**Chapter 4: Application Process**

The ICDBG 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.

1. Application and Addendum (Application) Submission:

Applicants must submit an ICDBG application as follows:

* one hard copy submitted to the Director of Commerce and
* one electronic copy to [ICDBG.Community@commerce.idaho.gov](mailto:ICDBG.Community@commerce.idaho.gov) (electronic copies can also be submitted utilizing a downloadable document)

Applications may be mailed, or hand delivered to Commerce. Mailed applications must be postmarked or dated by a commercial carrier no later than midnight of the announced application deadline. Hand delivered applications must reach Commerce by 5:00 pm (MST) of the deadline.

The electronic copy must be submitted to Commerce no later than midnight (MST) of the deadline. If certain appendices documents, such as a site plan or facilities plan, are too large to scan or download it is allowable to not include them in the electronic version.

1. Application Review, Ranking and Award Process:

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

* 1. 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.
  2. Commerce staff reviews qualified applications using the ranking system described in this handbook. They assign points to various project components.
  3. Commerce staff also meets with other funding agencies to look at project funding, viability and the applicant’s previous performance on prior CDBG projects.
  4. The two staff members ranking the application meet to discuss the application and come to a consensus regarding the project’s points.
  5. The ICDBG team meets again to look at all of the proposed projects and ensure comparability between similar projects.
  6. 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/>
  7. 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 ICDBG funds must attend the presentation.
  8. The EAC will invite the most competitive public facilities and downtown revitalization projects to submit an addendum as part of the two-stage process.
  9. After the addendum has been submitted, or after the presentation, the EAC makes its recommendation to the Governor.
  10. The Governor awards the projects.

1. Application Points:

Each application is worth 1,000 points. These points are a combination of staff ranking and 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.

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| --- | --- | --- | --- | --- | --- |
| 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 | | | | |