

PUBLIC FACILITIES AND HOUSING REVIEW

NORTH DAKOTA DEPARTMENT OF COMMERCE

DIVISION OF COMMUNITY SERVICES

SFN 60155 (11/23)

Project Name	Yes	No	N/A
1. Is the applicant an eligible applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the applicant have a Citizen Participation Plan and Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the applicant completed/updated a 504, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the following items found and signed in the application?			
a. Front Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Resolution of Sponsorship (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Applicant Assurance Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Fair Housing Certification (4) _____ (from application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. BABA guidelines – must be signed and dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Needs Assessment (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. HUD Disclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Release of Information – if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the project consistent with the needs assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the project a high on the Priority Non-housing Community Development Needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What is the eligible activity?			
8. Is a Recommendation for Funding included with the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is CDBG funding engineer/architect? Are Brooks Act documents included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is CDBG funding administration? If yes, what is the percentage and dollar amount ? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are there commitment letters for other funding sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. National Objective (Documentation must be provided per 24 CFR 570.483)			
a. Activities Benefiting LMI			
1) Area Benefit Activity - is there evidence of LMI statistics? C <input type="checkbox"/> S <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Limited Clientele - are the correct numbers used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Housing Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Planning Only Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Special Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Elimination of Slums or Blight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Required documentation to support benefit numbers, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Housing Projects (if applicable)			
a. Do the Housing Program Application/Data Collection Forms justify the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are HQS inspections included, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Public Hearing (a copy of the notice and affidavit(s) must be included)			
a. Date public hearing notice was published: _____			
b. Date of public hearing: _____			
c. Was the notice published 15 days or more before the public hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Signed board minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there an engineering/architectural report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

