**Chapter 6: Public Facilities**

Instructions / Application

Public facilities grants are awarded to cities and counties to physically improve or construct new public facilities or public infrastructure or support affordable housing for low-to-moderate-income persons. The beneficiaries of these projects must be at least 51% low-and-moderate-income persons.

Listed below are the ranking criteria for public facilities projects. Some of the information required to rank the project may have already been addressed in the general application section (Chapter 5). The writer’s guide will indicate whether or not the information has already been addressed.

I. **Program Impact (300 points):** Comparison of funding requested, beneficiaries and match.

A. Percentage of Idaho Community Development Block Grant money in the total project (30/20/10/0 points): Projects with the lowest percentage of grant dollars in their project total will receive more points.

B. Percentage of Local Matching Funds compared to ICDBG grant funds (60/40/20/0 points): Projects with the highest percentage of local match will receive more points.

C. Grant dollars per person (50/30/15/0 points): Projects with the lowest amount of grant money per person will receive higher points.

D. Local matching funds per person (60/40/20/0 points): Projects with the highest amount of local match per person will receive higher points.

*Writer’s Guide – Information for the four criteria above is based on Chapter 5 – General Application,*

*budget sheet. Commerce will do the calculations.*

E. Eligible activity priority ranking (100 points): Identify which eligible activity or activities ICDBG funds are planned to be expended on.

|  |  |  |
| --- | --- | --- |
| Eligible Activity | PointsPossible | Mark if ICDBG will be spent on this activity |
| Administration Activities | 100 |[ ]
| Removal of Architectural Barriers | 100 |[ ]
| Public Facilities and Infrastructure Improvements | 100 |[ ]
| Engineering-Architectural | 100 |[ ]
| Acquisition of Real Property | 75 |[ ]
| Grants to Nonprofit Community Organizations (Housing)  | 75 |[ ]
| Housing Rehabilitation | 75 |[ ]
| Code Enforcement | 50 |[ ]
| Clearance and Demolition | 50 |[ ]
| Relocation Payments | 25 |[ ]
| Rental Income Payments | 0 |[ ]
| Public Services | 0 |[ ]
| Planning Activities | 0 |[ ]
| Grants to Nonprofit Community Organizations | 0 |[ ]

II. **LMI Need and Impact (240 points):** In the national objectives category, points are assigned based on the percentage of low-and-moderate-income individuals benefitting from the project. Information regarding how a project meets the national objective is available in Chapter 2 – Eligibility.

 **Note:** Additional scoring criteria will be utilized for fire station/truck or housing projects.

 A. **Low-and-Moderate-Income Percentage Points (100 points):** Points will be assigned according to the percentage of low-and-moderate-income persons that live within the project area.

 *Writer’s Guide – % of LMI persons is based on information addressed in Chapter 5 – General Application.*

 B. **Need (80/60/40/20 points):** Points will be assigned based on the narrative and documentation provided to substantiate the degree of need as defined below. In addition to describing the criticalness of the need, the narrative must address the regulation that is being violated and how the condition came about.

* Critical need (80 points): Critical need is defined as an existing, officially identified violation of federal or state health or safety regulations. If the community has critical need, the regulations being violated must be documented (i.e., compliance order, consent order, or notice of violation—with exception of violation related to the failure to report or fire flow issues).
* Moderate need (60 points): Moderate need is an officially identified problem related to health and safety regulations, but the community is not in violation of any regulation (i.e., notice of violation, warning letter, not meeting fire flows).
* Potential need (40 points): In order to be considered a potential need, a community must illustrate that the current situation would become a violation if it is left uncorrected.
* Community need (20 points): Community need is a general improvement not related to health and safety, but is a major improvement in community services and infrastructure.

*Writer’s Guide – Provide 1/3 page narrative below and attach documentation in appendices.*

 **Project Need**

 Narrative Response: Click or tap here to enter text.

 C. **Impact**: **(60/40/20/0 points):** Answer the following question.

 What will be the project’s permanent impacts and benefits to the community or residents? (reasonable rates, reliable infrastructure, meeting a compliance or consent order, energy conservation, and effective use of CDBG funds, etc.)

 *Writer’s Guide – Provide narrative below.*

 **Project Impact**

 Narrative Response: Click or tap here to enter text.

**Fire Station or Fire Truck Projects Only: In addition to the information provided in B, these projects must also address the criteria listed below:**

A. **Fire Station/Truck Need: (80 points):**

* + - * + Fire Code or NFPA (National Fire Protection Association) Standards (50 points): Identify and document the state fire code or NFPA Standards that are not currently being met and how the proposed project will comply with those standards.

Response: Click or tap here to enter text.

* + - * + Maintenance and personnel training (15 points): Describe and document that equipment and facility maintenance and personnel training have been conducted.

Response: Click or tap here to enter text.

* + - * + Fire Incident Reporting System (15 points): Describe and document that the community participated in the Fire Incident Reporting System to the State Fire Marshal’s office.

*Writer’s Guide – Provide narrative below and attach documentation*.

Narrative Response: Click or tap here to enter text.

B. **Fire Station/Truck Impact: (60 points):**

 1. How will the proposed project affect emergency response times, recruitment of volunteers and the district’s/community’s fire insurance rating?

 *Writer’s Guide – Provide narrative below and attach documentation.*

 Narrative Response: Click or tap here to enter text.

**Housing Related Projects Only:**

A. **Housing** **Need (80 points):** An applicant must develop a housing market study. The market study requirements are outlined in Idaho Housing and Finance Association’s (IHFA) HOME Program Administrative Plan.

B. **Housing** **Impact (60 points):** Applicants will be required to submit Management Plan and an Affirmative Marketing Plan. Both plans should be similar to what is required for IHFA’s HOME Program. Additional points will be added if onsite daycare is provided at the housing complex.

 *Writer’s Guide - Attach Housing Needs Assessment and Housing Management Plan.*

III. **Project Categories (260 points):** This section examines preparedness of a community to undertake the proposed project. There must be documentation that the appropriate personnel, planning, site review, agency viability, site control, funding commitments, and cost estimates to initiate and complete the project are identified and completed.

 A. **Planning, previous actions and schedule (220 points):** Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project. The more complete the categories and project components will earn the application more points.

 **1. Design Professional (20 points):** To receive points the applicant must have issued a request for proposals and completed the design professional selection process using ICDBG procurement requirements as described in the most recent grant administration manual. A copy of the

* request for proposals
* solicitation process, and
* completed summary evaluation rating sheet must be submitted to receive full points.

 **Note**: Even if local dollars are used to pay for these services, the ICDBG procurement process must be followed to receive points.

 *Writer’s Guide – Attach documentation in appendices.*

**2. Grant Administration (20 points):** To receive points the applicant must have issued a request for proposals and completed the grant writing and administrator selection process using ICDBG procurement requirements as described in the most recent grant administration manual. A copy of the

* request for proposals
* solicitation process, and
* completed summary evaluation rating sheet must be submitted in order to receive full points.

 **Note**: Even if local dollars are used to pay for these services, the ICDBG procurement process must be followed to receive points.

 *Writer’s Guide – Attach documentation in appendices.*

 3. **Plans and studies (30 points):** The applicant must complete a preliminary engineering report, facility plan study, preliminary architectural report, or transportation study of the system, building, or facility. The report or study should be completed by a design or public works professional.

 The plan or study should address some if not all of the following:

 **Note**: The length and depth of plan and study should be related to project complexity, scale, and size.

 **Plans and Studies**

 Project Planning

* Location
* Environmental Resources Present
* Population Trends
* Community Engagement

 Existing Facilities

* Location Map
* History
* Condition of Existing Facilities
* Financial Status of Existing Facilities
* Water, Energy
* Waste Audits

 Need of Project

* Health, Sanitation and Security
* Aging Infrastructure
* Reasonable Growth
* Compliance with state and federal regulations

 Alternative Considered

* Description
* Design Criteria
* Map, Environmental Impacts
* Sustainability Consideration (energy efficiency and green infrastructure)
* Land Requirements
* Potential Construction Problems
* Site plan/schematics
* Cost Estimates

 Selection of an Alternative

* Life Cycle Cost Analysis
* Non-Monetary Factors

 Proposed Project (Recommended Alternative)

* Preliminary Project Design
* Project Schedule
* Annual Operating Budget (Income, Annual O&M Costs, Debt Repayments, Reserves)
* Sustainability Considerations
* Total Project Cost
* Permit Requirements
* Conclusions and Recommendations
* Organizational and staffing requirements
* Financing options

 *Writer’s Guide – Attach executive summary of plan or study. If under 20 pages, attach complete plan or study.*

a. Identify the review status of the facilities plan or study by the applicable regulatory agency and applicable funding agency (such as DEQ, USDA- RD or ITD).

 [ ] Currently Underway

 [ ] Completed but not approved

 [ ] Completed and approved

 b. If an environmental review is required, what is the status?

 [ ] Currently Underway

 [ ] Completed

 *Writer’s Guide – Attach documentation.*

4. **Project Site – Field Notes Review (10 points):** Maximum points will be awarded if the applicant has completed the field notes review.

 *Writer’s Guide - Complete Project Site – Field Notes Review located in Chapter 5 – General Application.*

5. **Agency viability (35 points):**

 For water and sewer projects:

 a. Utility rate reviewed by one of the following – the RCAC, or the Idaho Rural Water Association—OR—an analysis or pro-forma from the lending agency, such as USDA-RD, DEQ, or bank—OR—rate review that was completed as part of the facilities plan or preliminary engineering report.

 *Writer’s Guide - Attach review, underwriting document, or pro-forma in appendices.*

 b. Completion of ICDBG financial profile worksheet – located in Chapter 5 – General Application.

 For health care, housing, fire/EMT or other projects, the applicant’s or sub-recipient’s viability will be based on having the following components:

 a. Completion of the grant financial profile worksheet – located in Chapter 5 – General Application.

 b. Description of the applicant governing structure and purpose, list of board members, agency by laws, audited financial, and annual report.

 c. Stable funding sources and positive cash flow.

 *Writer’s Guide – Provide narrative below and attach documentation in appendices.*

Narrative Response:

Click or tap here to enter text.

6. **Property acquisition (30 points):**

 Points are based on, if the applicant or sub-recipient has ownership of the property including easements or rights-of-way permits or has an option to purchase pending completion of environmental release.

 If property, including land, building, rights-of-way and easements is not secured but is identified on a plat map, 5 points will be awarded.

 *Writer’s Guide – This information should have been completed in Chapter 5 – General Application.*

7. **Funding commitments (45 points):** Full points will be awarded if 100 percent of match funds are committed to the project. A commitment letter must be provided in the appendix. A support letter does not qualify as a commitment. If local match is a bond, provide documentation that the bond has passed.

 *Writer’s Guide – Attach funding commitment letters and bond documentation if applicable in appendices.*

8. **Schedule (5 points):** Points will be awarded based on the project schedule completed in the general application.

 *Writer’s Guide – Complete Project Schedule located in Chapter 5 – General Application.*

9. **Administrative capacity (25 points):** Points will be awarded based on:

 a. Capacity to manage (5 points)

 *Writer’s Guide – Administrative Capacity will be based upon information provided in Chapter 5 – General Application.*

b.Has the applicant completed a Section 504 Americans with Disabilities Act Self- Assessment and Transition Plan? (5 points) [ ] Yes [ ] No

 **Note**: Applicants may be required to submit the self-assessment, the transition plan and the name of the ADA coordinator to certify which elements have been completed.

 a. Affirmatively Furthering Fair Housing (15 points)

 *Writer’s Guide – Complete the Fair Housing questions in Chapter 5 – General Application.*

10. **Cost analysis (40 points):** The detailed cost analysis questions should be answered and the Design Professional cost estimate should be included in the appendices—dated no more than four (4) weeks prior to the application submission date.

 *Writer’s Guide – Cost analysis and cost estimate should have been completed in Chapter 5 – General Application.*