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| **CDBG-DR COMPLIANCE ASSURANCES & CERTIFICATIONS**  |

Please refer to the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/) (GAM) for sample/template forms and policies. Numbers and letters indicate the Chapter under which the document is located. Links to these forms are also located throughout the remainder of this document.

Documents listed below are necessary to have on file for both the UGLG and the CDBG-DR Specialist. See instructions for required steps and associated guidance on completing the items. Contact CDBG-DR Specialist to schedule technical assistance as needed.

Indicate the status on the compliance items listed below. If an item is unable to be addressed at this time or is scheduled to be addressed at a later time indicate as such in the field space under ‘Status’ in the table below. Scroll down to review compliance instructions, or hover over the document name in the table and ‘Ctrl+Click’, you will be taken to the appropriate compliance instructions.

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| **Required Compliance** | **Status** |
| [Citizen Participation Plan](#Citizen) |       |
| [Publication Affidavit and Public Hearing with Meeting Minutes](#PubAffa_Hearing) |       |
| [CDBG-DR Authorizing Resolution](#Resolution) |       |
| [NEPA Environmental Review](#NEPA) |       |
| [Community Development Narrative](#CommunityDevelopNarra) |       |
| [UGLG Procurement Procedure](#Procure) |       |
| [SIGMA Vendor Self-Service (VSS) System](#_SIGMA_Vendor_Self-Service) |       |
| Certified Grant Administrator | [Request for Proposals Certified Grant Administrative Services](#RFP)  |       |
|  | [Procurement Process for Selection of a Certified Grant Administrator](#CGAprocurement) |       |
|  | [CGA Management Plan](#CGAprocurement) |       |
| [Additional Compliance:](#AdditionalCompliance)       |       |
| [Additional Compliance:](#AdditionalCompliance)       |       |

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| **ASSURANCES AND CERTIFICATIONS** |

Please refer to the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/) (GAM) for sample/template forms and policies. Numbers and letters indicate the Chapter under which the document is located. Links to these forms are also located throughout the remainder of this document.

Documents listed below must be adopted as a contingency to enter into grant agreement or may be a contingency to close-out a completed grant. See instructions on what the below plans/policies must contain, at a minimum, by the Department of Housing and Urban Development (HUD).

Indicate the status on the compliance items listed below. If an item is unable to be addressed at this time or is scheduled to be addressed at a later time indicate as such in the field space under ‘Status’ in the table below. Scroll down to review compliance instructions, or hover over the document name in the table and ‘Ctrl+Click’, you will be taken to the appropriate compliance instructions.

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| **Required Compliance** | **Status** |
| [Section 3 Policy](#Sec3)  |       |
| [Residential Anti-Displacement and Relocation Assistance Plan](#RARAP) |       |
| [Fair Housing Ordinance &](#FairHousing)[Housing Discrimination Complaints](#FairHousing) |       |
| [Section 504 Accessibility Self-Certification](#Sec504) |       |
| [Grievance Procedure](#Grievance) |       |
| [Non-Discrimination on Basis of Handicap](#NonDisonDisability) |       |
| [UGLG Excessive Force Policy](#ExcessiveForce) |       |

**Certification by the Applicant UGLG**

The Applicant UGLG states that the person identified in the Authorizing Resolution certifies the following:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
	1. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
	2. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
	3. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
	4. made the proposed application available to the public;
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or to meet other community development disaster recovery unmet and/or resilience needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs (see [Action Plan](https://www.miplace.org/programs/community-development-block-grant/disaster-relief/#:~:text=The%20Michigan%20Economic%20Development%20Corporation%20%28MEDC%29%20must%20complete,MEDC%20will%20submit%20an%20Action%20Plan%20to%20HUD.) for more information);
5. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;
9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

**Statement of Assurances**

The Applicant UGLG states that the person identified in the Authorizing Resolution assures the following:

1. Compliance with financial management and audit requirements in Chapter 8 of the GAM, 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statues and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
7. Compliance with CDBG-DR laws, rules, regulations and requirements.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Providing a signature on this page, with all applicable field boxes being completed and all information being reviewed, assures the following:

1. There are no changes to the previously submitted intake and application materials that would change the scope, budget, timeline or beneficiaries of grant funds; and
2. Required compliance, plans, policies, assurances and certifications as outlined in this document have been reviewed and accounted for, and any applicable and requested documents will be available upon request during grant monitoring; and
3. The UGLG agrees to adhere to HUD, CDBG-DR and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. The UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration; and
4. Submitting a signed Compliance – Due Diligence List is finalizing the CDBG-DR Application

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| Name:      Title:      Date:       | Signature: |

The person authorized through resolution, or the highest elected official, may sign assuring all aforementioned documents under CDBG-DR Compliance have been accounted for, either by completion or by notifying the CDBG-DR Specialist of missing items, which will be addressed if appropriate as contingencies in the grant process.

CDBG-DR Compliance Instructions

**Citizen Participation Plan (24 CFR Part 570.486 (a))**

Many items may be included in Public Participation Plans worked on with our Redevelopment Ready Team. Below are CDBG-DR’s required items that must be included to satisfy citizen participation plan requirements as seen in 24 CFR Part 570.486 (a). Adopted plans may vary dependent on the municipality, but the following must be included at a minimum:

1. Providing and encouraging citizen participation, particularly participation by lower income persons who are residents of slum and blight areas in which funds are proposed to be used. Citizens must be made aware of where they may submit their views and proposals should they be unable to attend the public hearing.
2. Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG-DR funds.
3. Furnish citizens information, including but not limited to:
	1. The amount of CDBG-DR funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
	2. The range of activities that may be undertaken with the CDBG-DR funds;
	3. The estimated amount of the CDBG-DR funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
	4. The proposed CDBG-DR activities likely to result in displacement and the unit of general local government’s anti-displacement and relocation plans required under §570.488.
4. Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to such groups;
5. Provide for a minimum of two public hearings, each at a different stage of the project [Prior to MSF approval and near the grant term end], for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State [MSF approval]. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate [If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in the non-English language must be available at the public hearing];
6. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State.
7. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

Other Applicable Requirements regarding Citizen Participation Plans:

* All citizen complaints relative to Fair Housing/Equal Opportunity violations involving discrimination must be forwarded to the Michigan Department of Civil Rights [Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202] for disposition. The complainant must be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Michigan Department of Civil Rights. Citizens must be made aware that they can forward a complaint alleging discrimination directly to the Michigan Department of Civil Rights [Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202]

**Publication Affidavit and Public Hearing with Meeting Minutes**

Notice for public hearings, which must be substantiated with a publication affidavit, will show that five (5) calendar days minimum notice was provided to citizens, and that the notice was published in a local or applicable newspaper, a sample of a Public Hearing Notice can be found here, [Form 11-A](https://www.miplace.org/4a26e2/globalassets/documents/cdbg/gam/chapter-11/forms/11-a-notice-of-public-hearing-sample.docx). Begin counting day one (1) on the day following the notice. The following items must be included in the first public notice:

* The amount of funds available for proposed project.
* The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit LMI persons.
* The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities, [if applicable].
* If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG-DR programs funded by the State.

Written minutes of hearings and an attendance roster must be submitted to the Program Specialist and kept for review by State officials. Nothing in these requirements shall be construed to restrict the responsibility and authority of the applicant for the development of the application.

A second public hearing, known as a performance hearing, must be conducted prior to grant close-out, but after major construction is completed. All requirements for hearing notice and conduct applies to the performance hearing, a sample of a Closeout Public Hearing Notice can be found here, [Form 11-A1](https://www.miplace.org/4a26f4/globalassets/documents/cdbg/gam/chapter-11/forms/11-a1-notice-of-closeout-public-hearing-sample).

Applicants must submit proof of notice in the form of an affidavit or a copy of the newspaper page showing the publication date and each public notice with the application.

Additional information on this topic can be viewed in Chapter 11 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**CDBG-DR Authorizing Resolution**

By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, the ability to sign grant documents can be delegated to another official (elected or hired). The Authorizing Resolution should be completed prior to signing grant related documents but is often in tandem with the public hearing for the overview of the proposed project, a template of an authorizing resolution can be made available by the CDBG-DR Specialist upon request.

An adopted CDBG-DR Authorizing Resolution will at a minimum contain the following:

1. Identification of the proposed project.
2. Identification of the funding request and the commitment of the UGLG’s matching funds if applicable.
3. Statement that the proposed project is consistent with the UGLG’s community development plan as described in the Application.
4. Statement that at least 51% of the beneficiaries of the proposed project will be low- and moderate-income persons; **OR**

Statement that the proposed project will address an urgent need because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs (see [Action Plan](https://www.miplace.org/programs/community-development-block-grant/disaster-relief/#:~:text=The%20Michigan%20Economic%20Development%20Corporation%20%28MEDC%29%20must%20complete,MEDC%20will%20submit%20an%20Action%20Plan%20to%20HUD.) for more information).

1. Statement that no project costs (CDBG-DR and non-CDBG-DR) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG-DR Project Manager.
2. Local authorization to submit the Michigan CDBG-DR Application.
3. Identification, by name and title, of the person authorized to sign the Application and all attachments.
4. Identification, by name and title, of the person authorized to sign the Grant Agreement and all amendments.
5. Identification, by name and title, of the person authorized to sign Payment Requests.

At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review the NEPA Environmental Review instructions below.

**NEPA Environmental Review (24 CFR Part 58)**

The purpose of NEPA is to protect and enhance our environment by mitigating the environmental impacts of federally assisted projects. The requirements of NEPA apply to the **entire project** and include project activities funded with CDBG-DR funds and activities funded by other sources such as private or other public funds.

Neither an UGLG nor any participant in the grant process may commit CDBG-DR or non-CDBG-DR funds, including private and other public funds, until the environmental review is completed, and a release of funds is granted. If an UGLG commits funds to a project before the appropriate environmental review is completed, they risk losing their grant and incurring other Federal penalties. Commitment or spending of funds, referred to as “choice limiting actions”, includes execution of a legally binding agreement for property acquisition, demolition, rehabilitation, conversion, repair, or construction pertaining to a specific site. Always refer to the CDBG-DR Specialist to seek authorization to incur costs; some activities may be exempted from environmental review but can only be done through an exemption process authorized by the CDBG-DR Specialist.

Many CDBG-DR grantee activities will require state, or local approvals or permits through relevant state or local laws. Applicants are encouraged to contact the relevant state or local agency regarding environmental regulatory permits or approvals.

The environmental review process should begin as soon as a recipient determines the projected use of HUD assistance. Many UGLG’s utilize the services of a certified Grant Administrator or third-party environmental firm to complete, in compliance, the NEPA Environmental Review. There are five (5) levels of environmental review, as follows;

1. [Exempt activities](https://www.miplace.org/4a25b3/globalassets/documents/cdbg/gam/chapter-05/forms/1-exempt-project-packet/05-b-finding-of-exempt-activity)
2. [Categorical exclusion not subject to §58.5](https://www.miplace.org/4a25d1/globalassets/documents/cdbg/gam/chapter-05/forms/2-censt-project-packet/05-c-finding-of-categorical-exclusion-not-subject-to-58.5-09.2013.docx)
3. [Categorical exclusion subject to §58.5](https://www.miplace.org/4a25e5/globalassets/documents/cdbg/gam/chapter-05/forms/3-cest-project-packet/05-d-finding-of-categorical-exclusion-subject-to-58.5.docx)

4. [Environmental assessment](https://www.miplace.org/4a2627/globalassets/documents/cdbg/gam/chapter-05/forms/4-ea-project-packet/05-h-environmental-assessment)

5. Environmental impact statement

* + Projects determined to need an impact statement may need to utilize the assistance of an environmental firm.

An important aspect of the Environmental Review process is developing a meaningful project description; a requirement regardless of the level of environmental review. **Using your application project narrative/description, build upon that to fulfill NEPA’s Environmental Review project description requirements, which at a minimum contain the following**:

* + Location: Describe so that community members can locate (i.e. street address)
	+ Purpose and Need: Describe what is being done and why it is necessary, trends in absence of action
	+ Type of Environmental Review: Individual (geographically-aggregated) versus tiered (functionally-aggregated); Is this a single location, or more than one location/property in the proposed project
	+ Project beneficiaries: Who benefits from the project; consider the National Objective being met by the proposed project
	+ Description: Provide complete details about the project and what will be done
	+ All funding sources
	+ All development partners

The UGLG must also designate a Certifying Officer (CO), otherwise known as the responsible official, to ensure compliance with NEPA Environmental Review and related provisions in 24 CFR Part 58. This person is the chief elected official, chief executive official, or an official designated by formal resolution of the governing body. The CO has the authority to assume legal responsibility for certifying that all environmental requirements have been followed, is authorized to certify the Request for Release of Funds and to represent the UGLG in federal court. This responsibility cannot be provided to a grant administrator or consultant.

If there are activities that the UGLG or private entity need to engage prior to the completion of the environmental review process, you will need to seek written authorization from the CDBG-DR Specialist.

Additional information on this topic can be viewed in Chapter 5 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Community Development Narrative (24 CFR 91.325 (3))**

The UGLG will need to provide a description of its community development and housing needs, including the needs of the low-income and moderate-income families, and the activities to be undertaken to meet these needs. The UGLG may refer to any locally adopted plans to respond to prompts in the attachment. Do not provide a copy of the locally adopted plan. Fill out the accompanying document titled ‘Community Development Narrative’.

**UGLG Procurement Procedure (24 CFR Part 570.489 (g))**

This procedure must be written and adopted prior to securing any contract services with CDBG-DR funding. The procurement policy must meet all the requirements contained in 2 CFR 200.317. If a procurement policy is already in place, the UGLG must determine whether it includes all federal requirements and be based on full and open competition. Cost plus a percentage of cost and percentage of construction costs methods of contracting shall not be used. The policies and procedures shall also include standards of conduct governing employees engaged in the award or administration of contracts. (Other conflicts of interest are covered by § 570.489(h). If the policy does not contain all federal requirements (and the UGLG intends to use CDBG-DR funds to secure such services), the policy must be amended accordingly. A Sample of a Procurement Procedure can be found here, [Sample Form 4-A](https://www.miplace.org/4a24e5/globalassets/documents/cdbg/gam/chapter-04/forms/04-a-procurement-policy-sample).

Additional information on this topic can be viewed in Chapter 4 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

# **[SIGMA](#Procure) Vendor Self-Service (VSS) System**

It is a requirement that in order to receive grant funds, that applicants obtain clearance for Electronic Fund Transfers (EFT). In order to enter into a grant agreement, a completed Sigma Vendor Confirmation Form must be submitted to the CDBG-DR Program Specialist.

**Certified Grant Administrator**

***Request for Proposals Certified Grant Administrative (CGA) Services***

If the UGLG has determined that the use of Grant Administrative services will be utilized for the grant process, and intends to have MEDC pay for administrative services, the UGLG will need to complete the Request for Proposals, [Sample Form 4-F](https://www.miplace.org/4a2505/globalassets/documents/cdbg/gam/chapter-04/forms/04-f-rfp-for-administrative-consultant-sample). This template it intended to be customized to identify areas in which the UGLG will want assistance with. After editing the form, the CDBG-DR Specialist will review to ensure that all compliance needs, as identified, have been included. The Specialist will also review for where proposals can be sent and on what date the proposals will be reviewed. The MEDC requires a standard 15 day posting period for CGA’s to review and submit. However, if the UGLG will be seeking and paying for administrative services outside of the CGA’s paid for by MEDC, then UGLG will need to follow their locally adopted procurement policy.

***Procurement Process and Instructions***

For a more in-depth explanation of the procurement process and the request for proposal instructions, refer to [Form 14-A](https://www.miplace.org/4a21b2/globalassets/documents/cdbg/gam/chapter-14/forms/14-a-procurement-process-for-selection-a-certified-grant-administrator). For a list of MEDC trained CGA’s view the [Administrators List by Region 14-C](https://www.miplace.org/4a2791/globalassets/documents/cdbg/gam/chapter-14/forms/14-c-certified-administrators-list-by-region).

If using administrative services with non-UGLG employees, regardless if using a third-party or MEDC trained CGA’s, the UGLG will need to utilize a [Certified Grant Administrator Management Plan, 14-B](https://www.miplace.org/4a2775/globalassets/documents/cdbg/gam/chapter-14/forms/14-b-certified-grant-administrator-management-plan).

If the UGLG will need the assistance of a Certified Grant Administrator prior to the completion of the environmental review, the UGLG will need to seek written authorization from the CDBG-DR Specialist for this activity. In order to obtain written authorization for administrative services, the UGLG will need to complete three (3) forms: Level of Environmental Review ([Form 5-A](https://www.miplace.org/4a25c5/globalassets/documents/cdbg/gam/chapter-05/forms/1-exempt-project-packet/05-a-determination-of-level-of-environmental-review)), Finding of Exempt Activity ([Form 5-B](https://www.miplace.org/4a25b3/globalassets/documents/cdbg/gam/chapter-05/forms/1-exempt-project-packet/05-b-finding-of-exempt-activity)) and Exemption Activities Determination Letter ([Sample 5-E](https://www.miplace.org/4a25c8/globalassets/documents/cdbg/gam/chapter-05/forms/1-exempt-project-packet/05-e-exemption-activities-determination-letter-sample)). When completing the forms, ensure that the project description is thorough as described under the NEPA Environmental Review section. Additionally, ensure that the activities you are selecting on the ‘Finding of Exempt Activity’ is the same as what you are requesting exemption for in the ‘Exemption Activities Determination Letter’.

Additional information on this topic can be viewed in Chapter 14 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Section 3 Policy (24 CFR Part 135)**

UGLG’s are responsible for engaging Section 3 designated residents and businesses and being in compliance with 24 CFR Part 135. An overview of this comprehensive requirement in [CDBG-DR Advisory Section 3 Compliance 9-C1](https://www.miplace.org/4a2582/globalassets/documents/cdbg/gam/chapter-09/forms/09-c1-section-3-packet). It is expected that to the greatest extent feasible that the UGLG make more than normal efforts to recruit, target and provide opportunities to Section 3 residents and businesses. This requirement applies to grants exceeding $200,000 and applies to construction contracts that receive awards in excess of $100,000. A Sample of a Section 3 Policy can be in Chapter 9 – Fair Housing and Equal Opportunity, [Sample 9-B](https://www.miplace.org/4a2568/globalassets/documents/cdbg/gam/chapter-09/forms/09-b-section-3-policy-sample). A Section 3 Plan for General Contractors can also be found in [Sample 9-B1](https://www.miplace.org/4a257a/globalassets/documents/cdbg/gam/chapter-09/forms/09-b1-section-3-plan-for-general-contractor), and for Subcontractors, [Sample 9-B2](https://www.miplace.org/4a2589/globalassets/documents/cdbg/gam/chapter-09/forms/09-b2-section-3-plan-for-subcontractors).

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Residential Anti-Displacement and Relocation Assistance Plan (RARAP) (24 CFR 42.325)**

If residential occupants are present, whether relocation is part of the project or not, the UGLG will need to formally adopt a local RARAP Plan, [Sample 7-A](https://www.miplace.org/4a2785/globalassets/documents/cdbg/gam/chapter-07/forms/1-plans/07-a--residential-anti-displacement-and-relocation-plan). This is key to ensuring residential occupants will have an established process to refer to in the event relocation occurs, temporary or permanent, as a result of project activities.

Additional information on this topic can be viewed in Chapter 7 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Fair Housing Resolution/Ordinance (24 CFR Part 570.487)**

UGLG’s are required to certify that it will Affirmatively Further Fair Housing, which can be accomplished several ways, a common effort being to pass a Fair Housing Ordinance. A Sample of a Fair Housing Resolution/Ordinance can be found here, [Form 9-E](https://www.miplace.org/4a25a6/globalassets/documents/cdbg/gam/chapter-09/forms/09-e-fair-housing-ordinance-sample). There are additional ways in which an UGLG can show it is taking meaningful measure to Affirmatively Further Fair Housing, which can be viewed in [Chapter 9, page 6 of the GAM](https://www.miplace.org/4a25f6/globalassets/documents/cdbg/gam/chapter-09/reading/09-fair-housing-and-equal-opportunity).

Further, the UGLG is required to have a Housing Discrimination Complaint process, [Sample 9-F](https://www.miplace.org/4a25c5/globalassets/documents/cdbg/gam/chapter-09/forms/09-f-housing-discrimination-complaints-sample), in which complaints are processed and forwarded to the appropriate enforcement entity. It is a best practice to have a UGLG staff person responsible for housing complaints and keeping record of where complaints are referred to.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Section 504 Accessibility Self-Certification (24 CFR 8)**

Section 504 provides rights to persons with disabilities in HUD-funded programs and activities. The UGLG is required to complete a Section 504 Accessibility Self-Certification, [Form 9-G](https://www.miplace.org/4a25b6/globalassets/documents/cdbg/gam/chapter-09/forms/09-g-section-504-self-evaluation), and keep and make available upon citizen request the self-certification.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Grievance Procedure (29 US 79 (e))**

A grievance procedure must be formally adopted by the UGLG, allowing all persons to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the UGLG. The procedure will at a minimum meet the following outlined in the Grievance Procedure [Sample 9-I](https://www.miplace.org/4a25c7/globalassets/documents/cdbg/gam/chapter-09/forms/09-i-grievance-procedure-sample).

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**Non-Discrimination on Basis of Handicap (45 CFR 1232.9)**

The UGLG must have an adopted and implemented policy addressing Non-Discrimination on Basis of Handicap [Disabilities] in their hiring practices or employment practices, as seen in [Sample 9-J](https://www.miplace.org/4a25bd/globalassets/documents/cdbg/gam/chapter-09/forms/09-j-non-discrimination-on-basis-of-handicap-sample). The policy should outline that no qualified handicapped [disabled] person shall, on the basis of disability, be subjected to discrimination in employment or volunteer service under any program or activity that receives federal financial assistance. Relationships with employment and referral agencies, with labor unions, with organizations providing or administering fringe benefits to employees of the recipient, and with organizations providing training and apprenticeships are also subject to the non-discrimination policy adopted by the UGLG.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).

**UGLG Excessive Force Policy (24 CFR 91.325 (6))**

The UGLG must adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engage in non-violent civil rights demonstrations. Additionally, the policy will address the enforcement of applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction, an example of such policy is available, [Sample 9-K](https://www.miplace.org/4a25d1/globalassets/documents/cdbg/gam/chapter-09/forms/09-k-excessive-force-policy-sample).

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/).