

CDBG GRANT APPLICATION – RENTAL REHABILITATION

Use tab key to advance through document. Complete Application in entirety and associated Attachments A-I and submit via email to Program Specialist.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY

IDENTIFICATION OF UGLG			FUNDING SOURCES (if multiple properties, include all)																	
Unit of General Local Government			CDBG Grant	\$																
Chief Elected Official Name and Title			CLP/RLF	\$																
Chief Elected Official Phone and Email	Ph.	Fx.	UGLG	\$																
			Private	\$																
Street/PO Box				\$																
City			TOTAL	\$																
County			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center;">ADDITIONAL INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">UGLG SAM #</td> <td></td> </tr> <tr> <td>www.sam.gov</td> <td></td> </tr> <tr> <td>UGLG DUNS #</td> <td></td> </tr> <tr> <td>http://www.dnb.com/duns-number.html</td> <td></td> </tr> <tr> <td>UGLG Fiscal Year</td> <td>to</td> </tr> <tr> <td>UGLG Federal ID #</td> <td></td> </tr> <tr> <td>Census Tract # for Project:</td> <td></td> </tr> </tbody> </table>		ADDITIONAL INFORMATION		UGLG SAM #		www.sam.gov		UGLG DUNS #		http://www.dnb.com/duns-number.html		UGLG Fiscal Year	to	UGLG Federal ID #		Census Tract # for Project:	
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UGLG Federal ID #																				
Census Tract # for Project:																				
State/Zip																				
UGLG Fiscal Year																				
UGLG Project Contact (PC) Name and Title																				
UGLG PC Phone and Email	Ph.	Fx.																		
Street/PO Box																				
City																				
County																				
State/Zip																				

STATE GOVERNMENT REPRESENTATION

Senator Name		Senate District	
Representative Name		House District	

FEDERAL GOVERNMENT REPRESENTATION

Representative Name		Congressional District	
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UGLG CAPACITY AND CONFLICT OF INTEREST													
Identify the Certified Grant Administrator(s) (CGAs) who will be utilized in administering the proposed project. <input type="checkbox"/> NA, consultant not yet known <input type="checkbox"/> NA, consultant not anticipated <input type="checkbox"/> Consultant has been identified, see next field:													
Name and Title Address, State, Zip Phone Email													
Has the UGLG received CDBG grants or loans in the past 5 years and/or have any open CDBG grants or loans, including grants or loans provided by MSF, MEDC and MSHDA? If yes, please identify the associated projects and describe all, if any, findings regarding those projects:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA												
Does the UGLG have any outstanding CDBG grants or loans that have not been drawn down? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA												
Indicate whether the UGLG has a contractual relationship with any of the following entities: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Gentilozzi Real Estate</td> <td style="width: 50%;"><input type="checkbox"/> Michigan Economic Development Corporation</td> </tr> <tr> <td><input type="checkbox"/> Farm Bureau</td> <td><input type="checkbox"/> Michigan Department of Talent and Economic Development</td> </tr> <tr> <td><input type="checkbox"/> Fifth Third Bank</td> <td><input type="checkbox"/> Michigan Department of Treasury</td> </tr> <tr> <td><input type="checkbox"/> JM Longyear</td> <td><input type="checkbox"/> Springfield Commercial Roofing</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Trustcott Rossman</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Taft Stettinius & Hollister LLP</td> </tr> </table> If yes to any of the above, describe the nature of relationship:		<input type="checkbox"/> Gentilozzi Real Estate	<input type="checkbox"/> Michigan Economic Development Corporation	<input type="checkbox"/> Farm Bureau	<input type="checkbox"/> Michigan Department of Talent and Economic Development	<input type="checkbox"/> Fifth Third Bank	<input type="checkbox"/> Michigan Department of Treasury	<input type="checkbox"/> JM Longyear	<input type="checkbox"/> Springfield Commercial Roofing		<input type="checkbox"/> Trustcott Rossman		<input type="checkbox"/> Taft Stettinius & Hollister LLP
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The **UGLG** agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to associated rules and regulations during grant administration.

Signature

Date

Print Name and Title of Authorized UGLG Official

PROJECT OVERVIEW

Review the following eligibility criteria and complete the Eligibility Section, below.

Funding Initiative

Applies to projects carried out for the purpose of providing or improving permanent, residential structures for **Low to Moderate Income (LMI) households** for at least 51 percent of the completed CDBG assisted rental units. All interior residential rehabilitation must be in accordance with all locally adopted building and housing codes, standards and ordinances. If locally adopted and enforced building and housing codes do not exist, refer to the Housing Quality Standards (HQS) as set forth in 24 CFR 982.401. New leases require a minimum duration of one year and household income eligibility requirements must be met.

Activity

Eligible activities include the conversion of vacant or nonresidential property to residential, and rehabilitation of multi-family residential property.

National Objective

Rental Rehabilitation projects are intended to create housing opportunity for **Low to Moderate Income (LMI) households** for at least 51 percent of the completed CDBG assisted rental units.

Match Requirement

- 25 percent of proposed project costs

Priority

Funding priority is given to projects when the leverage ratio of all other private and public funds to Community Development Block Grants (CDBG) funds is greater than 1:1.

ELIGIBILITY

Rental Rehabilitation projects are qualified based on the rehabilitation or conversion of housing for low- and moderate-income persons (LMI).

To qualify, the UGLG will be identified in the [Low/Mod Income Community Customers and Project Areas](#) list. If the UGLG is not already on the list, they may engage in a formal process to be added.

Please complete the field below.

UGLG Population _____

UGLG Low/Mod Percentage _____ %

Yes, UGLG is on the Low/Mod Income Community Customers and Project Areas List

Briefly describe how the Rental Rehabilitation Project will meet the national objective to provide permanent residential structures for LMI persons, and how low- to moderate-income persons (LMI) within the project area will benefit from this project. Include the history of the project, current barriers experienced by the population and how the project will address these issues.

Describe the UGLG's overall downtown plan and how this project is consistent with that plan. Please indicate whether this is a formally adopted plan.

Refer to the [Funding Guide for Community Development Block Grants](#) (CDBG) for additional information.

PROJECT DESCRIPTION	
<p>Please provide details in the fields below for the proposed Rental Rehabilitation project, and check applicable activities pertinent to the proposed project.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Procurement and Contracting, Chapter 4 of GAM</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Environmental Review, Chapter 5 of GAM</p> <p><input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p> </div> <div style="width: 45%;"> <p>Property Disposition, Chapter 6 of GAM</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Lease attached</p> <p><input type="checkbox"/> Lease to be submitted</p> <p><input type="checkbox"/> Relocation required</p> </div> </div>	
1	Provide the scope of work and phases of the project from start to finish. Scope of work refers to the milestones and required activities to complete the project.
2	Describe the project activities in terms of what is considered CDBG activities and non-CDBG activities.
3	<p>Briefly describe the location and street or geographic boundaries of the project. Please include the street address and property ownership type (i.e. UGLG property, other public property, private property) where all project activities would occur.</p> <p>Please indicate the building type (commercial or residential) and include number of units, if applicable.</p> <p>Indicate the number of units to be made available.</p>
4	<p>Please check all that apply as it pertains to the Historic status of the property(s) involved.</p> <p>Is the property? (check all that apply):</p> <p><input type="checkbox"/> Listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Listed in a state or local inventory of historic places</p> <p><input type="checkbox"/> Designated as a state or local landmark or historic district</p> <p><input type="checkbox"/> None of the above</p> <p>Comments:</p>
5	List and describe the status of any local, state and federal permits required for implementation of the proposed project.
6	<div style="display: flex;"> <div style="flex: 1;"> <p>Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant?</p> <p>If Yes, explain</p> <p>PLEASE NOTE: In the event of demolition there is a one-for-one housing replacement requirement that may be triggered by the loss of qualified owner-occupied housing as well as rental housing. Refer to Chapter 7 of the GAM for more information.</p> </div> <div style="flex: 0.5; text-align: right;"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> </div> </div>
7	<div style="display: flex;"> <div style="flex: 1;"> <p>Will the project result in special fees (i.e., tap in / hookup fees, special assessments)? Refer to Chapter 11 of the GAM for more information.</p> <p>If Yes, explain:</p> </div> <div style="flex: 0.5; text-align: right;"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> </div> </div>

Attachment A, Exhibit IV	<p>Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed to complete the project? Please include detailed information in Attachment A. Refer to Chapter 7 of the GAM for more information.</p> <p>PLEASE NOTE: Qualifying displaced individuals are entitled to relocation assistance and payments.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Attachment A Exhibit V	<p>Describe the status of any engineering plans or specifications. Please include detailed information in Attachment A. Refer to Chapter 4 of the GAM for more information.</p> <p>PLEASE 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 CDBG Staff 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 CDBG Staff.</p> <p>If engineering or architectural contracts have been signed, please contact your local Community Assistance Team member for assistance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Include Cover Sheets between Exhibits for Accessibility		
Attachment A, Exhibits I – V	<p>Include in ‘Attachment A’ as <u>Exhibit I</u>, a detailed map showing that all project activities are located within; a traditional downtown, traditional commercial center, or the DDA or similar district. Precise project location(s), including location map(s).</p> <p>Include in ‘Attachment A’ as <u>Exhibit II</u>, provide the square footage of public space being improved or reactivated. Include photographs, plans, drawings, renderings and other applicable maps.</p> <p>Include in ‘Attachment A’ as <u>Exhibit III</u>, the anticipated seller, buyer, property description/location and cost, along with any other pertinent information, if applicable. Include Title Evidence for property owner verification.</p> <p>Include in ‘Attachment A’ as <u>Exhibit IV</u>, the address and names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants, if applicable.</p> <p>Include in ‘Attachment A’ as <u>Exhibit V</u>, architectural renderings or pictures in color illustrating what the project will look like after project completion.</p>	

PROJECT BUDGET

Complete the Project Budget and Schedule and provide associated supporting documentation to identify all funding sources and all project activities. Please list the specific source and dollar amount of any local, state, or other federal funding for this project including grants and/or loans.

Tax incentives should NOT be included on the main project budget.

Budget, [Chapter 8 of GAM](#)

- Project Budget
- Other funding sources in project

Section 3 (Employment and Contracting Opportunities), [Chapter 4 of GAM](#)

- N/A
- CDBG Grant request is over \$200k:
 - Contracts and Subcontracts exceed \$100k, Section 3 does apply
 - Contracts and Subcontracts are under \$100k, Section 3 does not apply

Housing

- Fifty-one (51) percent of units will house low to moderate persons
- Four (4) or less residential units
- Five (5) or more residential units

Construction Activities

- NA
- Construction 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
 - Resulting in eight (8) or more residential units; Davis Bacon required
 - Davis Bacon required – construction contract over \$2,000
 - Davis Bacon required – installation cost is more than 20% of equipment cost

Provide an overall project schedule that includes the anticipated start and completion dates. Refer to [Chapter 5 of GAM](#) for additional information on when project costs can be incurred.

ACTIVITIES	START DATE	END DATE
Engineering and/or Design		
Bidding		
CDBG-funded Activities		
UGLG-funded Activities		
Other-funded Activities		
Relocation Assistance		

PLEASE 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.

Provide a bullet list of all funding sources (i.e., DDA, Water & Sewer Fund, General Fund, Private Donation) and the 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 but should be listed here.**

Additionally, identify any program income from previously awarded CDBG grants that the UGLG has available. This will not count as match towards project costs, but should be used in contributing funds to project.

AUTHORIZED UGLG OFFICIAL

Name and Title	
Signature	
Date	

Include Cover Sheets between Exhibits for Accessibility	
Attachment B, Exhibits I – III	Include in 'Attachment B' as <u>Exhibit I</u> , Project Budget Sheet.
	Include in 'Attachment B' as <u>Exhibit II</u> , three (3) cost estimates OR one (1) independent 3 rd Party quote for general contracting services.
	Include in 'Attachment B' as <u>Exhibit III</u> , one (1) cost estimate for sole proprietor contractors. <small>Show that the company is unique to the job requirements</small>

SAMPLE

ATTACHMENT A

Please check the boxes below where attachments or additional information will be found, or whether the requested exhibit is not applicable. Include cover sheets between each exhibit for accessibility.

- Exhibit I – A detailed map where project activities will occur
- Exhibit II – Photos, plans, drawings or renderings showcasing square footage of space
- Exhibit III – Include Title Evidence for property owner verification
- Exhibit IV – Addresses and names of displaced parties N/A
- Exhibit V – Architectural renderings/pictures, in color, of proposed project

SAMPLE

ATTACHMENT A, EXHIBIT IV

RELOCATION OF PROPERTIES

Temporary or Permanent

Check if Not Applicable

COMPLETE ONE FOR EACH PROPERTY (rental rehabilitation, façade, infrastructure, blight)	
Property Address	
Verifiable Owner , should be able to provide Title Evidence (deed for the property)	
Future Ownership, if applicable	
Describe the project to be completed at this property.	
Please provide background on business locating or will be locating at that property.	
Describe the specific work activities to be completed with CDBG funds and match funds (use bullet points).	
Check all statements that apply regarding occupancy: <ul style="list-style-type: none"> <input type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970 <u>will not apply</u>. <input type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will be temporarily displaced. Identify and provide information on property owners, tenants, or businesses impacted, below. <input type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will be permanently displaced. Identify and provide information on property owners, tenants, or businesses impacted, below. 	
1.	<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Residential <input type="checkbox"/> Business Name Address Phone Number Email Address
What is the square footage of all private space being improved or reactivated?	
What is the current Taxable Value of the property?	
Have CDBG funds been used at this property and/or business address in the past? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Describe the source of the private funding and the status of any necessary approvals for financing.	
2.	<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Residential <input type="checkbox"/> Business Name

Address Phone Number Email Address	
What is the square footage of all private space being improved or reactivated?	
What is the current Taxable Value of the property?	
Have CDBG funds been used at this property and/or business address in the past? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Describe the source of the private funding and the status of any necessary approvals for financing.	
3. <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Residential <input type="checkbox"/> Business	
Name Address Phone Number Email Address	
What is the square footage of all private space being improved or reactivated?	
What is the current Taxable Value of the property?	
Have CDBG funds been used at this property and/or business address in the past? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Describe the source of the private funding and the status of any necessary approvals for financing.	

ATTACHMENT B

Please check the boxes below where attachments or additional information will be found, or whether the requested exhibit is not applicable. Include cover sheets between each exhibit for accessibility.

- Exhibit I – Project Budget
- Exhibit II – Three (3) Cost Estimates OR Independent 3rd Party Quote
- Exhibit III – One (1) Cost Estimate

SAMPLE

ATTACHMENT B EXHIBIT I

PROJECT BUDGET

Date: mm/dd/yyyy					Community:	
Applicant:						
Project Title:						
Program Initiative:						
	Project Funding Sources (identify all funding sources)					
Exempt Costs	CDBG	Local	Private	Other	TOTAL	
Certified Grant Administration					\$	
Architectural & Engineering					\$	
Environmental Review					\$	
Lead & Asbestos Assessments					\$	
					\$	
					\$	
					\$	
					\$	
Project Costs						
Construction					\$	
Demolition					\$	
Lead/Asbestos Abatement					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
Total	\$	\$	\$	\$	\$	
Percentage Breakdown						
EXEMPT COST TOTAL	\$	\$	\$	\$	\$	
PROJECT COST TOTAL	\$	\$	\$	\$	\$	
GRANT TOTAL	\$	\$	\$	\$	\$	

Exempt Costs

Certified Grant Administrator
 Architectural & Engineering
 Environmental Review
 Lead/Asbestos Assessment

Project Costs

Construction
 Demolition
 Lead/Asbestos Abatement

ATTACHMENT C

FAIR HOUSING AND EQUAL OPPORTUNITY

Fair housing choice means that all persons have the same access to housing choices regardless of race, color, national origin, religion, sex, disability, familial status, or income level. An impediment to Fair Housing Choice is a barrier or an action that prevents a person from exercising that right. Some of those barriers may include a shortage of affordable housing, income variables, discrimination based on historical prejudices, and a lack of knowledge/education about fair housing choices.

UGLGs receiving CDBG funding for a project are required to affirmatively further fair housing. The UGLG must develop a method for documenting efforts to promote and monitor fair housing activities. The UGLG must certify via resolution or ordinance that they will affirmatively further fair housing. For a sample fair housing ordinance, refer to Form 9-E – Fair Housing Ordinance, the [Chapter 9 of the GAM](#).

Below are suggested fair housing activities the UGLG may document and submit to MEDC as proof of efforts made to further fair housing. This list is further detailed in Chapter 9 of the GAM, and other activities may be engaged in that are not listed, with approval:

- Post and publish any revisions to local fair housing policies that bring the UGLGs into compliance with current state and federal laws.
- Develop and display informational materials to promote local awareness of fair housing laws and guidelines.
- Provide funding for local fair housing organizations and assist in their development.
- Obtain housing units outside areas of minority concentration for use as assisted housing.
- Conduct educational programs focused on prospective homebuyers or renters, businesses, local government employees, and members of housing-related industries regarding fair housing rights and responsibilities.
- Facilitate or participate in Citizen groups concerned with housing issues.
- Document actions taken at the local level to address fair housing impediments identified in a local study. Public notice of this activity, and/or other forms of public participation in the process, can be considered as a qualified furtherance action.

If a fair housing complaint arises, a full report should be sent to the CDBG Program Specialist and made available during the monitoring visit. The MEDC will then forward the complaint to HUD and corrective action will be decided upon. The UGLGs must maintain a local fair housing complaint process. A sample complaint process is provided in Form 9-F – Housing Discrimination Complaints, found in Chapter 9 of the GAM.

Affirmatively Furthering Fair Housing
Please check all that apply
<input type="checkbox"/> UGLG has completed and attached to this application a fair housing ordinance UGLG is in the process of creating and implementing a fair housing ordinance
<input type="checkbox"/> UGLG has completed and attached to this application documentation of actions taken to further fair housing
<input type="checkbox"/> UGLG has yet to implement a fair housing ordinance
<input type="checkbox"/> UGLG has yet to document efforts to further fair housing

If possible, please include relevant fair housing documents to Attachment C.

Signature

Date

Print Name and Title of Authorized UGLG Official

ATTACHMENT D**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.

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.

Include one of the following with Attachment C

- Community Development Plan which includes the 5 major elements below **OR**;
 Summary of the following from UGLG adopted plan:

1	Provide a statement assessing the needs and problems of the UGLG, including the needs of low- and moderate-income persons. The assessment must address both overall community development and housing needs regardless of the category under which funding is requested.
2	Provide a summary list of possible long-term activities, two (2) years or more, to address the identified needs and identified barriers.
3	Provide a summary of contemplated short-term activities, one (1) to two (2) years, to address the identified needs and identified barriers.
4	Provide a description of the impact the proposed CDBG.
5	Provide a plan for minimizing the displacement of persons as a result of CDBG activities and to assist persons actually displaced by such activities, regardless of whether displacement is taking place.

ATTACHMENT E

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. To document that public participation requirements have been met, attach both of the following:

- A copy of the **published public notice**. A minimum of 5 days' notice is required.
- 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 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.

Signature

Date

Print Name and Title of Authorized UGLG Official

ATTACHMENT F**UGLG AUTHORIZING RESOLUTION**

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

Provide the authorizing resolution, which contains 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 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 Grant Agreement and all amendments.
9. Identification, by name and title, of the person authorized to sign Payment Requests.

The UGLG can create a resolution that aligns with their internal documents, which will include the information mentioned above. The resolution will need to be adopted locally, if not already.

ATTACHMENT G**CERTIFICATION BY THE APPLICANT UGLG**

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

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
 - b. 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;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or 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 grant, 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.

Signature

Date

Print Name and Title of Authorized UGLG Official

SAMPLE

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

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

 Signature

 Date

 Print Name and Title of Authorized UGLG Official

ATTACHMENT I

ENVIRONMENTAL REVIEW

All UGLGs applying for funds under the CDBG Program are required to complete an Environmental Review regarding their proposed project, unless explicitly exempt. To comply with the requirements for an environmental review, an UGLG will need to review and complete the Environmental Packet found in [Chapter 5 of the GAM](#). In order to provide a comprehensive project timeline and cost estimate, an Environmental Review is necessary, especially in addressing concerns pertaining to Asbestos and Lead.

In identifying project activities, some take precedence in completing or addressing prior to general construction activities, such as:

- **Asbestos:** Applies to all CDBG demolition or renovation activities; AND
- **Lead-based paint:** Applies to all CDBG rehabilitation projects in housing built prior to 1978 that are currently used or occupied or intend to be used or occupied. This includes residential units and common areas in a mixed-used building.

An UGLG may request authorization to incur costs for one of four exempt activities. These are essential activities to complete for the environmental review, develop project timelines and to finalize the budget:

1. Environmental review and other planning activities: CDBG will cover the full cost associated with completing an environmental site assessment or environmental review, such as procuring a consultant to complete such activities.
2. Administration and management services: CDBG will cover the full cost associated with securing and utilizing the services of a Certified Grant Administrator.
3. Inspection and testing of properties for hazards or defects: CDBG will cover the full cost associated with eligible lead-based paint evaluations, asbestos surveys and other hazardous or defects inspection.
4. Engineering and design: CDBG will cover the full cost associated with eligible engineering and design costs, if authorized; otherwise this activity is the responsibility of the UGLG or its subrecipients.

Environmental Review Packet Completion	
Prior to Application submission, download and complete the applicable documents necessary to fulfill this requirement. Refer to the Community Assistance Team staff for questions regarding Environmental Review.	
UGLG has completed and attached to this application the Environmental Review Packet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
UGLG has or will request activity exemptions. If requested, please include with Attachment I.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
UGLG has not begun the Environmental Review. If no, please indicate start date.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note, in environmental review documents, Grant Number (#) fields should state the "Project Name". A Grant Number will be provided pending submission and approval of the project.

The UGLG hereby assures and certifies that it has complied or shall comply with the completion of the Environmental review for the proposed project detailed in the application.

Signature

Date

Print Name and Title of Authorized UGLG Official