

PUBLIC FACILITIES AND HOUSING REVIEW

NORTH DAKOTA DEPARTMENT OF COMMERCE

DIVISION OF COMMUNITY SERVICES

SFN 60155 (10/24)

Project Name	Yes	No	N/A
1. Is the applicant an incorporated city or county?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the applicant have a Citizen Participation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the applicant have a Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the applicant completed/updated a 504, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Applicant Assurance Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Build America, Buy America Act (BABA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Release of Information – if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. What is the eligible activity?			
7. Is a Recommendation for Funding included with the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is CDBG funding administration? If yes, what is the percentage and dollar amount ? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there commitment letters for other funding sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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"/>
11. 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"/>
12. 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"/>
13. Signed board minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there an engineering/architectural report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>DCS USE ONLY</i>	Yes	No	N/A
15. UEI # _____ Can it be verified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the Applicant Debarred? Attach documentation from sam.gov.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Requested audit review information from Sandi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the overall project eligible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. What is the application score? _____ (Scoring and Ranking documentation must be included)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are there any concerns? If yes, explain below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments</p>			