

COMMUNITY DEVELOPMENT BLOCK GRANT

PARKS AND RESILIENT COMMUNITIES PROGRAM (PARC) APPLICATION INSTRUCTIONS & PROGRAM GUIDELINES



**MICHIGAN
ECONOMIC**
DEVELOPMENT
CORPORATION



PROGRAM DESCRIPTION

The Parks and Resilient Communities (PARC) program renovates local parks and public gathering spaces with the installation of new public infrastructure to help residents gather and utilize amenities for recreational purposes, while addressing climate change, managing floods, and improve public health. This initiative transforms existing public recreation spaces into active defenses against extreme weather while boosting neighborhood well-being and social connection.

There is \$15,000,000 in funding available for awards. Applicants can apply for CDBG funds ranging between \$500,000-\$1,000,000 per proposed project. Actual awarded amount may include administrative costs in excess of the project cost. Administrative costs are capped at 10% of total award.

For this funding round, examples of eligible CDBG public infrastructure activities could include:

- Installation of new playground facilities
- Installation of new workout equipment
- Installation of play water features
- Installation of pavilions and gathering spaces
- Installation or expansion of restrooms
- Installation of shade structures
- Construction of ADA accessible walkways
- Earthwork that supports mitigation and resiliency of existing public recreation areas

***CDBG funds will only support the installation of permanent amenities.**

For this funding round, examples of ineligible activities include:

- Repairing, operating, and maintaining public facilities (filling potholes in streets, repairing cracks in sidewalks and repairing pavement of roadways or parking lots without reconstruction);
- Extending or upsizing existing utilities for future growth;
- Streetscape projects not directly related to and completed in association with eligible infrastructure replacement and/or improvement

This funding round is time sensitive. Please pay close attention to the timeline found on the next page. The deadline for completion of these projects is December 31, 2028. There will be no exceptions.

INELIGIBLE APPLICANTS

The following counties and their respective UGLGs are not eligible to directly apply or directly receive CDBG Funds unless they can provide documentation that they have opted out of their direct HUD allocation and were accounted for in the State's current formula allocation: Genesee County, Kent County, Macomb County, Oakland County, Washtenaw County and Wayne County.

The following Michigan cities are not eligible to directly apply or directly receive CDBG Funds: Battle Creek, Bay City, Benton Harbor, East Lansing, Holland, Jackson, Kalamazoo, Lansing, Midland, Monroe, Muskegon, Muskegon Heights, Niles, Norton Shores, Portage, Port Huron and Saginaw.

TIMELINE

October 30, 2026	PARC Funding Round Launched
October 30, 2026– February 10, 2027	<p>Question and Answer Period-Weekly Q&A Published</p> <p>Questions regarding the funding round can be submitted to: CDBG@michigan.org.</p> <p>Answers will be posted weekly online at: https://www.miplace.org/programs/community-development-block-grant/</p> <p>Only questions posted by 5 p.m. on February 10, 2027 will be answered prior to the February 12, 2027 Application due date.</p> <p>Virtual Office Hours</p> <p>Beginning November 5, 2026, virtual Office Hours will be held the first the third Thursdays of each month at 9 a.m. People can ask MEDC staff PARC program questions during this period. Login information can be here: Community Development Block Grant (CDBG) MiPlace</p>
November 19, 2026 at 2:00 p.m. EST	<p>Conference Call/Virtual Webinar for Q & A scheduled.</p> <p>MEDC Representatives will be available to answer Application Questions.</p>
February 12, 2027 at 5:00 p.m. EST	<p>Applications are due - electronically. DO NOT MAIL APPLICATIONS TO MEDC.</p> <p>Communities will receive an email notification indicating the application has been received.</p>
March 12, 2027	An Offer Letter, along with the environment review requirements, will be emailed to applicants selected to move on in the application process.
March 15, 2027-June 30, 2027	<p>CDBG Environmental Review to be completed</p> <ul style="list-style-type: none"> ▪ CDBG Program Specialist to provide project-specific Environmental Review direction
August 24, 2027	Projects recommended to the MSF Board for consideration.
October 31, 2027	Deadline for complete and stamped plans and specifications and ready for the publication of the advertisement for construction bids.
May 31, 2028	Last day for Construction to begin.
December 31, 2028	Last day for Construction to be complete.

SUBMITTAL REQUIREMENTS

The PARC Application must be submitted NO LATER THAN **February 12, 2027 at 5:00 p.m. EST.**
Email Application and all required attachments in ONE pdf, if possible, to CDBG@michigan.org.

APPLICATION INSTRUCTIONS

This guidance is intended to aid in the understanding and completion of the PARC Application. The review of the proposed project will be based solely on the UGLGs responses and attachments. The MEDC will not seek clarifications. The numbered sections below provide additional detail to assist with completing the corresponding sections of the PARC Application. Only one project application can be submitted per community applicant.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY. Complete all fields.

Identification of UGLG. UGLG refers to the County, City, Township, or Village applying for the funding. An eligible Applicant is one listed on the Department of Housing & Urban Development (HUD) HUD Low-Moderate Income-ACS 2020 list published on the MEDC website with Application materials.

Application Types. Eligible applicants may submit one of two types of applications:

1. An **Individual Application** may be submitted by an eligible applicant for a project located within its municipal limits and benefiting only residents within its municipal limits
2. On behalf of multiple UGLGs or on behalf of an Authority serving multiple UGLGs, a **Joint Application** may be submitted by an eligible Lead Applicant for a mutual need of multiple UGLGs. To consider a Joint Application, a resolution will be required from each UGLG outlining which UGLG will be the Lead Applicant and outlining the responsibilities of all UGLGs. The Lead applicant must be on the HUD Low-Moderate Income ACS 2020 List. The Applicant must be able to demonstrate how the proposed project benefits residents of all UGLGs and at least 51% of beneficiaries (the aggregate of all UGLGs involved) are low- and moderate-income persons.

UGLG's Unique Entity ID Number (SAM)

This number is required by HUD and is needed by the MEDC when requesting the CDBG funds from HUD. A Unique Entity ID can be obtained for free at <https://www.sam.gov>.

UGLG's Federal Tax Identification Number

This number is also needed for disbursing the CDBG funds.

State Government Representation

Enter the information for the Senator and State Representative representing the UGLG.

Authorized UGLG Official

This authorized UGLG official must be designated in the required Authorizing Resolution, Attachment G. This individual can sign all grant related documents.

UGLG's Fiscal Year

This is the month and day of the UGLG's Fiscal Year Beginning and End.

UGLG LMI Percentage

Refer to the HUD Low-Moderate Income-ACS 2020 list published on the MEDC website with Application materials.

Open CDBG Grants or Executed LOI's

Please indicate whether the community has a fully executed Letter of Interest (LOI), or, an Open CDBG Grant that has not drawn down all grant funds.

Unresolved CDBG Issues or Findings

Indicate if the UGLG has any written Findings issued by the MEDC that have not been responded to in writing by the UGLG.

Grant Administration & Conflict of Interest

Certified Grant Administrator

A MEDC Certified Grant Administrator (CGA) must administer the project. The UGLG must select one of the two options below. Administrative contracts cannot be signed until written authorization has been provided by the MEDC.

- I. A MEDC CGA will administer the project. The CGA has not yet been selected, and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment B) has been left blank.
- II. A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment B) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project.

PROJECT SCOPE-PROJECT NARRATIVE. See PARC Score Sheet.

Provide a clear and concise description of the overall proposed project and required activities. Applicants should highlight all proposed Active and Passive Recreation amenities to be included in the project scope. Provide excerpts from previously approved Planning or Community Development documents demonstrating the project concept. Example documents can include a Master Plan, Strategic Priorities Plan, Comprehensive Plan, Parks & Recreation Plan, or Capital Improvement Plan. Be sure to include the date of adoption for each policy.

The MEDC will not seek clarifications. Ensure that the narrative has been clearly answered within this section.

PROJECT BUDGET

Present a Project Budget showing both the CDBG requested amount as well as the UGLG committed amount (if applicable). The Applicant must utilize and submit the Budget Template provided as Attachment B. Amounts must match Attachment B to these Instructions.

I. CDBG-Amount requested from the Michigan Strategic Fund (MSF) through the application

II. UGLG-Amount of Committed Cash Match from local resources. The UGLG is **not** required to provide a cash match amount but can receive additional points in scoring if a commitment of at least 20% of the Total Project Cost is provided. Examples of local resources include:

- a. General Fund
- b. Parks and Recreation Funds
- c. DDA or other similar district funds
- d. Bonds-All bonds **must** be immediately available

III. Other-Amount of committed cash match from resources other than those list above "Other" Committed Cash Match are funds that are available at the time of this application and provided by different resources. The UGLG must present written evidence of cash commitment from the "other" resource.

Examples of "Other" resources include:

- a. Other grants/loans with agreements in place-Must be supported by a grant/loan agreement signed by the person authorized to make such a commitment
- b. Act 51 funds-Must be signed by the person authorized to make such a commitment
- c. Other private/public committed funds-Must be signed by person authorized to make such a commitment

IV. Total-Total of CDBG Request, Local Committed Resources, and Other Committed Resources

NOTE: For CDBG purposes, costs are considered to be obligated/incurred once a purchase order, contract, etc. has been signed. If a purchase order, contract, or similar document has already been signed, both the expended and unexpended costs associated with that particular purchase order/contract *cannot* be counted as match nor can the costs be included within the CDBG budget.

The UGLG must receive written authorization from the CDBG program prior to entering into any contracts or incurring project related costs. Failure to receive written authorization could jeopardize CDBG funding.

The budget must:

- a. Include **only** those costs that have not yet been obligated/incurred
- b. Not include costs for preparing the PARC application
- c. Not include costs for in-house grant administration. Certified Grant Administrator costs are allowed
- d. Include **only** committed sources of matching funds

Additional Scoring Criteria: UGLG 20%+ Cash Match. The UGLG Cash Match must be equal to at least 20% of the Total Project Costs, not 20% of the CDBG Amount.

Examples of the UGLG Committed 20% Cash Match (Figures used are for illustrative purposes only):

CORRECT

Total Project Cost of \$1,250,000
UGLG Committed 20% Cash Match ($\$1,250,000 \times .20 = \$250,000$):

EXAMPLE 1:	Local Match	\$ 200,000
	CDBG Request	\$ 800,000
	Total Project Cost	\$1,000,000

EXAMPLE 2:	Local Match	\$ 250,000
	CDBG Request	\$ 1,000,000
	Total Project Cost	\$ 1,250,000

TIMELINE

Indicate the Proposed Project Start Date and Completion Date of the proposed activities. All projects must be completed by December 31, 2028.

NEW AMENITIES-PROJECT NARRATIVE

The UGLG should provide information on the proposed new amenities that do not exist at the project site. Examples include new restrooms, new walking paths, new exercise equipment, and the installation of shade structures, misting stations, or gathering areas. All project related amenities must meet ADA standards. **The MEDC will not seek clarifications.** Ensure that the narrative has been clearly answered within this section.

RESILIENCY-PROJECT NARRATIVE

The UGLG should provide examples of proposed Resiliency efforts. These can include construction measures that can withstand high wind speeds or water damage, solar panels for charging new amenities, green spaces that help protect public gathering areas, green spaces, as well as adding public health amenities such as water fountains, hand washing stations, and restrooms. **The MEDC will not seek clarifications.** Ensure that the narrative has been clearly answered within this section.

UGLG CONFLICT OF INTEREST AND COMPLIANCE REQUIREMENTS

Check all applicable statements in this section.

Conflict of Interest

Conflict of Interest is addressed in Chapter 1 of the MEDC Grant Administration Manual.

The following requirements apply:

- I. UGLG Officials, UGLG Staff, and UGLG family members/partners cannot receive a financial interest or benefit from a CDBG assisted activity
- II. UGLG Officials, UGLG Staff, and UGLG family members/partners cannot participation in the selection or decision making process associated with a CDBG assisted activity.

REQUIRED ATTACHMENTS – Must be labeled and attached in order.

- A. **Project Location Map** – This map will be an aerial map showing the project location and boundaries (ex. Aerial Google map with the boundaries outlined). Include as Attachment A.
- B. **Project Budget**-Use the Attachment B template to provide a Project Budget. Include as Attachment B.
- C. **Before Photos** – Provide a minimum of three before photos that represent the current project location. Include as Attachment C.
- D. **Project Renderings** – Provide detailed renderings of the proposed project. Include as Attachment D.
- E. **Third-Party Cost Estimates** – Cost estimates covering the scope of the project must be included. and labeled as Attachment E. The totals must match the information in Appendix B. Please note that Davis Bacon wages will apply. Include as Attachment E.
- F. **Maintenance Plan** – This plan does not need to be elaborate. Please describe how the improvements will be maintained once construction has been completed. Include as Attachment F.
- G. **Authorizing Resolution** – An Authorizing Resolution must be adopted by the governing body. A sufficient resolution must be included as Attachment G.
- H. **Public Participation Requirements and 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.

Certification – Sign and include as Attachment H, the UGLG Public Participation Certification Form, certifying that the public participation requirements will be accomplished.
- I. **Published Public Hearing Notice** – Complete, publish and include as Attachment I, a copy of the

public hearing notice. A minimum five (5) day notice is required.

- J. **Public Hearing Minutes** – Public Hearing Minutes must be provided from the Applicant or Joint Applicant entities. Include as Attachment J.
- K. **Statement of Assurances.** All UGLGs applying for CDBG funds must assure that they will comply with the provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws. Complete, sign and include as Attachment K.
- L. **CDBG Compliance Checklist** – All UGLGs must complete and sign the CDBG Compliance Checklist. UGLG's must indicate when required policies and procedures will be passed, if they have not already been approved by the Applicant entity. Policies and Procedures must be completed by the end of construction activities.
- M. **Anti-Displacement and Relocation Assistance Plan** – Prior to receiving CDBG funds, UGLGs are required to have an Anti-Displacement and Relocation Assistance Plan. If the UGLG does not have this plan, use Template Attachment M to draft and adopt the plan. Include the adopted plan as Attachment M.
- N. **Preliminary Plans and Specifications**-Provide preliminary plans and specifications for the project.

OPTIONAL ATTACHMENTS:

- O. **Engineering Letter** – An Engineer can provide a letter indicating the progress of the Plans and Specifications for the project. The Engineer should share the level of progress through the measure of a percentage (i.e. 25% complete)
- P. **Joint Application** – If applicable, include an Authorizing Resolution from each UGLG benefitting from the proposed project. The proposed project should be located within the primary applicant government's jurisdiction and the applicant must be located on the LMI Customer list. The partner applicant must meet a LMI population threshold of 51%. Please reach out to the MEDC prior to submitting a joint application to confirm the eligibility of a joint application.

ATTACHED DOCUMENT TEMPLATES

DOCUMENTS PROVIDED IN THIS SECTION SERVE AS TEMPLATES THAT APPLICANTS CAN UTILIZE

ATTACHMENT B-BUDGET

PROJECT BUDGET					
ACTIVITY COSTS	CDBG	LOCAL	OTHER	OTHER	TOTAL
Administrative-CGA (Grant Administrator)	\$	\$	\$	\$	\$
Engineering	\$	\$	\$	\$	\$
Administrative-3 rd Party	\$	\$	\$	\$	\$
Environmental	\$	\$	\$	\$	\$
Construction/Contingency	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

ATTACHMENT G-AUTHORIZING RESOLUTION TEMPLATE

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Parks and Resilient Community (PARC) Community Development Block Grant Competitive Funding Round; and

WHEREAS, the (UGLG) desires to request (\$amount of request) in CDBG funds to (describe the proposed project); and

WHEREAS, the (UGLG) commits local funds from its (Source of funding) in the amount of (\$amount of committed match) (Note: Only insert this if applicable. Otherwise, delete this line); and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit a service area or provide a low/mod area income-area benefit within a community; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures, and formal authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the (UGLG) hereby designates the (Title of authorized local official) as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Add any other required UGLG language

ATTACHMENT H-UGLG PUBLIC PARTICIPATION CERTIFICATION

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.
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 and Title of Authorized UGLG
Official

Date

ATTACHMENT I-(UGLG) NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE (NAME OF PROPOSED PROJECT)

(UGLG) will conduct a public hearing on (date of public hearing) at (time of public hearing) at (location of public hearing) for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for the PARC Community Development Block Grant Program.

(UGLG) proposes to request (\$amount of proposed grant) in CDBG funds to (specify the purpose of the grant, along with the other local and private activities and funding *(if applicable)*, including the specified amount to benefit LMI persons) and benefit at least 51% low to moderate income persons.

Further information, including a copy of (UGLG)'s CDBG application is available for review. To inspect the documents, please contact (contact person and contact information) or review at (location). Comments may be submitted in through (date) or made in person at the public hearing.

(If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.)

Citizen views and comments on the proposed application are welcome.

UGLG

Contact person and title

Phone number for Contact person

ANY OTHER LANGUAGE REQUIRED BY UGLG CAN BE PLACED HERE

ATTACHMENT K-STATEMENT OF ASSURANCES

The UGLG hereby certifies that it:

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 as a result of proposed activities and for assisting persons actually displaced;
 - b. Published a public notice (a copy of which is attached) 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, 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.

Signature and Title of Authorized UGLG

Date

ATTACHMENT L-CDBG COMPLIANCE CHECKLIST

CDBG- COMPLIANCE CHECKLIST

Please refer to the [Grant Administration Manual](#) (GAM) for sample/template forms and policies.

Indicate the status on the compliance items listed below. This document must be signed and returned in order for the application to be considered complete and eligible for scoring.

Required Compliance	Status/Date Please indicate whether the document is <i>Completed</i> or <i>Underway</i> . If <i>Completed</i> , state the date the document was adopted by the applicant. If <i>Underway</i> , state the date the document is estimated to be adopted. Policies must be adopted by the time of grant completion, unless otherwise indicated.
☐ Section 3 Policy	
☐ Residential Anti-Displacement and Relocation Plan	
☐ Fair Housing Ordinance & Housing Discrimination	
☐ Section 504 Accessibility Self-Certification	
☐ Grievance Procedure	
☐ Non-Discrimination on Basis of Handicap	
☐ UGLG Excessive Force Policy	
☐ UGLG Procurement Policy	

Statement of Assurances

The Applicant UGLG states that the person identified in the Authorizing Resolution assures 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 access 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.

Providing a signature on this page, with all applicable field boxes being completed and all information being reviewed, assures the following:

1. There are no changes to the previously submitted intake and application materials that would change the scope, budget, timeline or beneficiaries of grant funds; and
2. Required compliance, plans, policies, assurances and certifications as outlined in this document have been reviewed and accounted for, and any applicable and requested documents will be available upon request during grant monitoring; and
3. The UGLG agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. The UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration; and
4. Submitting a signed Compliance – Due Diligence List is finalizing the CDBG-DR Application

Name:	Signature:
Title:	
Date:	

The person authorized through resolution, or the highest elected official, may sign assuring all aforementioned documents under CDBG Compliance have been accounted for, either by completion or by notifying the CDBG Specialist of missing items, which will be addressed if appropriate as contingencies in the grant process.

CDBG Compliance Instructions on Reporting

Citizen Participation Plan (24 CFR Part 570.486 (a))

Many items may be included in Public Participation Plans worked on with our Redevelopment Ready Team. Below are CDBG's required items that must be included to satisfy citizen participation plan requirements as seen in 24 CFR Part 570.486 (a). Adopted plans may vary dependent on the municipality, but the following must be included at a minimum:

1. Providing and encouraging citizen participation, particularly participation by lower income people who are residents of slum and blight areas in which funds are proposed to be used. Citizens must be made aware of where they may submit their views and proposals should they be unable to attend the public hearing.
2. Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG funds.
3. Furnish citizens information, including but not limited to:
 - a. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - b. The range of activities that may be undertaken with the CDBG funds;
 - c. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income people; and
 - d. The proposed CDBG activities are likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488.
4. Provide technical assistance to groups that are representative of people of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to such groups;
5. Provide for a minimum of two public hearings, each at a different stage of the project [Prior to MSF approval and near the grant term end], for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State [MSF approval]. There must be reasonable notice of the hearings, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodation for people with disabilities. Public

hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be 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 the non-English language must be available at the public hearing];

6. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State.
7. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely answers to complaints and grievances, within 15 working days where practicable.

Other Applicable Requirements regarding Citizen Participation Plans:

- All citizen complaints relative to Fair Housing/Equal Opportunity violations involving discrimination must be forwarded to the Michigan Department of Civil Rights [Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202] for disposition. The complainant must be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Michigan Department of Civil Rights. Citizens must be made aware that they can forward a complaint alleging discrimination directly to the Michigan Department of Civil Rights [Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202]

Publication Affidavit and Public Hearing with Meeting Minutes

Notice for public hearings, which must be substantiated with a publication affidavit, will show that five (5) calendar days minimum notice was provided to citizens, and that the notice was published in a local or applicable newspaper, a sample of a Public Hearing Notice can be found in Chapter 11 of the GAM: <https://www.miplace.org/programs/community-development-block-grant/grant-administration-manual/>. Begin counting day one (1) on the day following the notice. The following items must be included in the first public notice:

- ☐ The amount of funds available for proposed project.
- ☐ The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit LMI people.
- ☐ The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities, [if applicable].

- If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.

Written minutes of hearings and an attendance roster must be submitted to the Program Specialist and kept for review by State officials. Nothing in these requirements shall be construed to restrict the responsibility and authority of the applicant for the development of the application.

A second public hearing, known as a performance hearing, must be conducted prior to grant close-out, but after major construction is completed. All requirements for hearing notice and conduct apply to the performance hearing, a sample of a Closeout Public Hearing Notice can be found in Chapter 11.

Applicants must submit proof of notice in the form of an affidavit or a copy of the newspaper page showing the publication date and each public notice with the application.

Additional information on this topic can be viewed in Chapter 11 of the [Grant Administration Manual](#).

CDBG Authorizing Resolution

By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, the ability to sign grant documents can be delegated to another official (elected or hired). The Authorizing Resolution should be completed prior to signing grant related documents but is often in tandem with the public hearing for the overview of the proposed project, a template of an authorizing resolution can be made available by the CDBG Specialist upon request.

An adopted CDBG Authorizing Resolution will at a minimum contain the following:

1. Identification of the proposed project.
2. Identification of the funding request and the commitment of UGLG's matching funds.
3. Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager.
4. Local authorization to submit the Michigan CDBG Application.
5. Identification, by name and title, of the person authorized to sign the Application and all attachments.
6. Identification, by name and title, of the person authorized to sign the Grant Agreement and all amendments.

7. Identification, by name and title, of the person authorized to sign Payment Requests.

At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review the NEPA Environmental Review instructions below.

NEPA Environmental Review (24 CFR Part 58)-To be completed if applicant is selected to move forward with application

The purpose of NEPA is to protect and enhance our environment by mitigating the environmental impacts of federally assisted projects. The requirements of NEPA apply to the **entire project** and include project activities funded with CDBG funds and activities funded by other sources such as private or other public funds.

Neither an UGLG nor any participant in the grant process may commit CDBG or non-CDBG funds, including private and other public funds, until the environmental review is completed, and a release of funds is granted. If an UGLG commits funds to a project before the appropriate environmental review is completed, they risk losing their grant and incurring other Federal penalties. Commitment or spending of funds, referred to as “choice limiting actions”, includes execution of a legally binding agreement for property acquisition, demolition, rehabilitation, conversion, repair, or construction pertaining to a specific site. Always refer to the CDBG Specialist to seek authorization to incur costs; some activities may be exempted from environmental review but can only be done through an exemption process authorized by the CDBG Specialist.

Many CDBG grantee activities will require state or local approvals or permits through relevant state or local laws. Applicants are encouraged to contact the relevant state or local agency regarding environmental regulatory permits or approvals.

The environmental review process should begin as soon as a recipient determines the projected use of HUD assistance. Many UGLG’s utilize the services of a certified Grant Administrator or third-party environmental firm to complete, in compliance, the NEPA Environmental Review. There are five (5) levels of environmental review, as follows;

1. Exempt activities
2. Categorical exclusion not subject to §58.5
3. Categorical exclusion subject to §58.5
4. Environmental assessment
5. Environmental impact statement
 - Projects determined to need an impact statement may need to utilize the assistance of an environmental firm.

An important aspect of the Environmental Review process is developing a meaningful project description; a requirement regardless of the level of environmental review. **Using your application project narrative/description, applicants will build upon that to fulfill NEPA's Environmental Review project description requirements, which at a minimum contain the following:**

- Location: Describe so that community members can locate (i.e. street address)
- Purpose and Need: Describe what is being done and why it is necessary, trends in absence of action
- Type of Environmental Review: Individual (geographically-aggregated) versus tiered (functionally-aggregated); Is this a single location, or more than one location/property in the proposed project
- Project beneficiaries: Who benefits from the project; consider the National Objective being met by the proposed project
- Description: Provide complete details about the project and what will be done
- All funding sources
- All development partners

The UGLG must also designate a Certifying Officer (CO), otherwise known as the responsible official, to ensure compliance with NEPA Environmental Review and related provisions in 24 CFR Part 58. This person is the chief elected official, chief executive official, or an official designated by formal resolution of the governing body. The CO has the authority to assume legal responsibility for certifying that all environmental requirements have been followed, is authorized to certify the Request for Release of Funds and to represent the UGLG in federal court. This responsibility cannot be provided to a grant administrator or consultant.

If there are activities that the UGLG or private entity need to engage in prior to the completion of the environmental review process, you will need to seek written authorization from the CDBG Specialist.

Additional information on this topic can be viewed in Chapter 5 of the [Grant Administration Manual](#).

UGLG Procurement Procedure (24 CFR Part 570.489 (g))

This procedure must be written and adopted prior to securing any contract services with CDBG funding. The procurement policy must meet all the requirements contained in 2 CFR 200.317. If a procurement policy is already in place, the UGLG must determine whether it includes all federal requirements and be based on full and open competition. Cost plus a percentage of cost and percentage of construction costs methods of contracting shall not be used. The policies and procedures shall also include standards of conduct governing employees engaged in the award

or administration of contracts. (Other conflicts of interest are covered by § 570.489(h). If the policy does not contain all federal requirements (and the UGLG intends to use CDBG funds to secure such services), the policy must be amended accordingly. A Sample of a Procurement Procedure can be found in Chapter 4 of the GAM.

Additional information on this topic can be viewed in Chapter 4 of the [Grant Administration Manual](#).

Additional Compliance (As identified by the CDBG Specialist)

Additional Items may have been identified by the CDBG Specialist. These compliance items are unique to your proposed project and require attention. Refer to the instructions provided by Specialist.

Section 3 Policy (24 CFR Part 75)

UGLG's are responsible for engaging Section 3 designated residents and businesses and being in compliance with 24 CFR Part 75. Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](#).

Residential Anti-Displacement and Relocation Assistance Plan (RARAP) (24 CFR 42.325)

If residential occupants are present, whether relocation is part of the project or not, the UGLG will need to formally adopt a local RARAP Plan. This is key to ensuring residential occupants will have an established process to refer to in the event relocation occurs, temporary or permanent, as a result of project activities.

Additional information on this topic can be viewed in Chapter 7 of the [Grant Administration Manual](#).

Fair Housing Resolution/Ordinance (24 CFR Part 570.487)

UGLG's are required to certify that it will Affirmatively Further Fair Housing, which can be accomplished several ways, a common effort being to pass a Fair Housing Ordinance. There are additional ways in which an UGLG can show it is taking meaningful measure to Affirmatively Further Fair Housing, which can be viewed in Chapter 9 of the GAM.

Further, the UGLG is required to have a Housing Discrimination Complaint process, in which complaints are processed and forwarded to the appropriate enforcement entity. It is a best practice to have a UGLG staff person responsible for housing complaints and keeping record of where complaints are referred to.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](#).

Section 504 Accessibility Self-Certification (24 CFR 8)

Section 504 provides rights to persons with disabilities in HUD-funded programs and activities. The UGLG is required to complete a Section 504 Accessibility Self-Certification and keep and make available upon citizen request the self-certification.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](#).

Grievance Procedure (29 US 79 (e))

A grievance procedure must be formally adopted by the UGLG, allowing all persons to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the UGLG. The procedure will at a minimum meet the following outlined in the Grievance Procedure presented in Chapter 9.

Non-Discrimination on Basis of Handicap (45 CFR 1232.9)

The UGLG must have an adopted and implemented policy addressing Non-Discrimination on Basis of Handicap [Disabilities] in their hiring practices or employment practices, as seen in the Grant Administration Manual, Chapter 9. The policy should outline that no qualified handicapped [disabled] person shall, on the basis of disability, be subjected to discrimination in employment or volunteer service under any program or activity that receives federal financial assistance. Relationships with employment and referral agencies, with labor unions, with organizations providing or administering fringe benefits to employees of the recipient, and with organizations providing training and apprenticeships are also subject to the non-discrimination policy adopted by the UGLG.

Additional information on this topic can be viewed in Chapter 9 of the [Grant Administration Manual](#).

UGLG Excessive Force Policy (24 CFR 91.325 (6))

The UGLG must adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engage in non-violent civil rights demonstrations. Additionally, the policy will address the enforcement of applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction, an example of such policy is available in Chapter 9.

ATTACHMENT M-ANTI-DISPLACEMENT AND RELOCATION PLAN

i. Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the (UGLG) will take the following steps to minimize the displacement of persons from their homes: *(The steps below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities).*

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Signature and Title of Authorized UGLG

Date