

## Chapter 4: Application Process

The grant application process generally consists of the application submission, review and ranking by Commerce staff and Economic Advisory Council (EAC) members and submission of an addendum where required. The final award is made by the Governor.

### I. Application and Addendum Submission:

Applications and addenda must have one hard copy submitted to the Director of the Idaho Department of Commerce and an electronic copy to [ICDBG.Community@commerce.idaho.gov](mailto:ICDBG.Community@commerce.idaho.gov). Electronic copies can also be submitted utilizing a downloadable document. The hard copy must be post marked by the announced deadline. The electronic copy must be submitted to the department no later than midnight of the announced deadline in your respective time zone.

Applications and addenda may be mailed or hand delivered to the department. Mailed applications or addenda must be postmarked or dated by a commercial carrier no later than midnight of the announced application deadline. Applicants must be sure that the private carrier or the USPS has dated the application package. If using the USPS, use the post office box for the Idaho Department of Commerce. Use the street address for commercial carriers. If an applicant chooses to deliver the application by hand, the package must reach the department by 5:00 pm (MST) of the deadline.

The electronic version of the application and addendum must be e-mailed to [ICDBG.Community@commerce.idaho.gov](mailto:ICDBG.Community@commerce.idaho.gov) no later than midnight on the announced application deadline. At a *minimum*, the electronic version must contain all the information contained in:

- General application section found in Chapter 5.
- Instructions / application form in Chapters 6, 7, 8, 10, and 11.
- Instructions / application form – parts A, B, and C in Chapter 9.

### II. Application Review, Ranking and Award Process:

For each application submitted the application process as outlined below is followed:

- A. The application is reviewed for eligibility. If an application or project does not meet threshold criteria, it is considered disqualified and will not continue through the review process.
- B. Commerce staff review qualified applications using the ranking system described in this handbook. They assign points to various project components.
- C. Commerce staff also meets with other funding agencies to look at project funding, viability and the applicant's previous performance on prior CDBG projects.
- D. The two staff members ranking the application meet to come to a consensus regarding the project's points.
- E. The entire grant team meets to look at all of the projects and ensure comparability between similar projects.

- F. After the entire staff has agreed on the points awarded, they make their recommendations to the EAC. Information about the EAC members and their regions can be found on the Commerce website here: <http://commerce.idaho.gov/communities/economic-advisory-council/>
- G. The EAC reviews the applications and may invite applicants to make presentations in person or by teleconferencing. An elected official of the local government applying for the grant must attend the presentation.
- H. The EAC will invite the most competitive public facilities and downtown revitalization projects to submit an addendum as part of the two stage process.
- I. After the addendum has been submitted or after the presentation the EAC makes its recommendation to the Governor.
- J. The Governor awards the projects.

**III. Application Points:**

Each application is worth 1,000 points. These points are a combination of staff ranking and the points assigned by the EAC. Economic development applications (downtowns and jobs) have minimum staff point thresholds that must be met to be considered by the EAC. After the EAC has assigned its points, again, there is a minimum point threshold that must be reached for project proponents to be invited to submit an application addendum or to gain recommendation to the Governor. The point thresholds are listed below.

Post Disaster applications do not receive points. They are reviewed by the staff to ensure the imminent threat criteria is met before recommending it to the EAC for review.

Application Type	Maximum Points Available		Max. Total Points Avail.	Minimum Threshold	
	Staff	EAC		Staff	EAC & Staff
Public Facilities	800	200	1000	N/A	N/A
Senior/Community Centers	800	200	1000	N/A	N/A
Economic Development/ Downtown Revitalization	900	100	1000	600	700
Economic Development / Job Creation	800	200	1000	500	700
Public Parks	800	200	1000	N/A	
Post Disaster	NA – No Ranking Section				

- V. **Application Matrix:** This matrix is to assist with the timelines of submittals of different resolutions. Some information must be submitted with the application while other components may be submitted with the addendum and still others at contract. **This form does not have to be submitted. It is only for the applicant's reference.**

**XVI. APPLICATION MATRIX**

		With Application	With Addendum	Publish
1	Citizen Participation Plan	X		
2	First Public Hearing - held prior to submission of application.	Documentation of hearing is submitted.		X
3	Fair Housing Resolution *	X Adopt	X *	After Award

\* Adopt before submitting application for ED jobs, SR/CC and Post Disaster and before addendum for Public Facility and Downtown Revitalization. Must be published prior to contract execution.