
COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY

PUBLIC INFRASTRUCTURE & PUBLIC FACILITIES PROGRAM APPLICATION

For eligible activities administered by the Michigan Economic Development Corporation (MEDC) on behalf of the Michigan Strategic Fund (MSF)



**MICHIGAN
ECONOMIC**
DEVELOPMENT
CORPORATION

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INTRODUCTION & PROCEDURES

APPLICATION INSTRUCTIONS

MEDC will provide applicants with training and guidance on how to complete the application. The training will be recorded and posted on the recovery website. Questions and applications should be sent to this inbox: cdbg@michigan.org. MEDC will review questions once a week and provide responses on the website.

Please make sure to read the PIPF Program Guidelines and the Grant Administration Manual before completing the application. The attached forms are designed to obtain pertinent information, not lengthy narrative. Forms provided must be used and completed according to instructions. Partial submissions will not be accepted. Instructions are given on the respective forms. Please type or print all responses.

Section 1: Applicant Details

- **Applicant Information:** Identify the contact for the application submission and provide general applicant identification information.
 - Evidence of the Unique Entity Identifier is necessary to confirm validity period for doing business with the U.S. Government, please attach a screenshot capturing the UEI number, Entity Name, and Expiration Date.
- **Coordination and Partnerships:** Provide the co-applicants name (list all involved in this project) and details regarding the support being provided from co-applicants.
- **Application Funding:** Identify the total amount of funding requested, including the number of projects associated with the funding request, and the jurisdictions involved and benefitted by the proposed project.
- **Capacity Plan:** MEDC needs to assess the capacity of the implementing entity to carry out programs funded by the grant funds. The applicant should identify key staff and explain how they will ensure compliance with CDBG-DR regulations regarding compliance, financial management, project implementation, and closeout procedures.
 - Please attach an organizational chart that identifies key staff associated with project delivery, including proposed contractors and partners.
 - Identify if the applicant has worked with prior CDBG-related funding, has open findings on existing grants, and if there is any conflict of interest concerns.
 - Provide supporting documentation to highlight previous experience with a similar project type and project scale.
- **Grant Administration:** Applicants must identify if they plan to procure a Certified Grant Administrator (CGA) or will rely on their staff to administer and provide oversight of the grant funds.
- **Supporting Documentation:** Submit required documents by checking off that attachments are included. Applicants can provide additional documents as needed.

Section 2: Project Information

Section 2 should be completed for each individual project included with the application.

Project Scope and Summary:

- **Project Title:** The title of the project should define the proposed project. This name should be short and clear with the anticipation of construction signage use.
- **Project Description:** Provide project narrative, outlining the purpose of the project, how it addresses a remaining unmet need following the disaster, and the proposed scope of work. If there are multiple sites, express the need for each site and how they complement each other. Identify state and local assets.

- Attach associated documentation to support the project description as applicable. A narrative can be attached to include a longer description or report associated with the project as necessary.
- If the project has design or construction documents, including schematics or pre-design documents, specifications, or land surveys.
- Associated documentation may also include feasibility studies or other environmental studies already completed. Or endorsements and permits.
- **Project Site:** Provide a clear address location of project, if there are multiple points or sites, please include a reference to each site.
 - The Project Site map should include surrounding neighborhood points of interest, community resources, and highlight other elements that may support the project description and public benefit.
- **Project Disaster Tie-Back:** Describe how the project addresses an unmet need following the qualifying disaster.
 - Provide evidence of the disaster tie-back for the project. For direct property impacts this may include damage assessments, FEMA PW outlining impacts and needs, and before and after photos. For indirect impacts, this may include photos, impact reports or assessments, associated data, news articles referencing impact to the project site, community input and public feedback, government-issued plans that recommend disaster mitigation for disaster impacts, etc.
- **Most Impacted and Distressed (MID):** Identify where the project site is located within the four MID areas identified, according to the qualifying disaster. If the project site is not located in one of the identified areas, the project is ineligible.
- **National Objective:** Indicate whether the project will meet the national objective of LMI area benefit, LMI clientele, or urgent need. The HUD LMI list will be available on the MEDC website at launch.
 - Include a narrative and supporting documentation as evidence for the national objective selection and determination process. Please refer to the GAM for more information.
- **Benefit to Disadvantaged & Vulnerable Populations:** The PIPF program will prioritize projects that benefit the most at-risk and vulnerable populations. Explain the extent to which the project benefits disadvantage, vulnerable, and underserved communities and include documentation of the Social Vulnerability Index (SoVI) and other data of the area served.
 - Provide data and associated maps that will support this narrative and determination. An additional document or report may be attached to provide further detail.
- **Compliance Check:** Select all elements that may apply or could potentially apply to the proposed project. The options reference potential Federal regulations. More details can be found in the Program Guidelines.
 - Attach a FEMA FIRMette or flood map that identifies the project sites and flood zones.
- **Local Plans:** If the proposed project is identified in the local Hazard Mitigation Plan, Capital Improvement Plan, or Master Plan, etc. provide a copy or link of the plan, referencing the page number where the project can be located within the document.
- **[Lead and Copper Rule](#):** The purpose of the Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. The rule establishes action levels (AL) for lead and copper based on a 90th percentile level of tap water samples. An action level exceedance is not a violation but triggers other requirements to minimize exposure to lead and copper in drinking water, including water quality parameter monitoring, corrosion control treatment, source water monitoring/treatment, public education, and lead service line replacement. LCR only applies to water and sewer improvements that touch residential lines. This will trigger the lines that will need to be replaced.
- **Mitigation Measures:** Select the mitigation measures that the project will address. Note, these measures should be outlined and expressed within the project description and scope of work.

- **Resilience Metrics:** Select the resilience metrics being calculated/tracked for the project. Note, these measures should be outlined and expressed within the project description and scope of work.

Community Outreach Efforts: Community outreach efforts must be submitted with the application according to the MEDC Citizen Participation Plan.

- Confirm the outreach efforts were completed and attach the supporting documentation to include Public Hearing Notice, Public Hearing Meeting Minutes or Summary, and the Public Participation Form.
- Attach the Local Citizen Participation Plan for review.

Project Budget Details:

- Include a proposed project budget with detailed description of anticipated costs by category of work, including support services, program management, and administration. Provide the amount for all leveraged funding and details regarding the purpose of the funding.
- Attach, as supporting documentation, a preliminary construction cost estimate prepared by a licensed engineer or architect (that may on staff or procured). Clearly identify the costs of mitigation efforts proposed for CDBG-DR funds.

Project Activities: Indicate the start date and end date of listed project activities, this should align with the Project Schedule. The program has a set timeline and projects must be closed out within three years, unless MEDC provides an extension. The start and end dates do not include the grant closeout period.

Attached Documents:

- Indicate with a check whether the listed documents are attached. This section should act as a guide to completing the application.
- If the Anti-Displacement and Relocation Assistance Plan and the Operations and Maintenance Plan documents are not attached, provide an explanation why.
 - The Operations and Maintenance Plan should highlight how the Applicant will cover the costs associated with operations, including furniture, fixtures, equipment, as well as operations and maintenance costs.
- Attach Subrecipient policies required with the application including:
 - Procurement Policy
 - Fraud, Waste, & Abuse Policy
 - Cross-Cutting Federal Compliance (Fair Housing and Civil Rights Laws, Labor Standards and Section 3)

SUBMITTAL REQUIREMENTS

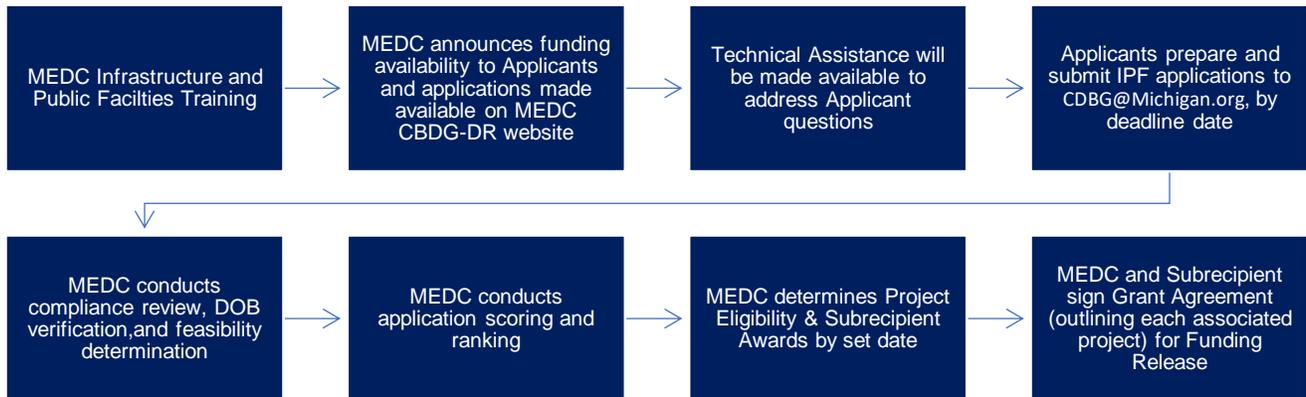
The application process will require applicants to demonstrate the project's tie-back to the disaster, how it services the Low-to-Moderate Income (LMI) community, its public benefit, the project scope of work, estimated budget and project timeline, and other elements.

Applications will be evaluated on the following project components; a full document list is included at the end of each Application section:

- Completed CDBG-DR PIPF Program Application
- SAM.gov Verification (Unique Entity Identifier)
- Disaster Tie-Back Supporting Documentation
- Mitigation Measures and Resilience Performance Metrics
- National Objective Documentation
- Detailed Project Location Map
- Flood Map – FEMA FIRMette

- Detailed Project Budget
- Preliminary Construction Cost Estimate, Signed by Licensed Engineer/Architect
- Project Schedule Form
- Public Participation Form
- Public Hearing Notice – Published
- Public Hearing Minutes or Summary of Meeting
- Subrecipient Capacity and Conflict of Interest
- Project Operations and Maintenance Plan
- Statement of Assurances Form
- Authorizing Resolution
- Anti-Displacement and Relocation Plan
- Identified Compliance Policies/Plans
 - Local Citizen Participation Plan
 - Procurement Policy
 - Fraud, Waste, & Abuse Policy
 - Cross-Cutting Federal Compliance
(Fair Housing and Civil Rights Laws, Labor Standards and Section 3)
- Associated Local Plans (optional)

APPLICATION REVIEW PROCEDURES



After MEDC announces the availability of CDBG-DR funding, MEDC will use multiple competitive rounds to award funds to eligible projects being completed by eligible local governments. Each round of funding will be used to determine the project types impacted communities seek to complete, what eligible projects are already in the queue, and what projects MEDC would want to prioritize for later rounds of funding.

Application reviews will be based on application responses, supporting documentation submitted, and third-party verifications.

MEDC will post the funding rounds and publish the awards on the main recovery website: <https://www.miplace.org/cdbg-dr/>.

SECTION 1

APPLICANT IDENTIFICATION

Official Applicant: Unit of General Local Government (UGLG) or Not-for-profit entity	
Mailing Address: Street/PO Box, City/County, State & Zip Code	
Applicant Project Contact (PC) Name	
Applicant PC Title	
Applicant PC Address	
Applicant PC Telephone Number	
Applicant PC Fax Number	
Applicant PC E-Mail Address	
Applicant's Unique Entity Identifier (UEI) #	
Applicant's Federal Tax ID (FEIN) #	

SECOND POINT OF CONTACT

Applicant Second Contact Name	
Applicant Second Contact Title	
Applicant Second Contact Telephone Number	
Applicant Second Contact E-Mail Address	

CHIEF ELECTED OFFICIAL

Chief Elected Official Name	
Chief Elected Official Title	
Chief Elected Official Email	

COORDINATION AND PARTNERSHIPS

Co-applicant's Name (list all involved in this project):	
Support being provided from co-applicants:	
If co-applicant is a non-profit, do they have a 501(c)(3) IRS determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICATION FUNDING DETAILS

Total CDBG-DR Award Requested:	
Number of individual projects Included in the application?	
List of the names of jurisdictions included and benefiting from this application.	

CAPACITY PLAN

Does the UGLG have open CDBG grants, including CDBG housing grants, or executed Letters of Intent (LOI) related to a CDBG project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the grant number(s) and project name in the case of a LOI:	
and/or findings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the grant number and explain the issues and/or findings:	
Conflict of Interest, check all that apply:	<input type="checkbox"/> Employees, agents, consultants, officers, elected board members or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will 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. <input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds. <input type="checkbox"/> No conflicts.

ADMINISTRATION

Identify who will be responsible for administering the proposed project (Check One). NOTE – Administrative contracts cannot be signed until authorized by the MEDC.

- A CGA will be procured to assist the UGLG with administering the project.** The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed and the MSF will fund the costs.

- UGLG staff will administer the project.** Provide the name and contact information for the point of contact at the UGLG who will be responsible for administering the proposed project:

Name:

Business Address:

Phone #:

E-mail:

ATTACHED DOCUMENTS		
ATTACHED?	ATTACHMENT	DOCUMENT NAME
<input type="checkbox"/>	Organizational Chart (Identify Key Staff)	
<input type="checkbox"/>	UEI Registration (Sam.gov screenshot or documentation)	
<input type="checkbox"/>	Experience Documentation (Similar projects of size, scale, and type)	
<input type="checkbox"/>	Financial Statements (Single Audit or CAFR)	
Additional Comments:		

AUTHORIZED OFFICIAL APPLICANT			
SIGNATURE:			
Name and Title		Date:	
E-Mail Address			

SECTION 2

PROJECT SCOPE AND SUMMARY

Official Project Title:	
Project Description/Scope of Work:	
Project Site Address:	
Identify Qualifying Disaster:	<input type="checkbox"/> 2020 Severe Storms <input type="checkbox"/> 2021 Severe Storms
Project Disaster Tie-Back:	
Most Impacted and Distressed (MID) Area:	<input type="checkbox"/> Midland County <input type="checkbox"/> Saginaw County <input type="checkbox"/> Gladwin County <input type="checkbox"/> Wayne County
Project Pathway: (Select one)	<input type="checkbox"/> FEMA Public Assistance (PA) Match <input type="checkbox"/> FEMA Hazard Mitigation Grant Program (HMGP) Match <input type="checkbox"/> Stand-Alone Project
Project Type: (Select one)	<input type="checkbox"/> Street and Bridge Improvements <input type="checkbox"/> Water and Sewer Facilities <input type="checkbox"/> Flood and Drainage Projects <input type="checkbox"/> Community Centers (not eligible under 2021 funding) <input type="checkbox"/> Parks and Recreation Centers (not eligible under 2021 funding) <input type="checkbox"/> Other Public Facilities (not eligible under 2021 funding)
National Objective (met/being met):	<input type="checkbox"/> Low to Moderate Income (LMI) – Area Benefit <input type="checkbox"/> Low to Moderate Income (LMI) – Clientele <input type="checkbox"/> Urgent Need
If LMA, Include the percentage of the LMI persons benefiting from the project based on the service area (see HUD LMI list posted on MEDC website).	%

<p>Benefit to Disadvantaged & Vulnerable Populations:</p> <p>(Address the extent to which the project benefits such populations and underserved communities and include documentation of the Social Vulnerability Index (SoVI), or other data of the area served.</p>	
<p>Compliance Check: Select all boxes as applicable, or potentially applicable.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Will impact historic properties or archaeological sites and districts. <input type="checkbox"/> Will impact wetlands. <input type="checkbox"/> Located in a floodplain and/or will impact a floodplain. <input type="checkbox"/> Located in a coastal zone. <input type="checkbox"/> Will require local, state, and federal permits. <input type="checkbox"/> Will result in the acquisition of easements. <input type="checkbox"/> Will result in the demolition or conversion of residential dwelling units, both occupied and vacant. <input type="checkbox"/> Will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants. <input type="checkbox"/> Will result in special fees (i.e., tap in / hookup fees, special assessments). <input type="checkbox"/> None of the above
<p>Does the project align with a local plan (e.g. Hazard Mitigation Plan, Capital Improvement Plan, Master Plan, etc.)?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Lead and Copper Rule: <i>(If Applicable)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The proposed project activities trigger LCR requirements, and the project includes any/all statutorily required replacement of lead or galvanized service lines. <input type="checkbox"/> The proposed project does not trigger LCR requirements.
<p>Will this project generate any potential program income?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Mitigation Measure: <i>(Select, as applicable)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Incorporating resilient construction standards <input type="checkbox"/> Using resilient building materials and technology <input type="checkbox"/> Elevating facilities <input type="checkbox"/> Buyout/Acquisition of properties <input type="checkbox"/> Use of more renewable energy technologies <input type="checkbox"/> Utilization of backup power for critical facilities <input type="checkbox"/> Integration of open space or use of nature to manage flooding <input type="checkbox"/> Other:
<p>Resilience Metrics: <i>(Select, as applicable)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Number of acres no longer vulnerable to flood events <input type="checkbox"/> Number of floodplain design standards updated <input type="checkbox"/> Number of properties with access above 100 year or 500-year flood level <input type="checkbox"/> Number of Linear feet/miles of public improvement <input type="checkbox"/> Number of public facilities constructed or reconstructed <input type="checkbox"/> Number of residents protected from future flooding <input type="checkbox"/> Other:

COMMUNITY OUTREACH EFFORTS	
Project information posted on the UGLG's public website, newspapers of general circulation, or other mediums:	<input type="checkbox"/> Yes <input type="checkbox"/> No
UGLG allowed for a 10-day public comment period (from the day of the Public Notice), allowing comments through a range of channels, including mail, email, phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
UGLG held a public hearing and allowed a minimum of 5 business days to notify the public of the meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT BUDGET DETAILS		
Total Project Budget:		
CDBG-DR Assistance Requested:		
Portion of CDBG-DR Funding for Mitigation:		
LEVERAGED FUNDING SOURCE	AMOUNT	PURPOSE OF FUNDING <i>(A&E, Administration, Acquisition, Environmental, Construction, etc.)</i>
CDBG (from other sources)		
UGLG's Local Funding		
FEMA (PA, HMGP, 428 PAAP)		
US Army Corp (USACE)		
Insurance		
Federal Highway Administration (FHA)		
Road, Water, and/or Sewer Funds		
DDA or other like district Funds		
Approved Bonding		
American Rescue Plan Act (ARPA)		
EPA Clean Water State Revolving Fund (CWSRF)		
Other Assistance (not specified above)		

* Note: All identified leveraged funding must be confirmed ahead of the grant agreement through a verified duplication of benefits analysis.

PROJECT ACTIVITIES <i>(Timeline includes timing of procurement and start-up.)</i>	START DATE	END DATE
Environmental Review		
Design & Engineering		
Acquisition (if applicable)		
Bidding		
Construction		
Additional Comments:		

ATTACHED DOCUMENTS			
ATTACHED?	ATTACHMENT	DESCRIPTION	DOCUMENT NAME
<input type="checkbox"/>	Expanded Project Description/Scope	<i>Include an attachment to include additional details as needed.</i>	
<input type="checkbox"/>	Project Location Map	<i>Aerial map or Google map showing project location & boundaries.</i>	
<input type="checkbox"/>	Flood Map	<i>Prepare FEMA FIRMette or other flood map for all project sites.</i>	
<input type="checkbox"/>	Disaster Tie-Back Documentation	<i>Damage Assessments, Photos, Reports, News Articles, etc.</i>	
<input type="checkbox"/>	Associated Local Plans (If Applicable)	<i>E.g., Capital Improvement Plan, Hazard Mitigation Plan, Master Plan, etc. Include page callout where project is referenced.</i>	
<input type="checkbox"/>	National Objective Documentation	<i>HUD Census Survey Data, Area Beneficiary Map, National Objective Determination Narrative, other supporting documents</i>	
<input type="checkbox"/>	Project Budget	<i>Including Cost Reasonableness and Leveraged Funds</i>	
<input type="checkbox"/>	Preliminary Construction Cost Estimate	<i>Must be signed and sealed by a Licensed Engineer or Architect. Include mitigation activities and contingencies.</i>	
<input type="checkbox"/>	Project Schedule	<i>Account for procurement periods.</i>	
<input type="checkbox"/>	Preliminary Designs, Construction Documents, or Specifications (If Applicable)		
<input type="checkbox"/>	UGLG Public Participation Form		
<input type="checkbox"/>	<u>Published</u> Public Notice	<i>Include date of public notice and newspaper title.</i>	
<input type="checkbox"/>	Public Hearing Minutes or Summary		
<input type="checkbox"/>	Authorizing Resolution		
<input type="checkbox"/>	Statement of Assurances		
<input type="checkbox"/>	Anti-Displacement and Relocation Assistance Plan	If no, explain:	
<input type="checkbox"/>	Maintenance Plan	If no, explain:	
<input type="checkbox"/>	Subrecipient Policies & Plans	<i>Includes the: Local Citizen Participation Plan; Procurement Policy; Fraud, Waste, & Abuse Policy; Cross-Cutting Federal Compliance (Fair Housing and Civil Rights Laws, Labor Standards and Section 3)</i>	
Additional Comments:			