

Infrastructure Capacity Enhancement Community Development Application INSTRUCTIONS

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

Michigan Strategic Fund
c/o Michigan Economic Development Corporation
Community Development Block Grant
300 North Washington Sq., Lansing, MI 48913
CDBG@michigan.org | <http://www.michiganbusiness.org/cdbgice2017/>
February 2017



PROGRAM PURPOSE

The Community Development Block Grant-Infrastructure Capacity Enhancement (CDBG-ICE) program is designed to assist Units of General Local Government (UGLGs) in making necessary improvements to existing public infrastructure systems. Eligible activities include upgrading existing public infrastructure systems either by replacing deteriorating or obsolete systems or by adding needed capacity to existing, but burdened systems.

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

- Replacement and/or improvement to water lines and related facilities;
- Replacement and/or improvement to sanitary and storm sewer lines and related facilities;
- Replacement and/or improvement to wastewater treatment plants and related activities;
- Activities directly related to and completed in association with eligible infrastructure replacement and/or improvement (i.e. Roads, sidewalks, streetscape, etc.); and
- Engineering costs related to the above activities.

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 without reconstruction);
- Water meters;
- Individual private utility hook ups;
- Water/sewer laterals that cross onto private property and provide a direct benefit to the private property owner;
- 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; and
- Transportation/road activities not directly related to and completed in association with eligible infrastructure improvements.

TIMELINE

- February 10, 2017:
 - ICE Announced
- February 10, 2017 – March 31, 2017:
 - Question and Answer Period
 - Questions should be directed to CDBG@michigan.org.
 - Answers will be posted weekly online at <http://www.michiganbusiness.org/cdbgice2017/>

Please note:
Questions posted by 5 p.m. on March 31, 2017 will be answered prior to the 4/7/17 Application due date.
Questions posted after 5 p.m. on March 31, 2017 will not be answered prior to the 4/7/17 Application due date.
- February 23, 2017 at 2:00 p.m. EST
 - Q & A Conference Call. (Phone Number 1-888-251-2909; Access Code 2379804)
 - MEDC Representatives will be available to answer Application Questions and a MDEQ Representative will be available to answer Green Infrastructure Questions.

TIMELINE (cont.)

- April 7, 2017 at 5:00 p.m. EST:
 - Applications are due - electronically or hard copy. Communities will receive an email notification indicating the application has been received.
- May 5, 2017:
 - An Offer Letter, along with the environment review requirements, will be emailed to applicants selected to move on in the application process.
- June 12, 2017:
 - Form 5-A (Level of Environmental Review) is due.
 - If applicable and after MEDC review, the first Wetland/Floodplain Federal 8-Step Notice must be published.
- July 3, 2017:
 - If applicable, the Section 106 Application must be submitted to the State Historic Preservation Office (SHPO) with a copy to the MEDC.
- July 17, 2017
 - If applicable and after MEDC review, the second Wetland/Floodplain Federal 8-Step Notice must be published.
- August 7, 2017:
 - Statutory checklist and if applicable, Environmental Assessment Checklist is due.
 - After MEDC Review, the Applicable Environmental Notice must be published.
- September 2017
 - Projects recommended to the MSF Board for consideration
- February 2018
 - Deadline for complete and stamped plans and specifications and publication of the advertisement for construction bids
- July 2018
 - Construction must start
- December 31, 2019
 - Construction must be complete

SUBMITTAL REQUIREMENTS

Return by 5:00 p.m. on April 7, 2017, one completed Application, either electronically or hard copy:

- To submit your application by email, please send to CDBG@michigan.org.
- To submit your application by mail, please send to the below address:

Attn: ICE 2017
 Michigan Strategic Fund
 c/o Michigan Economic Development Corporation
 Community Development Block Grant
 300 N. Washington Square
 Lansing, MI 48913

APPLICATION INSTRUCTIONS

This guidance is intended to aid in the understanding and completion of the CDBG-ICE Application. The review of the proposed project will be based solely on the UGLG's responses and attachments. The MEDC will not seek clarifications. The numbered sections below provide additional detail to assist with completing the corresponding numbered sections of the CDBG – ICE Application.

1. UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY.

Complete all fields.

A. Identification of UGLG. UGLG refers to the County, City, Township, or Village applying for the funding. An eligible Applicant is one listed on the CDBG Low and Moderate Income Community Customer list ([Link](#)). Surveys not approved at the time of this announcement will not be allowed.

I. 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 corporate limits and benefitting only those residents within its corporate 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 should be listed as the UGLG. The Applicant must be able to clearly show how the proposed project benefits the residents of all UGLGs and that at least 51% of all beneficiaries are low and moderate income persons.

B. Funding Source Totals. These amounts must be based on one independent third party cost estimate. Amounts must match Attachment A (Budget) to these Instructions.

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

II. UGLG – Amount of Committed Cash Match from local resources. (*Local Match requirement will be waived if community is RRC certified, as of the date of application*)

1. The UGLG Committed Cash Match must be equal to at least 10% of the Total Project Cost. For examples, refer to Section 5(A) of these Instructions.
2. UGLG Committed Cash Match are funds that are available at the time of this application and the UGLG has committed the funds to this project through the required Authorizing Resolution to be requested later in the Application (Section 12, Attachment B)
3. Examples of local resources include:
 - a. General Fund
 - b. Road, Water, and/or Sewer Funds
 - c. DDA or other like district Funds
 - d. Bonds – must be immediately available

Special Assessments are not allowed.

III. Other – Amount of Committed Cash Match from resources other than listed above

1. “Other” Committed Cash Match are funds that are available at the time of this application and provided by “Other” resources. The UGLG must have written evidence from the “Other” resource.
2. Examples of “Other” resources include:

- a. Other grants and/or loans with agreements in place – Must be supported by a grant/loan agreement signed by the person authorized to make such a commitment for that agency
 - b. Act 51 Funds – Must be supported by a letter signed by the person authorized to make such a commitment.
 - c. Other public and/or private committed funds - Must be supported by a letter signed by the person authorized by that entity 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, etc. has already been signed, both the expended and unexpended costs associated with that particular purchase order, contract, etc. cannot be counted as match nor can the costs be included in the CDBG budget.

The budget must:

- a. Include ONLY those costs that have not yet been obligated/incurred.
 - b. Not include costs for preparing the application;
 - c. Not include costs for in-house administration. However, Certified Grant Administrator costs are allowable (Refer to Section 7 of these Instructions for additional information on Administration).
 - d. Include ONLY committed sources of matching funds
- C. **UGLG’s SAM Number.** This number is required by HUD and is needed by the MEDC when requesting the CDBG funds from HUD. Check with the UGLG’s Treasurer or Financial Director for this number. If the UGLG does not have this number, use the link provided to apply for one. There is no charge to obtain this number. This number includes two alpha characters and three numeric characters ([Link](#)).
- D. **UGLG’s DUNS Number.** All UGLGs must have a Data Universal Numbering System (DUNS) Number to apply for Federal Funds. If the UGLG does not have this number, use the link provided to apply for one. The DUNS Number is a nine-character identification number provided by Dun and Bradstreet. There is no charge to obtain this number ([Link](#)).
- E. **UGLG’s Federal Tax Identification Number.** This number is also needed for disbursing the CDBG funds.
- F. **UGLG’s Fiscal Year End.** This is the month and day of the UGLG’s Fiscal Year End.
2. **STATE GOVERNMENT REPRESENTATION.** Enter the information for the Senator and State Representative representing the UGLG.
3. **FEDERAL GOVERNMENT REPRESENTATION.** Enter the information for the Member of Congress representing the UGLG.
4. **AUTHORIZED UGLG OFFICIAL.** This Authorized UGLG Official must be designated in the required Authorizing Resolution to be requested later in the Application (Section 12, Attachment B).

5. **ELIGIBILITY REQUIREMENTS.** To qualify for the proposed funding, the UGLG and the proposed project must meet all eligibility requirements and all eligibility boxes in Section 5A of the Application must be checked.

A. UGLG Committed 10% Cash Match. The UGLG Committed Cash Match must be equal to at least 10% of the Total Project Costs, not 10% of the CDBG Amount. Refer to Section 1(B)(II) of these Instructions for additional information on UGLG Match. *(the 10% local match will be waived for communities who are RRC certified at the time of application)*

Examples of the UGLG Committed 10% Cash Match (Figures used are for illustrative purposes only):

CORRECT

Total Project Cost of \$550,000
 UGLG Committed 10% Cash Match (\$550,000 x .10 = \$55,000)
 UGLG is paying for a Third Party MEDC Certified Grant Administrator (CGA)
 UGLG has selected, but has not yet awarded a contract to, a Third Party MEDC CGA

Total Project Cost	\$550,000
Local Cash Match for Administration	\$ 20,000
Local Cash Match for other activities	\$ 35,000
CDBG Request	\$495,000

CORRECT

Total Project Cost of \$550,000
 UGLG Committed 10% Cash Match (\$550,000 x .10 = \$55,000):
 UGLG has a MEDC CGA on staff who will administer the proposed project itself (this is not an eligible expense for match or CDBG reimbursement) or the MEDC will be pay for a Third Party MEDC CGA.

Total Project Cost	\$550,000
Local Match	\$ 55,000
CDBG Request	\$495,000*

*If the UGLG is selected to proceed in the application process and the MSF will pay for a CGA, the Third Party CGA costs will be added to the CDBG Request once the CGA cost has been determined.

*If the UGLG is selected to proceed in the application process and an UGLG CGA staff person will administer the proposed project, the CDBG Request will remain the same.

INCORRECT

Total Project Cost of \$550,000
 UGLG Committed 10% Cash Match (\$550,000 x .10 = \$55,000...not CDBG amount of \$500,000 x .10 = \$50,000)

Total Project Cost	\$550,000
Local Match	\$ 50,000 (WRONG)
CDBG Request	\$500,000

- B. Maintenance Plan.** This plan does not need to be elaborate. Please describe how the improvements will be maintained once construction has been completed. Include the description as Attachment E.
- C. Capital Improvement Plan (CIP).** The UGLG must have a locally approved CIP, covering 6 years of improvements for all types of public structures and improvements to be undertaken over the next 6 years. Include the entire plan as Attachment J.
 - I.** Capital projects identified in the CIP must include details such as project descriptions, plans, estimate of time and cost of the improvements.
 - II.** Capital projects identified in the CIP must be prioritized as determined by the UGLG.
 - III.** The proposed project must be specifically identified within the 6 year CIP and highlighted for ease of locating within the plan.

NOTE: For additional support on developing a Capital Improvements Program, refer to the Redevelopment Ready Communities® CIP resource guide ([Link](#)) and be aware of upcoming CIP Training Workshops offered by the MEDC.

- D. Plans and Specifications.** The UGLG will meet this eligibility requirement if a set of project plans and specifications is included as Attachment M;

6. PRIORITIES. All eligible Applications will be reviewed and scored based on the following priorities:

- A. Project Need(s).** The review of this priority will be based solely on the UGLG’s Application and Attachments. The MEDC will not seek clarifications. Ensure that Question 10(C) has been clearly answered and supporting evidence is included as Attachment L. Refer to Question 10(C) of these Instructions for further information.
- B. Green Infrastructure.** The review of this priority will be based solely on the UGLG’s Application and Attachments. The MEDC will not seek clarifications. Ensure that Question 10(D) has been clearly answered and supporting evidence is included as Attachment N. Refer to Question 10(D) of these Instructions for further information.
- C. Redevelopment Ready Community (RRC) Program.** The UGLG will meet this priority if the UGLG is formally engaged in the RRC Program. To become formally engaged with the RRC Program, a community representative must attend all six Best Practice Trainings when offered, the community must complete the RRC Self-Evaluation ([Link](#)), and the governing body must pass a resolution of intent outlining the value the community sees in participating in the program, then submit those items to their CATeam Specialist for review.
- D. Main Street Program.** The UGLG will meet this priority if the UGLG is a Master or Select Community in Michigan’s Main Street Program ([Link](#)).

7. ADMINISTRATION.

- A.** A MEDC Certified Grant Administrator (CGA) must administer the project. The UGLG must select one of the three options below. Administrative contracts cannot be signed until written authorization has been provided by the MEDC.
 - I.** A MEDC Third Party CGA of the UGLG’s choice will administer the project. The CGA has been selected and the proposed contract amount is known. The contract has not yet been signed, the UGLG will fund the costs, and the proposed contract amount will be included in the CDBG budget (Attachment A). Provide the CGA’s name and contact information.
 - II.** A MEDC Third Party 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 A) has been left blank. The costs will be determined if the UGLG is selected to move forward in the application process.

- III. 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 A) has been left blank. Provide the name and contact information for the person at the UGLG who will be responsible for administering the proposed project.

8. UGLG CAPACITY AND CONFLICT OF INTEREST

- A. **Capacity.** If applicable, provide grant numbers for all open CDBG grants, including housing projects.
- B. **Capacity.** If applicable, provide an explanation of any issues and/or findings with regard to open CDBG grants.
- C. **Conflict of Interest.** Conflict of Interest is addressed in Chapter 4 of our Grant Administration Manual ([link](#)).
 - 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 participate in the selection or decision making process associated with a CDBG assisted activity.
- D. **Conflict of Interest.** Conflict of Interest is addressed in Chapter 4 of our Grant Administration Manual ([link](#)).
 - I. UGLG Officials, UGLG Staff and UGLG family members/partners must identify all possible conflicts with the MSF Board Members.

9. UGLG FUNDING SOURCES

- A. **UGLG Committed Match.** Refer to Sections 1(B) and 5(A) of these Instructions.
- B. **Other Committed Match.** Refer to Section 1(B) of these Instructions.

10. PROJECT SCOPE AND PROGRAM REQUIREMENTS

- A. **Compliance Requirements.**
 - I. Environmental Review requirements, including historic properties, wetlands, floodplains, coastal zones, and permitting, are addressed in Chapter 5 of our Grant Administration Manual ([link](#));
 - II. Acquisition (Easements) is addressed in Chapter 6 of our Grant Administration Manual ([link](#));
 - III. Relocation and demolition and/or conversion of residential Dwelling Units are addressed in Chapter 7 of our Grant Administration Manual ([link](#))
 - IV. Special Fees – Special Assessments are not allowed. For purposes of the CDBG program, special assessment means the recovery of the capital costs of a public improvement, such as streets, water or sewer lines, curbs and gutters, through:
 1. A fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement, or;
 2. A one-time charge made as a condition of access to the public improvement.
- B. **Project description.** Provide a clear and concise description of the overall proposed project.
- C. **Project Need(s).** Based on the priority selected in Section 6(A) of the Application, clearly and completely describe the need for the proposed project. Projects will be reviewed based on three categories of need:
 - I. Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies and/or engineering opinion of need. Describe any safety concerns.

- II. Aging Infrastructure. Describe concerns, including but not limited to, water loss, inflow and infiltration, treatment or storage needs, inefficient designs, etc. and include relevant regulations and correspondence from/to federal and state regulatory agencies and/or engineering opinion of need. Describe any safety concerns.
 - III. Capacity Concerns of existing, but burdened systems (future growth not eligible). Describe the concerns and include relevant correspondence.
- D. **Green Infrastructure**. Green Infrastructure is a cost-effect and resilient way to manage storm water, reduce the impact on existing drainage systems, and minimize downstream flooding and environmental impacts. It works by assuring that storm water runoff is detained and infiltrated, evaporated, or used close to its source. Infiltration measures may include, rain gardens, bio swales, wetland restoration, permeable pavements, urban tree canopy, planter gardens or trees along streets.

Based on the Green Infrastructure priority selected in Section 6(B) of the Application, in the opinion of a licensed professional engineer (P.E.) confirm and include as Attachment N supporting evidence, that the plans put forth in the Application meet one of the following specifications:

- I. Project maintains the post-development project site runoff volume and peak flow rate at or below pre-settlement levels for all storms up to the 2-year, 24-hour event. The pre-settlement levels are based on the estimate of soil type and land cover existing before the first recorded construction on the site. Standard curve number coefficients and methodology for the calculations are available in Chapter 9 of the Low Impact Development Manual cited below (SEMCOG, 2008); or
 - II. The project maintains the post-development project site runoff volume and peak flow rate at or below the pre-development levels for all storms up to the 2-year, 24-hour event and at a minimum provide a reduction in current runoff volume. Pre-development level means the runoff flow volume and rate for the last land use prior to the planned new development or redevelopment.
Resources: "[Low Impact Development Manual for Michigan](#)" SEMCOG, 2008 and "[EPA - What is Green Infrastructure?](#)"
- E. **Square footage**. This is a required field that must be reported as square feet. Convert linear feet to square feet when appropriate.
- F. **Timeline**. Provide a timeline for the requested activities. When completing the timeline, please refer to the anticipated Timeline on pages 2-3 of these Instructions and the below information with regard to obligating/incurred costs:
- I. **Soft Costs (i.e. Administration, engineering, legal, etc.)**
 - 1. *Non-CDBG funded* – At the risk of the UGLG, soft costs to be paid with 100% non-CDBG funds may be obligated/incurred (meaning the contract can be signed) prior to the execution of the grant agreement BUT ONLY with the prior written authorization from the MEDC.
 - 2. *CDBG funded* – Soft costs to be paid in whole or in part with CDBG funds, can be obligated/incurred (meaning the contract can be signed) once the grant agreement has been executed BUT ONLY with the prior written authorization from the MEDC. Federal requirements will apply.
 - II. **Hard Costs (i.e. Easement Agreements, ordering Supplies/Materials, construction, etc.)**
 - 1. *Non-CDBG funded* – At the risk of the UGLG, hard costs to be paid with 100% non-CDBG funds may be obligated/incurred (meaning agreements/purchase orders, etc. can be signed) prior to the execution of the grant agreement BUT

ONLY with the prior written authorization from the MEDC. Federal requirements may apply.

2. *CDBG Funded* – Hard costs to be paid in whole or in part with CDBG, can be obligated/ incurred (meaning agreements/purchase orders, etc. can be signed) once the grant agreement has been executed BUT ONLY with the prior written authorization from the MEDC. Federal requirements will apply.

NOTE: Incurring costs prior to written authorization may jeopardize possible CDBG funding.

11. NATIONAL OBJECTIVE

- A. The U.S. Department of Housing and Urban Development (HUD) mandates that CDBG projects benefit all residents of an UGLG where at least 51% of the residents are low and moderate income persons.
 - I. Use the MEDC CDBG Low and Moderate Income Community Customer list to identify the percentage of the UGLG comprised of low and moderate income persons ([Link](#)).
 - II. Benefit to Low and Moderate Income Persons:
 1. When explaining how an Individual Application benefits the entire UGLG, keep in mind that the project activities can benefit only the residents of the UGLG (no more and no less).
 2. Refer to Section (1)(A)(I)(2) of these instructions when completing the National Objective for Joint Applications.

12. REQUIRED ATTACHMENTS – Must be labeled and attached in order.

- A. **Project Budget.** Complete the CDBG budget which is included with these Instructions as Attachment A. Include all funding sources and identify all project activities. There must be separate line items for: Architecture and/or Engineering; Easement Acquisition; Construction/Contingency; Demolition/Contingency; and Administration. Refer to Section 1(B) (I-IV) and Section (5)(A) of these Instructions when completing the CDBG budget.
- B. **Authorizing Resolution.** An Authorizing Resolution must be adopted by the governing body. A sufficient resolution must be included as Attachment B and must address all bullets in the template labeled as Attachment B to these Instructions.
- C. **Independent Third Party Cost Estimates.** Cost estimates from an Independent Third Party covering the scope of the project must be included and labeled as Attachment C. The cost estimates must match the CDBG budget.
- D. **Detailed Map.** Include as Attachment D, a detailed map showing the location of all project activities.
- E. **Maintenance Plan.** This plan does not need to be elaborate. Please describe how the improvements will be maintained once construction has been completed. Include the description as Attachment E.
- F. **Community Development Plan.** All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title I of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with the requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate Community Development Plan. It is expected that most UGLGs can satisfy this requirement in a two to three page narrative summary plan adopted by the governing body. The following major elements must be summarized in the adopted plan and the adopted plan must be included as Attachment F:

- I. A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is being requested.
 - II. A summary list of possible long-term activities (two years or more) to address the identified needs and problems.
 - III. A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.
 - IV. A description of the effect the proposed CDBG project will have on the UGLG.
 - V. A plan for minimizing the displacement of persons as a result of grant assisted activities and to assist persons actually displaced by such activities.
- G. Public Participation Requirements.** 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 complete and available for review at the public hearing.
- In order to document that the public participation requirements are being met, the following attachments are required:
- I. Certification. Sign and include as Attachment Gi, the UGLG Public Participation Certification Form certifying that the public participation requirements will be accomplished.
 - II. **Published** Public Hearing Notice. Complete, publish and include as Attachment Gii, a copy of the **published** public hearing notice. A minimum five (5) day notice is required.
 - III. Brief description of the public hearing (Minutes are allowed but not required). Include as Attachment Giii, a brief description of the public hearing, including the date of the hearing, the number of citizens attending the hearing and a summary description of substantive comments made at the hearing
- H. Certifications.** All UGLGs applying for CDBG funds, must certify 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 H, the Certification by the Applicant UGLG Form.
- I. 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 I, the Statement of Assurances Form.
- J. Capital Improvement Plan.** The entire plan must be attached with the proposed project highlighted. Refer to Section 5(C) of these Instructions. Include as Attachment J.
- K. 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 K to draft and adopt the Plan. Include the adopted plan as Attachment K.
- L. Evidence of Need.** Attach supporting evidence of need such as an engineering letter/study or documentation of need from a Federal or State department, such as the Federal Environmental Protection Agency (EPA), the Michigan Department of Environmental Quality (MDEQ) or the Michigan Department of Health and Human Services (MDHHS), etc. Include as Attachment L.
- M. Plans and Specifications.** A copy of the project plans and specifications must be attached and labeled as Attachment M.

13. ATTACHMENTS, IF APPLICABLE – Must be labeled and attached in order.

- N. Green Infrastructure Supporting Evidence.** If applicable, attach Green Infrastructure Supporting Evidence. Refer to Section 6(B) and Section 10(D) of these Instructions.
- O. Other funding sources including local bonds.** If using bonds and/or Other Resources, evidence that the funds are available at the time of the application must be attached and labeled as Attachment O. Refer to Section 1(B) of these Instructions.
- P. Joint Application.** If applicable, include as Attachment P an Authorizing Resolution from each UGLG benefitting from the proposed project. Refer to Section (1)(A)(I)(2) of these Instructions for more information on Joint Applications.

All supporting documentation to determine scoring must be submitted with the application – please ensure that submittals provide clear information needed to determine points. Additional information will not be requested. Points will be determined based solely on the information submitted.

OTHER PROGRAM REQUIREMENTS

Mandatory Conference Calls:

- **Environmental Review Overview:** Once an UGLG has been selected to proceed in the application process, the UGLG must appoint a Certifying Officer. The Certifying Officer and the person who will prepare the environmental review must participate in a conference call on the environmental review process. The designated Certifying Officer assumes the legal responsibility for following the environmental review requirements; is authorized to certify the Request for Release of Funds; and is authorized to represent the UGLG in federal court. This function may not be assumed by administering agencies or consultants.
- **Compliance Overview:** Once an award has been made to an UGLG, the UGLG contact and the UGLG's CGA, must participate in a conference call regarding the requirements for compliance, including Title VI Civil Rights Act, the Fair Housing Act, Equal Employment and Procurement, Section 3, Section 504, the Anti-Displacement and Relocation Assistance requirements, and Labor Standards requirements. This training will assure that the UGLG is aware of its responsibilities under the CDBG program, including plans and policies the UGLG will be required to have.
- **Release of Funds:** Release of funds refers to the UGLG's ability to execute contracts and purchase orders associated with the project. Refer to Section 10(F) of these Instructions for additional information on the Release of Funds (obligating/incurred costs).

ATTACHMENT B – AUTHORIZING RESOLUTION TEMPLATE

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its CDBG-Infrastructure Capacity Enhancement (ICE) 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); 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 all residents of the project area and (low/mod percentage of UGLG) percent of the residents of the (UGLG) are low and moderate income persons as determined by (census data provided by the U.S. Department of Housing and Urban Development OR an income survey approved by the Michigan Economic Development Corporation); 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 a formal written 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 Gi – UGLG PUBLIC PARTICIPATION CERTIFICATION FORM

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 Gii – NOTICE OF PUBLIC HEARING TEMPLATE

(UGLG) NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 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 a CDBG grant.

(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, including the specified amount to benefit LMI persons) and benefit at least 51% low to moderate income persons. (Number of persons) persons will be displaced as a result of the proposed activities and (describe the benefits to be provided by persons actually displaced).

Further information, including a copy of (UGLG)'s Community Development Plan and 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 writing 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# for Contact Person)

ADD ANY OTHER LANGUAGE REQUIRED BY THE UGLG

ATTACHMENT H - CERTIFICATION BY THE APPLICANT UGLG FORM

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;
3. 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;
4. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
5. made the proposed application available to the public;
6. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
7. 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;
8. 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;
9. 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);
10. 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;
11. 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;

12. 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;
13. 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;
14. 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

Official Date

ATTACHMENT I – STATEMENT OF ASSURANCES FORM

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 2 CFR Part 200, et al.; 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 OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. 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 in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

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

Signature and Title of Authorized UGLG

Official Date

ATTACHMENT K – RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) TEMPLATE

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.

Relocation Assistance to Displaced Persons

The (UGLG) will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation

assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The (UGLG) will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the (UGLG) to provide funds for an activity that will directly result in demolition or conversion, the (UGLG) will make public by publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the (UGLG) will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g. one 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

Contacts

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the (UGLG) will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

(Name and phone number of UGLG Official responsible for the replacement of housing units) is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

(Name and phone number of UGLG Official responsible for relocation assistance) is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.