**CLP SUBMISSION PACKETS**

The following “submission packets” set forth the loan flow from application to project closeout.

Please submit each packet in one email in the order below.

Either put all documents in one PDF or use the number at the front of the document name.

Subject line should read BUSINESS NAME – Packet Name.

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|  | # | **APPLICATION PACKET – to MEDC from Fund Manager** |
|  | 01  02  03  04 | CLP Application  Map (Item 4)  Architectural Renderings (Item 8)  Engineering Plans or Specifications (item 9) |
|  | 05  06  07  08  09 | A - 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 equipment – Attach list with name and cost of item or a screen print of items to be purchased.  Attach an appraisal for CDBG-funded acquisitions. |
|  | 10 | B - PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS |
|  | 11 | C - PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY) |
|  | 12 | D - ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM |
|  | 13 | E - DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM |
|  | 14 | Key Personnel Certification Form |
|  | 15 | Key Personnel Questionnaire for each person identified in Certification |
|  | 16 | HUD denial screen prints for UGLG, business, all key personnel |
|  | 17 | SAM screen prints for UGLG, business, all key personnel |

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|  |  | **REQUEST TO CLOSE LOAN PACKET – to MEDC from Fund Manager** |
|  | 01 | Request to Close Loan Memo |
|  | 02 | Revised and current Attachment D - ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM  (dated within 1 week of Request to Close Loan Memo) |
|  | 03  04 | F - COMMUNITY DEVELOPMENT PLAN  Community Development Plan OR  Complete Attachment F |
|  | 05  06 | G – UGLG PUBLIC PARTICIPATION CERTIFICATION  Published Public Notice  Minutes from Public Hearing |
|  | 07 | H - UGLG AUTHORIZING RESOLUTION  Resolution |
|  | 08 | I - CERTIFICATION BY THE APPLICANT UGLG |
|  | 09 | J - STATEMENT OF ASSURANCES |
|  | 10 | Environmental Review packet |
|  | 11 | Financial Review Memo |
|  | 12 | URA - to each tenant, if applicable  \_\_\_\_\_ 7-H sent at time of application and proof of delivery  \_\_\_\_\_ 7-N sent when funds committed (loan approval letter) and proof of delivery |
|  | 13 | LBP - to each tenant, if applicable  \_\_\_\_\_ 5-Q  \_\_\_\_\_ 5-R signed by landlord and tenant  \_\_\_\_\_ Proof of delivery |

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|  | **CLOSE LOAN APPROVAL PACKET – to Fund Manager from MEDC** |
|  | Loan Approval letter |
|  | Loan Exhibit |
|  | Income Certification |
|  | Environmental Release |
|  | For Job Retention - CLP Job Retention Paths and Reporting |

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|  |  | **LOAN CLOSING PACKET – to MEDC from Fund Manager** |
|  | 01 | Executed Loan Approval letter |
|  | 02 | All Required Documentation as set forth in Loan Approval letter |
|  | 03 | Executed Loan Exhibit |
|  | 04 | Proof of loan disbursement (copy of check) |

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|  |  | **CLOSEOUT PACKET – to MEDC from Fund Manager via Portal** |
|  | 01 | 1-A, Final Progress Report |
|  | 02 | 3-N, Final Job Creation Summary Report |
|  | 03 | 13-A, Actions to Affirmatively Further Fair Housing |
|  | 04 | 13-C, Grant Award Decrease for Closeout |
|  | 05 | 10-R, Final Wage Compliance Report |
|  | 06  07 | The County, City, Township, Village must hold a closeout public hearing.  The notice of the public hearing must be published once in the local paper at least five (5) days prior to the public hearing. For a sample notice, see Form 11-A.1.  Copy of published public hearing notice (affidavit of publication or copy of entire page from paper); and  Minutes from Closeout Public Hearing (signed or approved) |
|  | 08 | Minutes from Initial Public Hearing (signed or approved) |
|  | 09 | 3-L, Final Accounting of Funds Expended, ledger or letter, eff loans closed after 4/1/19 |
|  | 10 | 3-Q, Business Questionnaire, eff 1/22/21 for all loans |
|  | 11 | 3-R, Project Profile Template, eff 1/22/21 for all loans |

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|  | **CLOSEOUT LETTER/CERTIFICATION – to Fund Manager from MEDC** |
|  | If all audits have **not** been received/approved, a Conditional Closeout letter and Conditional Certification of Completion will be sent. |
|  | After all audits have been received/approved, a Final Closeout letter and Final Certification of Completion will be sent. |