**CDBG LOAN PROGRAM (CLP) JOB CREATION APPLICATION**

*Use tab key to advance through document. Complete CLP Application in entirety and submit via email to Specialist with required attachments.*

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| **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 FTEsto be created  |  |
| 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 |  |

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

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| **UGLG CAPACITY AND CONFLICT OF INTEREST** |
| 1 | Identify **Certified Grant Administrator(s) (CGAs)** who will be responsible for administering the proposed:[ ]  NA, CGA not yet known[ ]  NA, CGA not anticipated[ ]  CGA has been identified and contact information provided below: |
| NameAddress Phone Email |  |
| 2 | [ ]  Yes [ ]  No [ ]  NA | Has the UGLG received **CDBG grants or loans in the past five years** and/or have any open CDBG grants or loans? This includes CDBG grants or loans provided by the MSF/MEDC and all MSHDA CDBG programs.If yes, identify the projects and identify/describe all findings regarding those projects:  |
| 3 | [ ]  Yes [ ]  No [ ]  NA | Does the applicant have any **outstanding CDBG grants or loans** that have not been drawn down?If yes, describe:  |
| 4 | [ ]  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:  |
| 5 | [ ]  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:  |
| 6 | Indicate whether or not the UGLG has a **contractual relationship** with any of the following entities:[ ]  Yes [ ]  No Boge, Wybenga & Bradley, PC[ ]  Yes [ ]  No Farm Bureau[ ]  Yes [ ]  No Fifth Third Bank[ ]  Yes [ ]  No Grand Angels[ ]  Yes [ ]  No Greenstone Farm Credit Services[ ]  Yes [ ]  No Michigan Department of Licensing & Regulatory Affairs[ ]  Yes [ ]  No Michigan Department of Treasury[ ]  Yes [ ]  No Michigan Economic Development Corporation[ ]  Yes [ ]  No Springfield Smartroof[ ]  Yes [ ]  No Trustcott RossmanIf yes to any of the above, describe the nature of relationship:  |
| 7 | [ ]  Yes [ ]  No [ ]  NA | **UGLG** will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements. |
| 8 | [ ]  Yes [ ]  No [ ]  NA | **Fund Manager** will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements. |
| 9 | [ ]  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). (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.* |
| 10 | [ ]  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** |
| 11 | 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: |
| 12 | Provide the **history of the problems** associated with this project and explain how this project will help alleviate those problems. |
| 13 | **Check all that apply** and/or will occur for this project:Comments:  |
|  | **National Objective**[ ]  Elimination/Prevention of Slum/Blight[ ]  Immediate threat / urgent need[ ]  Benefit persons of low/mod income[ ]  Job Creation[ ]  Housing Projects[ ]  Infrastructure Projects**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. [ ]  Real Property - Maximum term of 7 years; maximum amortization of 30 years. [ ]  Construction/Permanent - Maximum of 12-month construction term followed by a maximum of 6-year permanent debt term. Maximum amortization of 30 years. [ ]  Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.**Budget**[ ]  Other funding sources in project**Procurement**[ ]  N/A[ ]  Procurement of contractors[ ]  Work to be done by owner[ ]  Work to be done by sole proprietor contractor**Section 3**[ ]  N/A[ ]  Section 3 required - CDBG over $200k + construction activities**Anticipated Environmental Review**[ ]  Exempt[ ]  Categorical Exclusion Not Subject To (CENST)[ ]  Categorical Exclusion Subject To (CEST)[ ]  Environmental Assessment | **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 are currently underway[ ]  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**Property Disposition**[ ]  N/A[ ]  Acquisition of building - built prior 1978, LPB required.[ ]  Acquisition of building - built after 1978[ ]  Acquisition of property[ ]  Currently has land contract[ ]  Currently has lease[ ]  Lease attached[ ]  Lease to be submitted[ ]  Purchase Agreement required[ ]  Relocation not required[ ]  Relocation required[ ]  Tenants in building - commercial, URA required[ ]  Tenants in building - residential, URA required |

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|  **PROJECT SCHEDULE** |
| 14 | 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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| **AUTHORIZED UGLG 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 general contractors - Attach*** *3 cost estimates or an independent third party quote for all CDBG-funded costs.*

[ ]  ***For sole proprietor contractors – Attach*** *1 cost estimate.*

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

***[ ]  For CDBG-funded Acquisitions - Attach*** *an appraisal.*

*NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG’s own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.*

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| Applicant |  |
| Project Title |  |
|  |  |  |  |  |  |  |
| **ACTIVITIES** | **CDBG** | **LOCAL** | **PRIVATE** |  **OTHER**  |  **OTHER**  | **TOTAL** |
| Acquisition |       |       |       |       |       |  |
| Administration |       |       |       |       |       |  |
| Architecture / Engineering |       |       |       |       |       |  |
| Building Improvements |       |       |       |       |       |  |
| Demolition |       |       |       |       |       |  |
| Infrastructure Improvements |       |       |       |       |       |  |
| Machinery / Equipment |       |       |       |       |       |  |
| Planning |       |       |       |       |       |  |
| Working Capital: |  |
|  Inventory |       |       |       |       |       |  |
|  Marketing |       |       |       |       |       |  |
|  Payroll |       |       |       |       |       |  |
|  Research & Development |       |       |       |       |       |  |
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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** |
| *EXAMPLE: 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** |  |  |  |  |  | **CDBG** |
| **TOTAL BUSINESS** |  |  |  |  |  | **Business** |
| **GRAND TOTAL** |  |  |  |  |  |  |

**ATTACHMENT B**

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

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| **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 | Describe the **specific work activities** to be completed with CDBG funds **and** match funds (use bullets): |
| B6 | Describe all **leases, easements, and property option/purchase agreements** needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities: *NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.*  |
| B7 | Check **all** statements that apply regarding occupancy: [ ]  The property **does** **not** have occupants (tenants, property owners, etc.).  Therefore, the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970 will not apply.[ ]  The property **does** have occupants (tenants, property owners, etc.) and the occupants **will not** **be** permanently displaced. Please provide the following for each occupant: |
| [ ]  Property Owner OR [ ]  Tenant[ ]  Residential OR [ ]  BusinessNameAddressPhone NumberEmail Address[ ]  Property Owner OR [ ]  Tenant[ ]  Residential OR [ ]  BusinessNameAddressPhone NumberEmail Address |  |
| [ ]  The property **does** have occupants (tenants, property owners, etc.) and the occupants **will be** permanently displaced. Please provide the following for each occupant: |
| [ ]  Property Owner OR [ ]  Tenant[ ]  Residential OR [ ]  BusinessNameAddressPhone NumberEmail Address[ ]  Property Owner OR [ ]  Tenant[ ]  Residential OR [ ]  BusinessNameAddressPhone NumberEmail Address |  |
| B8 | What is the **square footage** of all private space being improved? |
| B9 | [ ]  Yes [ ]  No [ ]  NA | Have **CDBG funds** been used at this property and/or business address in the past?If yes, describe:  |
| B10 | Describe the **source of the private funding** and the status of any necessary approvals for financing:     |
| B11 | [ ]  Yes [ ]  No  | Will the **project relocate jobs** from one labor market area to another? If yes, describe:  |

**ATTACHMENT C**

**PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY)**

[ ]  Check if Not Applicable

|  |  |
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| C1 | Describe the specific work activities to be completed on **UGLG- or publicly-owned property** with CDBG funds and match funds. |
| C2 | Describe the **location and boundaries of the project**, including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur. |
| C3 | What is the **square footage** of public space being improved or reactivated?  |
| C4 | **Attach** a detailed map showing all project activities and any district they are located within (i.e. LDFA).  |
| C5 | **Historic Property** Screening: Is the property? (check all that apply):[ ]  Listed in the National Register of Historic Properties[ ]  Potentially eligible to be listed in the National Register of Historic Properties[ ]  Listed in a state or local inventory of historic places[ ]  Designated as a state or local landmark or historic district[ ]  None of the above Comments:  |
| C6 | [ ]  Yes [ ]  No  | Will the project result in the demolition or conversion of residential dwelling units, both **occupied and vacant**? |
| C7 | [ ]  Yes [ ]  No  | Will the project result in **special fees** (ie, tap in / hookup fees, special assessments)? |
| C8 | [ ]  NA  | **Attach architectural renderings** or pictures in color illustrating what the building will look like after project completion. |
| C9 | [ ]  NA  | Other than the preliminary cost estimates, describe the status of any **engineering plans or specifications**.**Attach** engineering plans or specifications, if completed. *NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG’s own risk with written authorization from the MSF and may be included in the project budget as match.**Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Loan Exhibit has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities. CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing this Application.* |
| C10 | [ ]  NA  | Describe all **temporary or permanent relocation** of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants. |
| C11 | [ ]  NA  | Describe all **leases, easements, and property option/purchase agreements** needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.*NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG’s own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.**Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Loan Exhibit has been executed by all parties.* *CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.* |
| C12 | [ ]  NA  | List and describe the status of any **local, state and federal permits** required for implementation of the proposed project. |

**ATTACHMENT D**

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

The project is qualified based on the Low and Moderate Income Job Creation 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.*

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| **JOBS TO BE CREATED** |
| **EMPLOYMENT CATEGORY** | **NUMBER OF****PERMANENT****FT JOBS TO BE CREATED** | **NUMBER OF HOURS OF****PERMANENT PART TIME****FTE JOBS TO BE CREATED** | **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:  |

|  |
| --- |
| **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**

**DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM**

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| --- |
| The UGLG and Company agree the number of FTE jobs as set forth on page 1 will be created as a result of this project and at least 51% of the jobs will be held by low and moderate income persons. Income limits can be found at <https://www.huduser.gov/portal/datasets/il.html>.Each party recognizes the following:1. If the project results in more New Jobs than expected, then the 51% requirement shall apply to the higher job number.
2. The purpose for making an application for a CDBG loan is to create employment opportunities benefiting low and moderate income persons.
3. Should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective.
4. The State retains the right to require the applicant or the company to repay the full amount of any loan funds awarded should the project fail to qualify under this National Objective.
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| **AUTHORIZED UGLG OFFICIAL** |
| UGLG |  |
| Signature |  | Date: |
| Name and Title |  |
| Phone #:  | Email Address:  |

|  |
| --- |
| **AUTHORIZED REPRESENTATIVE OF COMPANY** |
| Legal Business Name |  |
| Address |  |
| City State Zip |  |
| Signature |  | Date: |
| Name and Title |  |  |  |
| Phone #:  | Email Address:  |

**ATTACHMENT F**

**COMMUNITY DEVELOPMENT PLAN**

*All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title 1 of the federal Housing and Community Development Act of 1974, as amended.*

*In order to comply with requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate community development plan. It is expected that most UGLGs can satisfy this requirement in a 2-3 page narrative summary plan adopted by their governing body.*

**[ ]  Attach** Community Development Plan which includes the 5 major elements below **OR**

[ ]  **Summarize** the following from your adopted plan:

|  |  |
| --- | --- |
| 1 | A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is requested. |
| 2 | A summary list of possible long-term activities (two years or more) to address the identified needs and problems. |
| 3 | A summary of contemplated short-term activities (one to two years) to address the identified needs and problems. |
| 4 | A description of the effect the proposed CDBG project will have on the UGLG.  |
| 5 | A plan for minimizing the displacement of persons as a result of loan-assisted activities and to assist persons actually displaced by such activities. |

**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 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 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 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 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 CDBG Project Manager. |
| 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 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

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