**CDBG LOAN PROGRAM (CLP)**

**COVID-19 RESPONSE**

**JOB RETENTION FUNDING INITIATIVE**

*This is a fillable Word document. Please use the tab key to advance through document or click in the field. Complete the CLP Application in its entirety and submit via email to the CDBG Loan Specialist with all required attachments.*

|  |
| --- |
| **UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY** |
| **IDENTIFICATION OF UGLG** | **FUNDING SOURCES****(if multiple properties, include all)** |
| Business NameBusiness AddressDUNS # (REQUIRED) |  | CDBG RLF | **$**  |
| Unit of General Local Government (UGLG) |  | UGLG | **$**  |
| Street/PO Box |  | Private | **$**  |
| City |  |  List Other  | **$**  |
| County |  |  List Other  | **$**  |
| State/Zip |  |  List Other  | **$**  |
| Fiscal Year |  | **TOTAL** | **$**  |
| Elected Official Name |  | # of FTEs  |  |
| Elected Official Title |  | Must not exceed $35,000 per FTE |
| Elected Official Email |  | UGLG UEI (SAM) # <https://sam.gov/content/duns-uei>  UGLG Federal ID # UGLG Fiscal Year  to  |
| UGLG Project Contact (PC) Name |  |
| UGLG PC Title |  |
| UGLG PC Address |  |
| UGLG PC Telephone Number  |  |
| UGLG PC Fax Number |  |
| UGLG PC E-Mail Address |  |
| **STATE GOVERNMENT REPRESENTATION** |
| Senator Name |  | Senate District |  |
| Representative Name |  | House District |  |
| **FEDERAL GOVERNMENT REPRESENTATION** |
| Representative Name |  | Congressional District |  |

|  |  |  |
| --- | --- | --- |
| **CLP FUND**  | Available Balance | $       |
| Less This Loan | $       |
| New Balance | $  |

**JOB RETENTION INITIATIVE**

**OVERVIEW**

**[ ]  Purpose**

The intended purpose of the CDBG Loan Program (CLP) COVID-19 Response Job Retention Initiative is to provide loans to eligible businesses to meet a National Objective of job retention. Regionalized and Local fund managers will administer the loan programs for select communities throughout the state.

**[ ]  HUD Requirements**

For an activity that retains jobs, there must by documentation that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51% of the jobs at the time the CDBG assistance is provided:

1. The jobs are known to be **held by** low to moderate income (LMI) persons (include currently employed or temporarily laid off); OR
2. The job can reasonably be expected to **turn over** within the following two years and that steps will be taken to ensure that it will be filled by, or **made available to**, LMI persons upon turnover

Jobs that are not held or filled by a LMI person may be considered to be made available to LMI persons for these purposes only if:

1. Special skills that can only be acquired with substantial training or work experience or education beyond high school are **not** a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; **AND**
2. The recipient and the assisted business take actions to ensure that LMI persons receive first consideration for filling such jobs.

**[ ]  Funding**

Minimum loan amount of $20,000 and up to $35,000 per **retained** Full Time Equivalent (FTE) position.

An FTE is defined as a (1) permanent full-time employee (35 hours or more per week) **and** (2) the total hours of part-time employees (34 hours or less per week) divided by 40. **The sum of (1) and (2) equals the total FTEs**.

**[ ]  Eligible Activities**

* Machinery / Equipment
* Working Capital including, but not limited to, inventory, marketing, payroll, cash reserve, short-term debts, miscellaneous day-to-day business expense, unforeseen or unpredictable expense.

**[ ]  Application Process**

1. Complete CLP Application.
2. Complete Environmental Review.
3. Complete Background Check process.
4. UGLG, RLF or RLFA independently performs financial underwriting and due diligence.
5. The Initial Public Hearing, Public Notice, Resolution and Certification by the Applicant, may be delayed 60 days from loan closing, if necessary. UGLGs are given the option of suspending in-person public hearings and instead holding virtual public meetings with notice of at least 5 days.
6. Upon completion, review and approval of application and financial due diligence, an approval letter may be provided by CDBG CLP Specialist.
7. Loan closed and funds able to be disbursed.

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| **JOB RETENTION** |
|  1 | [ ]  Yes [ ]  No | The business is currently in **operation**. |
|  2 | [ ]  Yes [ ]  No | The business has **ability to make loan payments** pursuant to loan terms. |
|  3 | Describe how the COVID-19 pandemic has **negatively** affected your business. |
|  4  | Evidence that **without CLP funds**, jobs will be lost. |
|  5 | [ ]  Yes [ ]  No | The business has provided Income Certifications for all employees designated to be retained as set forth in Attachment D. Income Certifications are required to determine LMI percentage for job retention. |
|  6 | For funded activities which retain jobs, **check one or both** of the following which is anticipated to apply to at least 51% of the jobs:[ ]  The jobs are known to be **held** by LMI persons (include currently employed or temporarily laid off), OR[ ]  The job can reasonably be expected **to turn over** within the following 2 years and that steps will be taken to ensure that it will be filled by, or **made available to**, LMI persons upon turnover.Jobs that are not held or filled by a LMI person may be considered to be made available to LMI persons for these purposes only if:a) Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; ANDb) The recipient and the assisted business take actions to ensure that LMI persons receive first consideration for filling such jobs. |
|  7 | Enter the number of jobs expected to **turnover to LMI persons** within the next 2 years for each employment category below, if applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Official or Manager |  | Sales |  | Operative (semi-skilled) |
|  | Professional |  | Office or Clerical |  | Laborer (unskilled) |
|  | Technical |  | Craft Worker (skilled) |  | Service Worker |

 |
|  8 | Describe the basis for assumption of turnover for the positions that can reasonably be expected **to turn over** within the following 2 years. |
|  9 | For positions that turn over, describe and justify how at least 51% of jobs will be made available to LMI persons.  |
|  10 | Enter the number of jobs which will be **made available to LMI persons** for each employment category below, if any:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Official or Manager |  | Sales |  | Operative (semi-skilled) |
|  | Professional |  | Office or Clerical |  | Laborer (unskilled) |
|  | Technical |  | Craft Worker (skilled) |  | Service Worker |

 |
| 11 | Check each applicable employment category for which jobs **require special skills or education**, if any:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Official or Manager | [ ]  | Sales | [ ]  | Operative (semi-skilled) |
| [ ]  | Professional | [ ]  | Office or Clerical | [ ]  | Laborer (unskilled) |
| [ ]  | Technical | [ ]  | Craft Worker (skilled) | [ ]  | Service Worker |

 |
| 12 | Check each applicable employment category for which jobs are **part-time**, if any:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Official or Manager | [ ]  | Sales | [ ]  | Operative (semi-skilled) |
| [ ]  | Professional | [ ]  | Office or Clerical | [ ]  | Laborer (unskilled) |
| [ ]  | Technical | [ ]  | Craft Worker (skilled) | [ ]  | Service Worker |

 |
| 13 | Will any of the jobs listed **require substantial training** or work experience or education beyond high school that may preclude LMI persons from filling these positions? If so, check the job titles.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Official or Manager | [ ]  | Sales | [ ]  | Operative (semi-skilled) |
| [ ]  | Professional | [ ]  | Office or Clerical | [ ]  | Laborer (unskilled) |
| [ ]  | Technical | [ ]  | Craft Worker (skilled) | [ ]  | Service Worker |

 |
| 14 | If the company has listed job titles in the previous question, what **special efforts** will the company take to “fill” these jobs with LMI persons, such as hiring unqualified persons and providing them with training? |
| 15 | Describe steps the business will take to ensure LMI persons receive first consideration for jobs.      |
| 16 | The business will use the following **special recruitment efforts** to ensure the employment of LMI applicants.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | EDC Assistance | [ ]  |  **type in other effort here**  |
| [ ]  | Local Advertising | [ ]  |  **type in other effort here**  |
| [ ]  | Michigan Works | [ ]  |  **type in other effort here**  |

 |
| 17 | [ ]  Yes [ ]  No | All **contracts** the business has with Michigan Works or similar entity is attached.If none, describe any efforts taken or to be taken. |
| 18 | [ ]  Yes [ ]  No | The business agrees to be **timely** for all required job retention reporting as set forth by MEDC. |
| 19 | [ ]  Yes [ ]  No | The business understands that an Income Certification form is required to be completed by **all** job applicants during the Term of Work for this project. |
| 20 | [ ]  Yes [ ]  No | The business understands that at least 51% of jobs are to be **held by** or **made available to** LMI persons.  |

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| **UGLG CAPACITY AND CONFLICT OF INTEREST** |
| 21 | [ ]  Yes [ ]  No [ ]  NA | Does the applicant have any **outstanding CDBG grants or loans** that have not been drawn down?If yes, describe:  |
| 22 | [ ]  Yes [ ]  No [ ]  NA | Will local officials and staff be a party to any **contract involving the procurement of goods and services** assisted with CDBG funds?If yes, describe:  |
| 23 | [ ]  Yes [ ]  No [ ]  NA | Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain **a financial interest or benefit** from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?If yes, describe:  |
| 24 | [ ]  Yes [ ]  No [ ]  NA | **UGLG** will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements. |
| 25 | [ ]  Yes [ ]  No [ ]  NA | **Fund Manager** will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements. |
| 26 | [ ]  Yes [ ]  No [ ]  NA | **UGLG and Fund Manager** have read the Definitions and Instructions to Attachment D, **Estimated Employment Creation and/or Retention Form**, and understand how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs for the base number of Existing Jobs and the number of Jobs to be Created. (An updated Attachment D is required to be submitted with the Request to Close memo).*NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.* |
| 27 | [ ]  Yes [ ]  No [ ]  NA | **For Regionalized**, the loan committee is comprised of no less than 5 individuals with the following attributes:1. One **attorney** with experience in legal advice related to loans and lending; 2. One individual who past/currently engaged in **commercial banking**; 3. At least one individual engaged in **economic or community development** for at least 5 years;4. One seat shall be provided for an **elected local community representative** from where the loan project is located; and5. One seat shall be provided for an **economic development professional active in the geographic area** where the loan project is located that is selected by the local community representative who is part of the Loan Approval Committee.6. Additionally, the **MSF** shall have one non-voting seat on the Loan Approval Committee. |

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|  **PROJECT DESCRIPTION** |
| 28 | Provide a clear and concise **description of the overall proposed project** including all work activities, number of businesses/properties involved, the type of assistance needed and why: |
| 29 | **Check all that apply** and/or will occur for this project:Comments:  |
|  | **National Objective**[ ]  Benefit persons of low/mod income[ ]  Job Creation[ ]  Job Retention, Covid-19 Response**Interest Rate**[ ]  2.00% over Wall Street Journal Prime OR[ ]  5.99% or higher OR[ ]  Justification provided in Financial Memorandum**Term**[ ]  Working Capital - Maximum 18 initial months followed by 12 months[ ]  Permanent Working Capital - Maximum term and amortization of 36 months. [ ]  Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. Maximum amortization of 10 years. [ ]  Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.**Budget**[ ]  Other funding sources in project**Anticipated Environmental Review**[ ]  Exempt[ ]  Categorical Exclusion Not Subject To (CENST) | **Business**[ ]  Seasonal Employer[ ]  Open year round[ ]  Open year round but hires additional staff in the  [ ]  spring [ ]  summer [ ]  fall [ ]  winter[ ]  New business - no current staff[ ]  New business location – no current staff[ ]  New business location – staff transferring from another location**Job Activities**[ ]  NA[ ]  Constructions activities for building built 1978 or prior[ ]  Construction activities with residential or common areas[ ]  Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)[ ]  Electrical[ ]  Plumbing[ ]  Change in building footprint[ ]  Equipment installation will require major construction[ ]  Equipment installation will require minor construction[ ]  Equipment is plug and play only[ ]  Davis Bacon required – construction contract over $2,000[ ]  Davis Bacon required – installation cost is more than 20% of equipment cost |

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|  **PROJECT SCHEDULE** |
| 30 | Provide an overall **project schedule** that includes the anticipated start and completion dates.*NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. This schedule will be incorporated into the Loan Exhibit with the UGLG.*

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| **ACTIVITIES** | **START DATE** | **END DATE** |
| Engineering and/or Design |  |  |
| Property Acquisition |  |  |
| Bidding |  |  |
| CDBG-funded Activities |  |  |
| UGLG-funded Activities |  |  |
| Other-funded Activities |  |  |
| Job Creation |  |  |

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**CERTIFICATION**

The undersigned are the authorized representatives and certifies that the information contained herein is accurate. The undersigned further certifies that, at a minimum, any new employment or retained employment will meet the 51% low- to moderate-income family benefit requirement of the State of Michigan CDBG Program.

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| --- |
| **BUSINESS** |
| Signature |  |
| Name and Title |  |
| Date |  |

|  |
| --- |
| **UGLG AUTHORIZED OFFICIAL** |
| Signature |  |
| Name and Title |  |
| Date |  |

**ATTACHMENT A**

**PROJECT BUDGET**

*Complete this Project Budget to identify all funding sources and all project activities. List the specific source and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget.*

[ ]  ***For Machinery, Equipment and/or Inventory – Attach*** *CLP Machinery Equipment Inventory List of items to be purchased.*

|  |  |
| --- | --- |
| Applicant |  |
| Project Title |  |
|  |  |  |  |  |  |  |
| **ACTIVITIES** | **CDBG** | **LOCAL** | **PRIVATE** |  **OTHER**  |  **OTHER**  | **TOTAL** |
| Administration |       |       |       |       |       |  |
| Machinery / Equipment |       |       |       |       |       |  |
| Working Capital: |  |
|  Inventory |       |       |       |       |       |  |
|  Marketing |       |       |       |       |       |  |
|  Payroll |       |       |       |       |       |  |
|       |       |       |       |       |       |  |
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| **TOTALS** |       |       |       |       |       |  |

**MACHINERY, EQUIPMENT AND/OR INVENTORY**

**LIST OF USES AND INSTALLATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM NAME** | **COST OF ITEM** | **INSTALL****INCLUDED** | **SEPARATE CONTRACT FOR INSTALLATION – COMPANY NAME** | **COST OF INSTALL** | **TOTAL COST OF ITEM** | **FUNDING SOURCE** |
| Water heater | 4,400 | No | ABC Installers | 1,500 | 5,900 | CDBG |
| 30-quarter mixer (2) | 636 | N/A |  |  | 636 | CDBG |
| Additional hood piece | 675 | No | ABC Installers | 200 | 875 | Business |
| Installation of vent system | 5,000 |  | ABC Installers | 10,885 | 15,885 | Business |
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| **TOTAL CDBG** | **5,036** |  |  | **1,500** | **6,536** | **CDBG** |
| **TOTAL BUSINESS** | **5,675** |  |  | **11,085** | **16,760** | **Business** |

**ATTACHMENT B**

**PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS**

|  |
| --- |
| **COMPLETE ONE FOR EACH PROPERTY** |
| B1 | **Business Information**: |
| Business NameAddressCity State Zip |  |
| B2 | Current Owners: |
| NameTitlePercentageNameTitlePercentageNameTitlePercentageNameTitlePercentage | %%%% |
| B3 | Future Ownership:  |
| B4 | Provide **nature of business** and background: |
| B5 | [ ]  Yes [ ]  No [ ]  NA | Have **CDBG funds** been used at this property and/or business address in the past?If yes, describe:  |

**ATTACHMENT C - REMOVED**

**ATTACHMENT D**

**ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM**

The project is qualified based on the Job Retention National Objective and at least 51% of the beneficiaries must be low and moderate income persons.

|  |  |  |  |
| --- | --- | --- | --- |
| UGLG |       | Project Name |       |
| Business |       | Contact Name |       |
| Street Address (not POBox) |       | Contact Title |       |
| City State Zip |       | Phone # |       |
| DUNS # |       | Fax # |       |
| LARA # |       | Email Address |       |

**IMPORTANT**: Read definitions and instructions on the following page for requirements on how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs. An updated form is required to be submitted with the Request to Close memo.

*NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.*

|  |  |  |
| --- | --- | --- |
|  | **EXISTING JOBS (BASE #)** | **JOBS TO BE CREATED/RETAINED** |
| **EMPLOYMENT CATEGORY** | **NUMBER OF****EXISTING PERMANENT****FT JOBS** | **NUMBER OF HOURS FOR****EXISTING PERMANENT****FTE JOBS** | **AVERAGE HOURLY WAGE OF EXISTING JOBS** | **NUMBER OF PERMANENT****FT AND FTE JOBS TO BE CREATED** | **NEW HIRES LOWEST STARTING HOURLY WAGE** | **NEW HIRES AVERAGE STARTING HOURLY WAGE** |
| Official or Manager |       |       |       |       |       |       |
| Professional |       |       |       |       |       |       |
| Technical |       |       |       |       |       |       |
| Sales |       |       |       |       |       |       |
| Office or Clerical |       |       |       |       |       |       |
| Craft Worker (skilled) |       |       |       |       |       |       |
| Operative (semi-skilled) |       |       |       |       |       |       |
| Laborer (unskilled) |       |       |       |       |       |       |
| Service Worker |       |       |       |       |       |       |
| **TOTALS** |  |  |  |  |  |  |
| List Fringe benefits to be provided for created jobs: |
| **AUTHORIZED COMPANY OFFICIAL** |
| Certification is made that the above data is the most accurate available based on current information and knowledge. |
| Signature: | Date: |
| Name:  | Title:  |

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| **DEFINITIONS AND INSTRUCTIONS** |
| **Full-Time Job (FT)** - An employee who has 2,080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.**Full-Time Equivalent Job (FTE) (Part Time)** – A combination of employees that individually have less than 2080 hours of paid employment on an annual basis or work less than 40 hours per week, and are converted to full-time equivalent (FTE) jobs by dividing the total annual part-time hours worked by 2,080 hours or dividing the total weekly part-time hours worked by 40 hours.**New Job** - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.  |
| **Number of Existing Permanent FT nd FTE Jobs** - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.**Permanent FT and FTE Jobs To Be Created** - Identify the number of new FT or FTE jobs that **did not** exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered. |
| **Employment Category Definitions:** |
| Official or Manager | Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments of special phases of a firm’s operations. |
| Professional | Occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background. |
| Technical | Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately 2 years of post-high school education, such as is offered in many technical institutions and junior colleges, or through equivalent on-the-job training. |
| Sales | Occupations engaging wholly or primarily in sales. |
| Office or Clerical | All clerical-type work regardless of level of difficulty, where the activities are primarily non-manual. |
| Craft Worker (skilled) | Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training. |
| Operative (semi-skilled) | Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training. |
| Laborer (unskilled) | Workers in manual occupations which generally require no special training. |
| Service Worker | All workers in service type industries. |

**ATTACHMENT E – REMOVED**

**ATTACHMENT F – REMOVED**

**IMPORTANT! READ THE FOLLOWING NOTES**

**NOTE: To expedite the application process, the following Attachments G, H, I and J may be submitted no later than 60 days of the loan closing.**

**NOTE: UGLGs are given the option of suspending in-person public hearings and instead holding virtual public meetings with notice of at least 5 days.**

**NOTE: For purposes of the initial public hearing only (not Environmental Review), the public hearing notice may be made available to the public through the newspaper, website, newsletters, and/or posting at public community sites.**

**ATTACHMENT G**

**UGLG PUBLIC PARTICIPATION CERTIFICATION**

*All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended.*

*A public hearing or virtual public hearing on the proposed project is required. The UGLG’s Application must be completed and available for review at the public hearing. In order to document that public participation requirements have been met, attach the following:*

[ ]  **Attach** a copy of the **published public notice** as described in the certification above. A minimum five (5) days’ notice is required.

[ ]  **Attach** a **brief description of the public hearing(s)** including the date of hearing(s), number of citizens attending the hearing(s) and a summary description of substantive comments made at the hearing(s).

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes 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.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings or virtual public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings or virtual public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants or loans.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings or virtual public hearings where a significant number of non-English speaking residents can be reasonably 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 their language must be available to discuss the project and respond to their questions at the hearings.

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Signature Date

 **Type Name and Title of Authorized UGLG Official**

**ATTACHMENT H**

**UGLG AUTHORIZING RESOLUTION**

The UGLG’s Authorizing Resolution must be adopted after completion of the public participation requirements.

[ ]  **Attach** an authorizing resolution containing the following elements:

|  |  |
| --- | --- |
| 1 | Identification of the proposed project. |
| 2 | Identification of the funding request and the commitment of the UGLG’s matching funds. |
| 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 clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight (spot blight). |
| 5 | Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CLP Program Specialist. |
| 6 | Local authorization to submit the Michigan CDBG Application. |
| 7 | Identification, by name and title, of the person authorized to sign the Application and all attachments. |
| 8 | Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments. |
| 9 | Identification, by name and title, of the person authorized to sign Payment Requests. |

**ATTACHMENT I**

**CERTIFICATION BY THE APPLICANT UGLG**

I,  **UGLG OFFICIAL** , of **UGLG NAME** , certify that the  **UGLG NAME** :

1. Possesses legal authority to submit a loan 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 as a result of proposed activities and for assisting persons actually 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 or virtual 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 loan 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 aid to the prevention or elimination of slum or blight; or to meet other community development 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;
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 or loan, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, 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, loan, 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, loans, 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.

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Signature Date

 **Type Name and Title of Authorized UGLG Official**

**ATTACHMENT J**

**STATEMENT OF ASSURANCES**

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U,S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with loan and financial management guidelines in 2 CFR Part 200, et al.; 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 OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
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 in order 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 of 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.

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Signature Date

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Print Name and Title of Authorized UGLG Official