

What Every Good CDBG Housing and Public Facility Application Should Have

Affordable Housing:

- Non-Profit Articles of Agreement and By-Laws
- Needs Analysis: Bedroom sizes, Availability of Units on the Market (MLS), Market Rents
- Proforma Analysis
- Firm letters of commitment from other sources of financing
- Income survey of occupied units selected for acquisition

Housing Rehabilitation:

- Income survey of designated target area
- Interior and exterior inspections of 10% of the housing stock in the target area
- Program design

Public Facilities - Water and Sewer:

- Income survey of designated service area
- DES Determination - Letter requiring the correction of sited violations or deficiencies
- One Percent Rule Calculation
- Cost estimates determined by Preliminary Engineering
- Commitment to maintain the improvements

Public Facilities - Public Property

- Income survey of designated target area
- Cost estimates determined as a result of Preliminary Engineering
- Firm letter of commitment, which authorizes matching funds (1:1 matching requirement)

Public Facilities - Public Services

- Clear identification of user group
- Income survey of user group's client base
- 20-year lease agreement with user groups
- Service Provider's Operating Budget