Certified Grant Administrator Training
June 16-18, 2020
This is an exciting time to be a CDBG Certified Grant Administrator!
What are the benefits of a CGA?

Well trained administrators help everyone!

- Local units of government
- CDBG Specialists
Training Objectives

Provide an overview of Federal and State statutory and regulatory requirement updates, which grant administrators need to know to carryout their responsibilities to assist the CDBG Program Specialist and the local units of government.

Provide grant administrators with the knowledge to assist CDBG Specialist/Community in the successful implementation and completion of their projects.

Strengthen partnership relations between State CDBG program, local community, and grant administrators.
Good Luck!

• Remember to ask questions.
• Take notes
• Be patient
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG Background

➢ Funding Source
  • Under the Housing and Community Development Act of 1974, HUD allocates CDBG funding to the State, through the MSF

  • Funding directly to State for distribution to the community is referred to as the Small Cities Program (Non-Entitlement)

➢ Funding Cycle
  • Program Year for Michigan is July 1- June 30
Entitlement Program VS Non-Entitlement Communities

- **Entitlement Program** is HUD Funding directly to Counties or Cities for distribution according to their Consolidated Plan.

- **Non-Entitlement Communities** are small cities, townships, and villages of less than 50,000 in population, and non-urban counties generally eligible to apply for grants under the Michigan CDBG Program.
Ineligible Entitlement Counties

The following Michigan counties are not eligible to directly apply or directly receive Michigan CDBG funds:

- Genesee County
- Kent County
- Macomb County
- Oakland County
- Wayne County
- Washtenaw County
Ineligible Entitlement Cities

The following Michigan cities are not eligible to directly apply or directly receive Michigan CDBG funds:

- Battle Creek
- Bay City
- Benton Harbor
- East Lansing
- Holland
- Jackson
- Kalamazoo
- Lansing
- Midland
- Monroe
- Muskegon
- Muskegon Heights
- Niles
- Norton Shores
- Portage
- Port Huron
- Saginaw
CDBG Program Design

Consolidated Plan
- 5 Year Plan to Collect Data on Needs
- Establish Goals, Outcomes, and Accomplishments

Action Plan
- 1 Year Plan
- Establishes Goals, Priorities, and Methods of Distributions

Funding Guide
- Most Specific
- Breakdown of Eligible Activities and National Objectives

Assessment of State UGLG needs
- Working with Strategy & Policy Dept.
- Regional Outreach to local units of government (Citizen Participation)
Allocation from HUD

CDBG State Program Year 2019:

$33,892,168 from HUD - Minus Administrative & Technical Assistance (program)

$32,000,000 to budget for MEDC:

- Business Development $ 8 million
- Community Development $10 million
- Funding Round $10 million
- MEDC Special Projects $ 4 million
CDBG Small Cities Eligibility (State Program)

Eligible Projects

- Must meet a National Objective
- Must have Eligible Activities
Meeting a National Objective

70% of State CDBG Program Allocation funds LMI Benefit

Slide: 15
National Objectives cont.

- **Elimination of Slum/Blight**
  - **Area Blight:** Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions which contributed to the deterioration of the area.

  - **Spot Blight:** The activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area
    - Historic Preservation

- **Urgent Need** – to address conditions that pose a serious and immediate threat to the health or welfare of community (declared disaster by President, Governor) The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months)
  - The Grantee is unable to finance the activity on its own
  - Other
  - sources of funding are not available
Funding Guide

CDBG Customers:

- Business Development
- Community Development
- CDBG Loan – Fund Managers
- MEDC – “Other”
Funding Platform Overview

The MEDC has identified the following CDBG-funded projects consistent with Section 105(a) of Title I of the HCDA (Housing and Community Development Act) and to provide guidance and assistance for CDBG Program Year 2019.

- Building Rehabilitation
- CDBG Loan Program
- Direct Assistance to Business
- Façade Improvements
- Public Facilities
- Rental Rehabilitation
- Public Improvements (Public Infrastructure)
- Unique/Innovative
Application Process

Application for a grant is a multiple step process that may take between 3-12 months, depending on the complexity of a project.

Applications are generally received on an ongoing basis but may include competitive grant rounds for certain activities. In either case, the application process remains the same.

Once a project is identified and reviewed by MEDC leadership the UGLG works with MEDC staff to perform the following steps:
Application Process

1. Project Identification and Intake
2. Application
3. Offer Letter/Letter of Interest
4. Procurement of a Certified Grant Administrator if applicable
5. CDBG Compliance (Environmental Review, Lead and Asbestos Inspection, Citizen Participation)
6. Underwriting and Financial Review
7. Complete Project Engineering
8. Construction Bids, if applicable
9. Term Sheet, if applicable
10. Recommendation by the MEDC to MSF
11. Grant Agreement
12. Grant Administration and Funding (Davis Bacon Review)
13. Grant Monitoring and Closeout
Citizen Participation

Primary goal:
To provide citizens, especially low- and moderate-income citizens, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the CDBG-funded project within the community impacted.

Public Hearing:
Provide for a minimum of two public hearings at different stages of the program:
• One must be held during application stage
• Reasonable notice provided; minimum 5 calendar days
• Accessible location and/or provide reasonable accommodation
• See Notice of Public Hearing (11-A) and Notice of Closeout Public Hearing (11-A1) for sample public hearing notices
Citizen Participation

Refer to Chapter 11 – Citizen Participation for more information including:

• Local Government Requirements
• Public Hearing Requirements and accommodations
• Citizen Participation Plan
• Disclosures
• Required Certifications (Plans & Policies)
Questions?

Type questions into instant messenger on skype or email clappm1@michigan.org
Contact Information

Chris Whitz
Director, CDBG Program
whitzc@michigan.org

Greg West
Program Manager, CDBG Program
westg2@michigan.org
Chapter 14 Certified Grant Administrator
Certified Grant Administrator – Overview

• Community Development Block Grant (CDBG) funds may be available to assist the Unit of General Local Government (UGLG) with the management of its CDBG Grant Agreement.

• UGLG’s must have a CGA on staff or procure a CGA consultant to utilize MEDC funding.
  
  o UGLG’s may request with approval of the Program Specialist and Director to opt out of using a CGA for CDBG grant projects.
Certified Grant Administrator – Overview (cont.)

- UGLG and Program Specialist will identify compliance on CDBG projects to determine the need of a CGA for areas of compliance.

- UGLG’s grant administrators cannot be counted as match for the project.

- Well-trained administrators are critical to the proper functioning of the CDBG program.

- CGA consultants or partnering consulting organizations that assist with the following: initial scoping of a project, project application or bringing the project to the MEDC for CDBG funding will not be able to be the CGA on the MEDC CDBG funded project. It has been determined that it is a conflict of interest.
Certified Grant Administrator – Overview (cont.)

• CGA Responsibilities: CGA’s are responsible for assisting the City, Village, County and MEDC with grant administration of the CDBG project.

• The MEDC provides the administrative funding for the CGA to assist the UGLG and MEDC with administration of a CDBG project.

• CGA’s are not the advocate for the building owner or contractors on the CDBG projects.
Certified Grant Administrator – Responsibilities

CGA Responsibilities are limited to the following compliance:

- **Environmental Review**: Only the following: Exempt or Categorical Exclusion Not Subject to 58.5 and Categorical Exclusion Subject to 58.5 All ER Assessments will be handled by ER consultants.

- **Labor Standards**: Payroll Review: Davis Bacon Wages and Fringe, Employee Interview.

- **Procurement/Contracts**: Labor Standard Insert, Wage Determinations (General Contractors, Sub-Contractors).

- **Reporting**: Audit Reports, Job Creation (if applicable), Progress Reports; Income Certification, Grant Monitoring and Section 3 Reporting.

- **Payment Submittal**: Backup documentation for payment requests.
Certified Grant Administrator – Certification

• Individuals who do not successfully complete the training and the exam will not be certified.

• Certification is valid for 3 years.

• The certification class basic training on grant preparation, focusing on requirements for grant administration.

• The passing score will be 80 percent and retesting at 85 percent with only one retest allowed.

• To be recertified, the CGA must be in good standing:
  o This means no more than 2 grant general findings at time of recertification; and
  o Have administered at least 1 completed project in the previous 3 years.
Certified Grant Administrator – Training

• The CGA’s must attend 2 mandatory trainings a year to maintain their certification.

• These trainings could be one (1) day workshops that will include specific topics, including new rules, policies, or guidelines being implemented.

• If a CGA does not attend mandatory training, the CGA must complete an open book take home exam. The passing score will be 80 percent and retesting at 85 percent with only one retest allowed.

• If CGA does not take the test or fails, the test the CGA will be put on probation.
Certified Grant Administrator – Good Standing

To avoid probation or decertification, a CGA shall remain in good standing. A CGA is considered in good standing by achieving the following objectives:

i. Assist UGLG in meeting any conditions and assure execution of the grant agreement.

ii. If special circumstances arise within the environmental process, it is the CGA’s responsibility to communicate it back to the MEDC grant specialist.

iii. No more than two general findings either by the UGLG or MEDC.
Certified Grant Administrator – Good Standing

iv. Ensure that the UGLG provides timely submissions of all documents and forms required by the CDBG program.

v. Ensure all deficiencies noted in the monitoring letter are resolved within 30 days.

vi. Ensure that the same CGA deficiencies do not occur in multiple UGLG monitoring letters.

vii. CGA’s must attend mandatory continuing education classes.

The list is not all-inclusive and is subject to change with notice as we all work to ensure that the highest quality administrators are working for MEDC CDBG UGLG’s.
Certified Grant Administrator – Probation

- The CDBG Director may place a CGA on administrative probationary status for a period of up to one year if the CGA has accumulated three violations that take them out of “Good Standing”.

- After one-year of probationary period the CGA holder may be fully reinstated if there are no further documented “Good Standing” violations within that period. If other “Good Standing” violations are documented, the probationary period ends and decertification process will proceed.

- Should the CGA’s certification expire during the one-year probationary period, the individual shall be allowed to participate in the recertification process and receive recertification, if other requirements are met.
Certified Grant Administrator – Decertification

• Certified Grant Administrator leaves the Certification Program, either by choice, failure or decertification

• CGA may be decertified because of their actions on a grant project.

• Director’s opinion is a process for determining the decertification of a CGA. The Director has the decision after reviewing CGA supporting documentation to decertify a CGA.
Certified Grant Administrator – Monitoring and Performance

• CGA assists UGLG with grant compliance for the monitoring visit.

• CGA provides timely submittal of grant documents and forms.

• The monitoring letters may identify UGLG Findings and Concerns.
Certified Grant Administrator – Management Plan

- The UGLG and CGA must complete a CGA Management Plan (Form 14-B in GAM) before the grant agreement.

- The UGLG is responsible for compliance with the terms of the grant agreement and regulations governing allowable expenditures.

- Outlines the responsibilities of the UGLG and CGA.

- [https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/](https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/)
Certified Grant Administrator – Payment

• Administrative dollars are still not available for employees of the UGLG, unless they have a contract outlining their specific duties.

• Federal regulations do not allow CDBG funds to be used to supplant available local funds. When a CGA on the UGLG’s staff administers its’ own grant, the administration is provided as in-kind leveraging (above the required local match) and is not included in the budget.

• Administrative draws should be proportionate to progress of the project, and administrative funds drawn should match the level of project completion. This ensures that the State Program as whole does not exceed HUD limits on administration costs.

• Payment to the CGA is based on negotiated terms between the UGLG and the selected certified grant administrator.
• UGLGs will work with an assigned CDBG Program Specialist to address CDBG compliance necessary for their project and procure a CGA with a request for proposal.

• In the case of a complicated project with the use of a CGA, CDBG Program Specialist may consider allowing a higher percentage or amount for administration.

• CGAs must provide an administrative activity report when requesting payment for their services which must contain the following information: employee name, pay period, hours worked each day, employee signature, supervisor signature, description of CDBG activities worked on.

• Will cover specifics on project payment requests with the Financial Management Presentation, tomorrow.
Questions?

Type questions into instant messenger on skype or email clappm1@michigan.org
Contact Information

Louis Vinson
CDBG Program Specialist
Michigan Economic Development Corporation
300 N. Washington Square, Lansing, MI 48913
vinsonL1@michigan.org

- 5 Minute Break -
Chapter 5 Environmental Review
Chapter 5 – Environmental Review

1. What is an environmental review
2. Why is an environmental review completed
3. Who is responsible for completing an environmental review
4. Who can perform an environmental review
5. Liabilities associated with not completing or doing an incomplete environmental review
6. Citizen participation in the environmental review process
7. Helpful tools in the environmental review process
8. Questions
What is an Environmental Review

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets Federal, State and Local environmental standards.
Why is an Environmental Review completed

The environmental review process is required for all U.S. Department of Housing and Urban Development (HUD) assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

Programs affected:
- Community Development Block Grant (CDBG)
- HOME (Home Investment Partnership)
- HOPWA (Housing Options for Persons with Aids)
- SHP (Shelter Plus Care)
Why is an Environmental Review completed

Every project’s environmental impact must be examined, but the extent of the examination varies.

The key, is that every project must be in compliance with the National Environmental Policy Act (NEPA) and other related Federal and State Environmental Laws.

Documentation of the environmental review must be kept in every project file both at the MEDC as well as the Community who utilized the Federal assistance.
Why is an Environmental Review completed

It is imperative that communities understand that:
HUD regulations prohibit grant recipients and their partners from committing or spending HUD or Non-HUD funds on any activity that could have an adverse impact or limit the choice of reasonable alternatives prior to completion of an environmental review once a project is deemed “Federal”

The prohibition includes physical activity such as:
• Acquisition, or
• Rehabilitation, or
• Construction, and
• Signing a contract with or committing to any of the actions above
Why is an Environmental Review completed

Levels of review:

1. Exempt Activities
2. Categorically excluded from NEPA not subject to related laws and authorities
3. Categorically excluded from NEPA but subject to related laws and authorities
4. Environmental Assessment
5. Environmental Impact Statement
Who is responsible for completing an Environmental Review

Any Community which accepts Federal funds is responsible for completing an environmental review regardless of who physically performed the review.

The Community when signing the review accepts liability if something should be found that will adversely affect the environment.
Who can perform an environmental review

There are no regulatory which specifically states who can actually perform the environmental review.

- The CGA – for instances in which convert to exempt record may be possible.
- Environmental specialist
- UGLG Staff

However, there are liabilities associated with not completing, incorrectly completing or allowing Federal funds to be utilized on a project which will have a potential environmental impact or a detrimental affect on the health and safety of the public.
Who can perform an environmental review

The MEDC suggests that UGLG’s make a careful determination of who performs the environmental review. Note that the UGLG is signing the environmental review and is ultimately responsible for ensuring compliance.

MEDC strongly suggests any project located in or near a flood plain, has buried industrial waste or tanks, has potential asbestos contamination or will have a negative effect on a particular population group should utilize the services of an environmental specialist.

Note that SHPO requirements for Section 106 will change on July 1st. Communities will need to utilize an environmental specialist for a 106 review.
Liabilities of an incomplete environmental review

1. HUD at its discretion may decide to request all Federal funds be repaid on a project which has an incomplete or a project which has a negative environmental impact on a community.

2. HUD at its discretion may decide to request a stop work order until a problem on a project is remedied. It would be the responsibility of the community to pay for any remediation from non-Federal funds.

3. In extreme cases where life, health and safety of citizens is called into question, the “responsible entity” can be subject to legal action.
Citizen participation in the environmental review process

Citizen participation is an important piece of the environmental review process. If an environmental assessment is determined to be needed public input and participation the environmental assessment needs to take place.

A community needs to either:

- Publish a notice in a local newspaper and will need to document that the notice was published.
- Post a notice in various locations.

The post(s) shall be in a location(s) where the public is likely to be informed. This may include:

- Libraries
- Senior Centers
- City Hall
- County Courthouses
Citizen participation in the environmental review process

All comments received during the comment period will be housed in the file and added to the environmental record as an addendum.

Any complaints, concerns or other feedback will have been responded to or addressed prior to finalizing the environmental record.
Citizen participation in the environmental review process

If you are publishing a notice of intent only the local comment period is 7 days and begins the day after publication.

The State has 15 days to review and begins the day after MEDC receives the documentation.

If you are publishing a combined notice (release of funds) there is a 15-day comment period starting the day after publication locally. The MEDC continues to have a 15-day notice.
Citizen participation in the environmental review process

If a community decides to post the notice there is a 10 day period for comment beginning the day after posting.

The State (MEDC) has 15 days to review and comment which begins the day after receipt.

If a community posts a combined notice there is an 18 day period for public comment beginning the day after posting. MEDC has 15 days to review and comment which begins the day after receipt.

Note: If the last day of the comment period falls on a weekend or holiday, comments should be accepted through the following business day.
Helpful tools in the environmental review process

Environmental Statutory Checklist:
• HUD Exchange Worksheets
• Air Quality
• Airport Hazards
• Coastal Barrier Resources
• Coastal Zone Management
• Endangered Species
• Environmental Justice
• Explosive and Flammable Facilities
• Farmlands Protection

• Flood Insurance
• Floodplain Management
• Historic Preservation
• Noise Abatement and Control
• Site Contamination
• Sole Source Aquifers
• Wetlands Protection
• Wild and Scenic Rivers
Helpful tools in the environmental review process

MEDC GAM Chapter 5
  • Exempt Project Packet
  • CENST Project Packet
  • CEST Project Packet
  • EA Project Packet
  • Lead Based Paint Applicability Worksheet (Form 5-S)
  • Asbestos Applicability Worksheet (Form 5-V)

SHPO - www.Michigan.gov/shposection106
Guidance on Tribal Consultation -
FEMA - http://msc.fema.gov/portal
Questions?

Type questions into instant messenger on skype or email clappm1@michigan.org
Bill Povalla  
CDBG Program Specialist  
Michigan Economic Development Corporation  
300 N. Washington Square, Lansing, MI 48913  
Email: povallab@michigan.org
Procurement and Contracting

Procurement 101

1. What is procurement?
2. Why is procurement required?
3. When is procurement required?
4. How are goods and services procured?
What is procurement?

A. The process involved in selecting goods and services.

B. UGLGs must ensure that goods and services are procured:
   i. Competitively; and
   ii. Within established rules and regulations
Why is procurement required?

A. 24 CFR 570.489(g) indicates that States must ensure that UGLGs follow procurement requirements

B. Final guidance is located in Title 2 of the Code of Federal Regulations (2 CFR 200)
When is procurement required?

A. Required when:
   i. Activities are funded in whole or in part with CDBG funds; and
   ii. The contract is between the UGLG and the contractor

B. Recommended but not required when:
   i. Activities are funded in whole or in part with CDBG funds; and
   ii. The contract is between the Private Entity and the contractor
How are goods and services procured?

A. UGLG must follow its own procurement policy and standards provided it conforms with 2 CFR Part 200 (2 CFR 200.318)

B. If the UGLG’s procurement procedures fail to comply with the procurement standards in Part 200, the MEDC may require a Pre-procurement review [2 CFR 200.324(b)(1)]
Methods of Procurement (2 CFR 200.320)

Micro Purchases:

a. Supplies and Services of $10,000 or less
b. If considered reasonable by UGLG, can be awarded without soliciting competitive quotations
c. If not considered reasonable by the UGLG, obtain price or rate quotes from an adequate number of qualified sources (at least 3)
d. Not required to be publicly advertised
Methods of Procurement (2 CFR 200.320)

Small Purchases:

a. Simple Supplies and Services

b. $250,000 or less

c. Price or rate quotes must be obtained from an adequate number of qualified sources (at least 3)

d. Not required to be publicly advertised
Methods of Procurement (2 CFR 200.320)

Sealed Bids:

a. Typically used in the procurement of equipment/supplies costing more than $250,000 and all construction contracts, regardless of the amount

b. Must be publicly advertised in the local paper

c. Award will be made in writing to the lowest responsive and responsible bidder

d. Any or all bids may be rejected if there is a sound documented reason
Methods of Procurement (2 CFR 200.320)

Competitive Purchases:

a. Typically used in the selection of professional service providers
b. Greater than $250,000
c. Must be publicly advertised in the local paper
d. Must have written method for conducting technical evaluation
e. Two Types:
   i. Request for Proposal (RFP) – Awarded to the responsible firm whose proposal is most advantageous to the UGLG, price and other factors considered
   ii. Request for Qualifications (RFQ) or Qualifications Based Selection (QBS) – Awarded to the most qualified competitor, subject to negotiation of fair and reasonable compensation
Methods of Procurement (2 CFR 200.320)

Non-Competitive Purchases:

a. Rarely used and must obtain prior written authorization

b. Circumstances:
   i. After solicitation of sources, competition is determined inadequate
   ii. Item is available from only a single source
   iii. Public emergency
SAM and HUD

System for Award Management (SAM) and HUD Limited Denial of Participation/HUD Funding Disqualifications List (2 CFR 200.326)

a. Must be checked prior to entering a contract/purchase order

b. Must be checked for all contractors (professional and construction) and suppliers

c. SAM:  https://www.sam.gov/portal/SAM/#1

d. HUD limited Denial of Participation:  https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp
Bonding Requirements (2 CFR 200.325)

A. Types of Bonds:
   i. Bid Bond – Used to assure bidder’s good faith intentions (5% of bid price)
   ii. Performance Bond – Used to ensure completion of work (100% of contract price)
   iii. Payment Bond – Used to ensure payment to subcontractors and suppliers (100% of contract price)

B. Bid, payment, and performance bonds are required when:
   i. Activities are funded in whole or in part with CDBG funds; and
   ii. Contracts are greater than or equal to $250,000; and
Bonding Requirements (2 CFR 200.325)

C. Contracts less than $250,000:

   i. Follow UGLG’s bonding requirements;

   ii. Contact MEDC if UGLG does not have requirements for protecting CDBG funding or any other type of funding:

       o Examples could include, development agreements, lien waivers, escrow accounts, performance reviews, etc.
Contract Provisions (2 CFR 200.326)

A. Contracts must contain the applicable provisions described in Appendix II to Part 200 – Contract Provisions for non-Federal Entity Contracts under Federal Awards.

B. All contracts must include:
   i. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms
   ii. Termination for cause and convenience
   iii. Equal Employment Opportunity
   iv. Rights to Inventions
C. In addition, construction contracts must include:

i. Davis Bacon and Copeland “Anti-Kickback” Act

ii. Contract Work Hours and Safety Standards

iii. Clean Air Act and Federal Water Pollution Control Act

iv. Energy Policy and Conservation Act

v. Debarment and Suspension

vi. Byrd Anti-Lobbying Amendment

vii. Procurement of Recovered Materials

Contracting with small businesses, minority businesses, women’s business enterprises, and labor surplus area firms:

a. Must take all necessary steps to use when possible. This includes:
   
i. Placing firms on solicitation lists
   
ii. Soliciting whenever they are possible sources
   
iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation
   
iv. Establishing delivery schedules, where permitted, which encourages participation
   
v. Using services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the US Dept of Commerce; and
   
vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
Procurement and Contracting

Review

A. Procurement documentation will be required prior to disbursing CDBG funds.

B. It is important to ensure that the UGLG’s files contain enough information to show that the procurement requirements have been met.
   i. Solicitation
   ii. Responses
   iii. Evaluation
   iv. Recommendation for award
   v. SAM/HUD limited Denial of Participation
   vi. Proposed Contract with binding and contract provisions
Procurement and Contracting

Section 3 and MBE/WBE/DBE Lists

• Section 3 is based on income (Economic opportunities for low – very low-income residents/businesses).

• HUD Section 3 Business Registry https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness

• MDOT DBE list https://mdotjboss.state.mi.us/MUCPWeb/search.htm

• MSHDA MBE WBE DBE list https://www.miplace.org/programs/community-development-block-grant/grantee-documents/

• Complete Form 9-D to track Section 3 Businesses and DBEs notified for employment/contract opportunities.
Procurement and Contracting

Fair Housing and Equal Opportunity

Refer to Chapter 9 – Fair Housing and Equal Opportunity for more information regarding:

- Section 3 Economic opportunities - employment, contractual, and training;
- Minority & Women Businesses (MBE/WBE);
- Fair and equal access to housing;
- Recordkeeping/Reporting; and
- Compliance and applicable laws
Procurement and Contracting

Resources:

MEDC Grant Administration Manual (GAM) – Chapter 4
http://www.michiganbusiness.org/cm/Files/CDBG/CDBG_GAM/Chap-4-Procurement.pdf

2 CFR Part 200
Contact Information

Julie Gardner  
CDBG Program Specialist  
Michigan Economic Development Corporation  
300 N. Washington Square, Lansing, MI 48913  
gardnerj12@michigan.org

Lenore Costa  
CDBG Program Specialist  
Michigan Economic Development Corporation  
300 N. Washington Square, Lansing, MI 48913  
costal@michigan.org
Questions?

Type questions into instant messenger on skype, time permitting. If you have additional questions post-training, you may submit questions to clappm1@michigan.org.

- End of June 16 Presentation -