the application the project will not be funded:*

- Administration plan submitted
- Administrator procured (if necessary)