

CDBG GRANT APPLICATION – RENTAL REHABILITATION

Use tab key to advance through document. Complete Application in entirety and associated Attachments A-C 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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Overview			
Overview	<p>An LMI housing activity is carried out for the purpose of providing or improving permanent, residential structures for LMI households for at least 51 percent of the completed CDBG assisted rental units.</p> <p>All interior residential rehabilitation must be in accordance with 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.</p> <p>Communities are encouraged to bundle projects/applications to make the most impact on its housing needs and projects will be evaluated based on financial need.</p> <p>New leases require a minimum duration of one year and household income eligibility requirements must be met.</p>		
National Objectives	<p>LMA Community: Housing Non-LMA Community: Housing</p>		
Eligible Activities	<p><input type="checkbox"/> Conversion of nonresidential property to residential <input type="checkbox"/> Rehabilitation of multi-family residential property</p>		
Minimum Grant Amount	\$50,000	Minimum CDBG Assistance per Unit	N/A
Maximum Grant Amount	N/A	Maximum CDBG Assistance per Unit	\$60,000
Match Requirement	25%		
Priority	Funding priority will be given to projects when the leverage ratio of all other private and public funds to CDBG funds is greater than 1:1.		
Funding Window	Open application		

ELIGIBILITY	
<p>Briefly describe how the Project will meet the national objective? Information on eligible objectives are located on second page of the cover sheet of this application.</p>	
<p>UGLG's will be identified in the Low/Mod Income Community Customers and Project Areas list, if applicable:</p> <p><input type="checkbox"/> Yes, UGLG is on the Low/Mod Income Community Customers and Project Areas List</p> <p><input type="checkbox"/> No, UGLG is NOT on the Low/Mod Income Community Customers and Project Areas List</p>	

PROJECT DESCRIPTION	
1	<p>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.</p>
2	<p>Describe the project activities in terms of what is considered CDBG activities and non-CDBG activities.</p>
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>Has the CDBG Environmental Review started?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, what is the anticipated completion date?</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	<p>List and describe the status of any local, state and federal permits required for implementation of the proposed project.</p>
6	<p>Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant? 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> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>

7	<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. If Yes, explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8	<p>Are there acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities? Refer to Chapter 6 of the GAM for more information. Please include detailed information in Attachment A Exhibit III. PLEASE NOTE: 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 Grant Agreement has been executed by all parties. If acquisition costs have been incurred prior to Grant Agreement, please contact your local Community Assistance Team member for assistance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
9	<p>Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed to complete the project? Refer to Chapter 7 of the GAM for more information. Please include detailed information in Attachment A, Exhibit IV.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
10	<p>Describe the status of any engineering plans or specifications. Refer to Chapter 4 of the GAM for more information. Please include detailed information in Attachment A Exhibit V. 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. 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

PROJECT BUDGET		
<p>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.</p> <p><i>Tax incentives should NOT be included on the main project budget.</i></p>		
<p>Provide the anticipated start and completion dates. Refer to Chapter 5 of GAM for additional information on when project costs may be incurred.</p>		
ACTIVITIES	START DATE	END DATE
Engineering and/or Design		
Bidding		
CDBG-funded Activities		
UGLG-funded Activities		
Other-funded Activities		
Relocation Assistance		
<p>PLEASE NOTE: Costs for preparing independent estimates may be incurred at the UGLG’s own risk without written authorization but may not be included in the project budget as match.</p>		
<p>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 <u>should be listed here</u>.</p>		
<p>Additionally, identify any program income from previously awarded CDBG grants that the UGLG has available. This will not count as match towards project costs.</p>		

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><input type="checkbox"/> Gentilozzi Real Estate</td> <td><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 rules and regulations during grant administration.

AUTHORIZED UGLG OFFICIAL	
Name and Title	
Signature	
Date	

ATTACHMENT A		
Exhibit I	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).	<input type="checkbox"/>
Exhibit II	Square footage of public space being improved or reactivated. Include photographs, plans, drawings, renderings and other applicable maps.	<input type="checkbox"/>
Exhibit III	Anticipated seller, buyer, property description/location and cost, along with any other pertinent information, if applicable. Include Title Evidence for property owner verification.	<input type="checkbox"/>
Exhibit IV	Address and names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants, if applicable.	<input type="checkbox"/> N/A <input type="checkbox"/>
Exhibit V	Architectural renderings or pictures in color illustrating what the project will look like after project completion.	<input type="checkbox"/>
Include Cover Sheets between Exhibits for Accessibility		

SAMPLE

ATTACHMENT A, EXHIBIT IV

RELOCATION OF PROPERTIES

Temporary or Permanent

Check if Not Applicable

COMPLETE ONE FOR EACH PROPERTY (signature building, 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).	
Describe all acquisitions, leases, easements, and property option/purchase agreements needed to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities. PLEASE 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.	
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.	
Will the project relocate jobs from one labor market area to another? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Residential <input type="checkbox"/> Business Name Address Phone Number Email Address	
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ATTACHMENT B		
Exhibit I	Project Budget Sheet.	<input type="checkbox"/>
Exhibit II	Three (3) cost estimates OR one (1) independent 3 rd Part quote for general contracting services.	<input type="checkbox"/>
Exhibit III	One (1) cost estimate for sole proprietor contractors.	<input type="checkbox"/>
Include Cover Sheets between Exhibits for Accessibility		

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					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Project Costs					
Acquisition					\$
Construction					\$
Demolition					\$
					\$
					\$
					\$
					\$
					\$
					\$
Total	\$	\$	\$	\$	\$
Percentage Breakdown					
EXEMPT COST TOTAL	\$	\$	\$	\$	\$
PROJECT COST TOTAL	\$	\$	\$	\$	\$
GRANT TOTAL	\$	\$	\$	\$	\$

Exempt Costs

Certified Grant Administrator
 Architectural & Engineering
 Environmental Review

Project Costs

Acquisition
 Construction
 Demolition

ATTACHMENT C

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