



Applications Due  
By 5:00 PM  
Friday,  
December 1, 2023

NO EXCEPTIONS

## PROGRAM YEAR 2024

(July 1, 2024 - June 30, 2025)

# Oakland County, MI Community Development Block Grant (CDBG) Application Guide

A guide designed to assist participating communities to complete their annual application for Community Development Block Grant (CDBG) funds. The guide outlines the application process and provides specific instruction on proper completion. The PY 2024 CDBG Application Workshop was held virtually on Wednesday, September 6, 2023.

PREVIOUS EDITIONS OBSOLETE

[oakgov.com/community/neighborhood-housing-development/about/publications](https://oakgov.com/community/neighborhood-housing-development/about/publications)

Catalog of Federal Domestic Assistance (CFDA) # 14.218

UEI #HZ4EUKDD7AB4

CAGE# 39SZ3

**HEALTH & HUMAN SERVICES**

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**NEIGHBORHOOD & HOUSING DEVELOPMENT DIVISION**

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**OAKLAND COUNTY NEIGHBORHOOD  
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## CDBG PROGRAM RULES

- 1. MINIMUM ALLOCATION (THRESHOLD)** - Participating communities that generate less than \$7,000 by formula will receive a \$7,000 allocation. These threshold communities are allowed 1 Public Service activity at \$7,000 (procurement required) or 2 Public Service activities at \$3,500 each.
- 2. MINIMUM PROJECT ALLOCATION (NON-THRESHOLD)** - Participating communities that generate more than \$7,000 by formula will receive a formula allocation. These non-threshold communities are allowed up to 4 CDBG projects per program year and must allocate a minimum of \$3,500 for each project.
- 3. PUBLIC SERVICE CAP (NON-THRESHOLD)** - Oakland County will allow non-threshold communities to spend a maximum of 15% of their annual allocation on Public Services.
- 4. MULTIPLE AGENCY PUBLIC SERVICE CONTRACTS** - Multiple public service contracts providing the same type of service are not permitted within the same activity.
- 5. PUBLIC SERVICE CONTRACT DURATION** - Public service contracts may have 18-month duration and start on July 1.
- 6. PROJECT SERVICE DELIVERY COSTS** - Communities may seek reimbursement for eligible Project Service Delivery Costs. These costs include all eligible items related to the delivery of project services.
- 7. INELIGIBLE USES** - CDBG funds may not be used for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used to purchase such items when necessary for use in the administration of activities assisted with CDBG funds when such items constitute all or part of a Public Service. For information on the all project eligibility including Fire Station Equipment, contact Planning & Evaluation at (248) 858-5312.
- 8. REQUIRED DRAWS** - Draws are required on a monthly basis per activity from Letter to Spend date in the HUD Integrated Disbursements and Information System (IDIS).
- 9. REQUIRED EXPENDITURES** - All funds per year per activity must be spent in 18 months from Letter to Spend date in IDIS. After two years, all unobligated funds will be evaluated for possible recapture.
- 10. MICRO-PURCHASE** - Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.

## RESIDUAL BALANCE REPROGRAMMING POLICY

**Goal** - To help participating communities improve spending performance by expediting the reprogramming of residual balances of \$1,000 or less per activity without administrative burden.

**Policy** - CDBG funded community projects with a residual balance of \$1,000 or less in any program year may be administratively reprogrammed.

An administrative reprogramming must be discussed with your community monitor before submittal.

An administrative reprogramming does not require advertising or hosting of a public hearing.

Funds may be administratively reprogrammed to one of the following:

- One active account within the same program year
- One new account in a program year related to an active account in another program year
- Oakland County Home Improvement Program (HIP)
- Oakland County Housing Counseling (subject to the Public Service Cap)

**Funds must be accounted for in the program year where they were originally allocated and cannot be transferred from one program year into another**

**Procedures- Communities must contact Samantha Ferguson at (248) 858-5312 to:**

- Confirm that they reviewed the administrative reprogramming with their community monitor
- Determine if the account balance is eligible for the administrative reprogramming process
- Obtain instruction on required documentation to be submitted for final approval

**Required documentation - Communities must submit to Samantha Ferguson:**

- An original cover letter on official letterhead signed by the community's authorized Community Development representative
- The cover letter must request the administrative reprogramming and specify program year, account name (FROM) and (TO), amount to be reprogrammed and a detailed project description

## CDBG APPLICATION PROCESS

**Application Process** - As an urban county entitlement community, Oakland County distributes funds to participating communities through a formula grant application process. The County administers the CDBG Program through the Neighborhood & Housing Development Division of the Health & Human Services Department.

**Record Retention** - Each participating community must maintain all application documents for at least four years.

**Application Steps** - The annual application process begins by attending the Annual Application Workshop.-The attached application is to be used by communities requesting CDBG funds.

The **deadline for all CDBG applications is Friday, December 1, 2023 by 5:00 P.M.** Neighborhood & Housing Development staff provide technical assistance with applications and present the draft Annual Action Plan to its Citizens' Advisory Council for recommendation to the Oakland County Board of Commissioners. The following steps describe the application process:

1. Attend the PY 2024 CDBG Application Workshop
2. Determine Local Needs
3. Schedule required Public Hearing
4. Advertise Public Hearing Notice(s) as Required
5. Host Public Hearing
6. Complete Application Materials (Use most recently approved Project Summaries as a guide)
  - Application
  - Environmental Review Record
  - Conflict of Interest Certification
7. Prepare Citizen Participation Materials
  - Public Hearing Affidavit of Publication
  - Meeting Minutes OR Governing Body Resolution
8. Submit Application

**Information Updates** Oakland County strives to maintain the latest information available. If any information in this guide is incorrect or any additional information is needed, please contact Samantha Ferguson, Grant Compliance Coordinator at (248) 858-5312.

## **CDBG APPLICATION INSTRUCTIONS**

**Application Assistance** - For assistance with the application process, please call Samantha Ferguson in the Neighborhood & Housing Development Division (248) 858-5312 or Toll Free (888) 350-0900 x 85312, or email at [fergusons@oakgov.com](mailto:fergusons@oakgov.com)

**Application Materials** - Applications must be fully completed to be considered. Forms are available from Neighborhood & Housing Development staff and/or online.

**All applications must be received by Friday, December 1, 2023 at 5:00 p.m.**

All materials can be delivered electronically (PDF only) to [CDBG@oakgov.com](mailto:CDBG@oakgov.com)

### **PLEASE REMEMBER**

**DO NOT USE old applications to complete PY 2024 application.**

**Use PY 2023 approved project summaries as a guide.**

**Contact Samantha Ferguson at (248) 858-5312 for assistance**

## **CDBG APPLICATION PART 1 - CHECKLIST**

**Place this checklist on top of the application. Submit the following pages in the order outlined below plus required attachments.**

### **PART 2 - COMPLETE ONCE PER APPLICATION**

- A - Applicant Contact Information
- B - Proposed Projects
- C- Affidavit of Compliance with Federal, State, Local Regulations
- D - Conflict of Interest Certification

### **PART 3 - COMPLETE PER PROJECT**

- A- Project Type

### **PART 4 - COMPLETE PER PROJECT**

- A - CDBG National Objective
- B - Project Description
- C - Code Enforcement
- D - Project Location
- E - Project Purpose
- F - Project Duration
- G - Project Administration
- H - Additional Resources
- I - Environmental Review Record

### **PART 5 - COMPLETE ONCE PER APPLICATION**

- A - Public Hearing Notice
- Option #1 Affidavit of Publication
- Option #2 Web Posting and Certification
  
- B - Public Hearing Minutes
- Option #1 True Copy
- Option #2 Governing Body Resolution

## CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	
CDBG Planning Allocation:	
Contact Person:	
Telephone:	
Best time to contact:	
UEI #:	
Copy of current SAMS attached:	Yes _____ If No, Explain: _____
Is community subject to Single Audit?	Yes _____ No _____

B - PROPOSED PROJECT(S)	
Project # _____ Name: _____	Allocation: _____
Project # _____ Name: _____	Allocation: _____
Project # _____ Name: _____	Allocation: _____
Project # _____ Name: _____	Allocation: _____
Total # of Projects:	
# of Public Service Projects:	
Public Service %:	

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	
Title of Highest Elected or Designee:	
<b>Signature:</b>	

# CDBG APPLICATION PART 2 - CONTINUED

## D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

### TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

#### Part 570 Community Development Block Grants

#### Subpart K Other Program Requirements

#### Sec. 570.611 Conflict of interest

**(a) Applicability.** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

**(b) Conflicts prohibited.** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

**(c) Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d) Exceptions.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

**(1) Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

**(2) Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

**Community Name:**

Name of Highest Elected Official or Designee:

Title of Highest Elected or Designee:

**Signature:**



## CDBG APPLICATION - PART 3 PROJECT TYPE

(Please  one box per project)

Project # \_\_\_\_\_

Allocation: \$ \_\_\_\_\_

PROJECT TYPE						
Account	Account #	Objective	Goal	Indicator	Outcome	
<input checked="" type="checkbox"/>	<b>ACQUISITION AND DISPOSITION</b>					
Acquisition of Real Property	172170-730003	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Disposition of Real Property	172170-730536	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Clearance and Demolition	172170-730345	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability	
Cleanup of Contaminated Sites		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Relocation		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
<input checked="" type="checkbox"/>	<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>					
Senior Center	172170-731696	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Facilities for Persons with Disabilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Homeless Facilities (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Youth Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Neighborhood Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Parks, Recreational Facilities	172170-731332	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Parking Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Solid Waste Disposal Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Flood Drainage Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Water/Sewer Improvements	172170-732114	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Street Improvements	172170-731864	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Sidewalks	172170-731745	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Child Care Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Tree Planting	172170-732021	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Fire Stations/Equipment	172170-730733	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Health Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Facilities for Abused and Neglected Children		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Asbestos Removal		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Facilities for AIDS Patients (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Other Public Improvements Not Listed in 03A-03T	172170-731498	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability	
Remove Architectural Barriers	172170-731619					
Special Assessments	172170-731815					

**CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED**

(Please  one box per project)

Project # \_\_\_\_\_ Allocation: \$ \_\_\_\_\_

PROJECT TYPE CONTINUED					
Account	Account #	Objective	Goal	Indicator	Outcome
<input checked="" type="checkbox"/>	<b>PUBLIC FACILITIES AND IMPROVEMENTS CONTINUED</b>				
Interim Assistance		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Privately Owned Utilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Non-Residential Historic Preservation	172170-731280	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
Tornado Shelters Serving Private Mobile Home Parks		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input checked="" type="checkbox"/>	<b>PUBLIC SERVICES</b>				
Homeless/AIDS Patients Programs		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Senior Services	172160-731712				
Services for Persons with Disabilities	172160-730535	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Legal Services	172160-731073	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Youth Services	172160-732185	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Transportation Services	172160-732011	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Substance Abuse Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for victims of domestic violence/ dating violence/sexual assault/stalking	172160-730137	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Employment Training	172160-731941	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Crime Awareness/Prevention		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Fair Housing Activities (subject to PS cap)	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Tenant/Landlord Counseling		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Child Care Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for Abused and Neglected Children		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Mental Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Screening for Lead Poisoning		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Subsistence Payments	172160-730571	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Rental Housing Subsidies		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Security Deposits		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility

## CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please ✓ one box per project)

Project # \_\_\_\_\_ Allocation: \$ \_\_\_\_\_

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
<b>PUBLIC SERVICES CONTINUED</b>						
✓						
Housing Counseling only, under 24 CFR 5.100	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Neighborhood Cleanups		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Food Banks		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Housing Information and Referral Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Housing Counseling Supporting Homebuyer Downpayment Assist (05R)		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)	172160-730880 172160-731665 172160-732170	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
<b>HOUSING</b>						
✓						
Loss of Rental Income		Decent Affordable Housing			Affordability	
Construction of Housing		Decent Affordable Housing			Affordability	
Housing Counseling for Homeownership Assist (13B)		Decent Affordable Housing			Affordability	
Homeownership Assistance – ex Housing Counseling		Decent Affordable Housing			Affordability	
Rehabilitation: Single-Unit Residential	132290-730898	Decent Affordable Housing	# of units brought to code		Affordability	
Emergency Rehab	172170-730569	Decent Affordable Housing	# of units brought to code		Affordability	
Minor Home Repair	172170-731227	Decent Affordable Housing	# of units brought to code		Affordability	
Mobile Home Repair		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Multi-Unit Residential		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Public Housing Modernization		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Other Publicly Owned Res Buildings	172160-731602	Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Energy Efficiency Improvements		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Acquisition		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Administration	132280-731605	N/A	N/A	N/A	N/A	
Lead-Based Paint/Lead Hazards Testing/Abatement		Decent Affordable Housing			Affordability	
Housing Services, Excluding Housing Counseling		Decent Affordable Housing			Affordability	
Housing Counseling Support HOME Hsg Activities		Decent Affordable Housing			Affordability	
Housing Counseling in Conjunction with CDBG Assisted Housing Rehab		Decent Affordable Housing			Affordability	
Code Enforcement (See Part 4 C)	172170-730310	Suitable Living Environment	Strengthen Communities	# of LMI persons served	Sustainability	

## CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please  one box per project)

Project # \_\_\_\_\_

Allocation: \$ \_\_\_\_\_

PROJECT TYPE CONTINUED					
Account	Account #	Objective	Goal	Indicator	Outcome
<input checked="" type="checkbox"/> HOUSING CONTINUED					
Residential Historic Preservation		Decent Affordable Housing			Affordability
Operation and Repair of Foreclosed Property ("In-Rem Housing")		Decent Affordable Housing			Affordability
<input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT					
Rehabilitation: Publicly or Privately Owned Commercial/Industrial					
Commercial/Industrial: Acquisition/Disposition					
Commercial/Industrial: Infrastructure Development					
Commercial/Industrial: Building Acquisition, Construction, Rehabilitation					
Commercial/Industrial: Other Improvements					
Economic Development: Direct Financial Assistance to For-Profit Business					
Economic Development: Technical Assistance					
Economic Development: Microenterprise Assistance					
<input checked="" type="checkbox"/> GENERAL ADMINISTRATION					
General Program Administration					
Fair Housing Activities (subject to Admin cap)					
CDBG Funding of HOME Admin					
CDBG Funding of HOME CHDO Operating Expenses					
<input checked="" type="checkbox"/> OTHER					
CDBG Non-Profit Capacity Building					

**CDBG APPLICATION - PART 4**

**Project #** \_\_\_\_\_ **Allocation: \$** \_\_\_\_\_

<b>A - CDBG NATIONAL OBJECTIVE</b>		
<b>Which one of the National Objectives will this project target?</b>		
✓	Code/Description	24 CFR
<b>Benefits low and moderate income persons</b>		
For the National Objective that <b>principally benefits low- and moderate-income persons</b> is selected, describe how the activity will address ONE of the subcategories listed below:		
	<b>1) Area Benefit Activity</b> - Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons yet could be available to other non-income eligible persons in the area. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)	570.208(a)
	<b>2) Limited Clientele Activity</b> - Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.	
	<b>3) Income Eligible Housing Activity</b> - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.	
	<b>4) Job Creation or Retention Activity</b> - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.	
<b>JUSTIFICATION:</b>		
<b>Aids in the prevention or elimination of slums or blight</b>		
For the National Objective that <b>principally aids in the prevention of elimination of slums or blight</b> is selected, describe how the activity will address ONE of the subcategories listed below:		
	1) At least 25% of the properties throughout the area exhibit the following: a. Physical deterioration of buildings/improvements; b. Abandonment of properties; c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; d. Significant declines in property values or abnormally low property values relative to other areas in the community; or e. Known or suspected environmental contamination	570.208(b))
	2) Public improvements throughout the area are in a general state of deterioration.	
	Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.	
<b>JUSTIFICATION:</b>		

**CDBG APPLICATION - PART 4 CONTINUED**

**Project #** \_\_\_\_\_ **Allocation: \$** \_\_\_\_\_

**B - PROJECT DESCRIPTION**

Provide a detailed description of the proposed activity including how the activity will address the needs of the community:

Identify who will benefit from the proposed activity (ex: homeless, abused children, seniors, etc). If your program was designed to benefit persons on L/M income, describe the process you will use to identify these persons (process for income verification if persons are not members of HUD's presumed L/M clientele):

**CDBG APPLICATION - PART 4 CONTINUED**

Project # \_\_\_\_\_ Allocation: \$ \_\_\_\_\_

**C - CODE ENFORCEMENT PROJECT ONLY**

Will any of the supportive activities offered in conjunction with the Code Enforcement Program possibly trigger displacement of any "persons"?		Yes
		No

**If "Yes" Explain:**

The grantee will be required as a special condition of the CDBG grant contract to submit a formal relocation or displacement plan for the program prior to release of grant funds.

**If "No" Explain how that determination was made?**

**Service Area Where the Code Enforcement Program Will Be Carried Out:** Provide a brief narrative of the proposed activity and service area where the Code Enforcement activity will be carried out.

**Severity of Problem**

What level of service is needed?

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A new code enforcement program  |
| <input type="checkbox"/> | An existing code enforcement program to be increased currently funded by: |
| <input type="checkbox"/> | An existing code enforcement program previously funded with CDBG funds    |

How was need determined?

**Service Area Identified**

Census Tract/Block Groups

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)

Specific streets within a service area

Maps attached showing the area is primarily residential

**Beneficiaries (People)**

Specify the type of beneficiaries who will benefit from this program. Supporting documentation is required.

Primarily Low/Mod (Include % of total population that is Low/Mod)

**Jurisdiction's definition of *deteriorated or deteriorating* (HCDA, Section 105(a)(3)) Define:**

## CDBG APPLICATION - PART 4 CONTINUED

Project # \_\_\_\_\_ Allocation: \$ \_\_\_\_\_

### Conditions within the Service Area

Describe, in enough detail, the existing conditions in the service area that qualifies the area, as defined above by the jurisdiction, as deteriorating or deteriorated.

Photos attached with any applicable reports or information

**Identify problems resulting if the code enforcement program is not provided, continued or expanded:**

### Extent of the Solution

Explain how and to what extent the proposed activity will solve the problem:

Provide a summary of the proposed strategy for using code enforcement together with public or private improvements or services (e.g., a homeowner rehabilitation program) that can be expected to arrest the decline of the service area.

Describe the methodology and metrics to be used to assess whether the code enforcement program and other activities will mitigate the deterioration of the service area during the time CDBG funds are expended to implement the code enforcement program.

### Activity Implementation Plan

Provide a detailed plan of how the code enforcement program, together with “supportive activities” (i.e. public or private improvements, rehabilitation, or services) will mitigate deterioration and is expected to arrest the decline of the area. Also, identify any current or potential funding sources available to assist with proposed supportive activities.



## CDBG APPLICATION - PART 4 CONTINUED

Project # \_\_\_\_\_ Allocation: \$ \_\_\_\_\_

D - PROJECT LOCATION		
Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>	
Describe Project Location		City/Township/Village Wide
		Area Wide Benefit Only
		Specific
Parcel ID#		
Address		
City		
Zip Code		
<b>Areawide Benefit (AWB) Projects Only</b>	<b>List Census Tract</b>	
	<b>List Block Group</b>	
Attach AWB Map with project location indicated		
<b>Describe service area for:</b>		
Fire Stations/ Equipment		
Parks, Recreational Facilities		
Special Assessments		

E - PROJECT PURPOSE			
<b>ALL PROJECTS</b> Enter number of units in the appropriate type. Enter 0 for other unit types			
# of clients to be served	Type of clients to be served		
	People		
	Households		
	Housing Units		
	Public Facilities		
PUBLIC SERVICES PROJECTS ONLY			
Help Prevent Homelessness?	_____ Yes _____ No		
Help the Homeless?	_____ Yes _____ No		
Help those with HIV/AIDS?	_____ Yes _____ No		
Help Persons with Disabilities?	_____ Yes _____ No		
PUBLIC FACILITIES & IMPROVEMENTS PROJECTS ONLY			
Will the project meet ADA standards for access?	_____ Yes _____ No		
SENIOR CENTER PROJECT DEMOGRAPHICS			
Estimated Number of Current Members			
White alone		Asian Alone	
Black or African American alone		Some other race alone	
American Indian and Alaska Native alone		Two or more races	
Native Hawaiian & Other Pacific Islander alone			

## CDBG APPLICATION - PART 4 CONTINUED

**Project #** \_\_\_\_\_ **Allocation: \$** \_\_\_\_\_

This is a new project	Yes _____ No _____
This is an ongoing project	Yes _____ No _____
This is an expanded project from previous years	Yes _____ No _____

### G - PROJECT ADMINISTRATION

Community will manage project	Yes _____ No _____
Community will hire a vendor to manage project	Yes _____ No _____
County will administer contract	Yes _____ No _____

Other Federal Funds	\$	State/Local Funds	\$	Other	\$
---------------------	----	-------------------	----	-------	----

Please ✓ each box as it applies and attach all required documents

<input checked="" type="checkbox"/>	<b>Exempt Project</b>				
	Project is Exempt per 24 CFR 58.34				
	Exempt Form Attached			Project Location Map Attached	

**OR**

<input checked="" type="checkbox"/>	<b>Categorically Excluded Project</b>				
	Project is Categorically Excluded				
	Statutory Checklist Attached			Project Location Map Attached	
	Project is in Flood Plain			8 Step Attached	
	Flood Plain Map <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a>				

**OR**

<input checked="" type="checkbox"/>	<b>Environmentally Assessed Project</b>				
	Project is Environmentally Assessed				
	Environmental Assessment Attached			Project Location Map Attached	
	Project is in Flood Plain			8 Step Attached	
	Flood Plain Map <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a>				

<input checked="" type="checkbox"/>	<b>Other Projects</b>				
	Historic Preservation Profile (HPP) Attached			Demolition Checklist Attached	

## CDGB APPLICATION - PART 5

### A - PUBLIC HEARING OPTION #1 - AFFIDAVIT OF PUBLICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #1 allows for the public hearing notice to appear in a newspaper of general local circulation at least 10 days before the hearing.**

#### SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

#### Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location) (Address/City, Township, Village/State/Zip)** to hear public comments on the CDBG Program Year 2024 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at **(Location)** until **(Time, Date)**.

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

**(Name, Title, Department)**

**Published (Newspaper of general circulation, date)**

### A - PUBLIC HEARING OPTION #2 - WEB POSTING AND CERTIFICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #2 allows for the public hearing notice to appear in a posting at the city/township/village hall and on the community website at least 10 days before the hearing. Option #2 is acceptable only if:**

- The community has approved by ordinance/resolution the use of web posting for CDBG Public Hearings and has provided a copy of the ordinance/resolution to Oakland County Neighborhood & Housing Development
- This procedure does not violate local public hearing notice requirements

#### SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

#### Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location) (Address/City, Township, Village/State/Zip)** to hear public comments on the CDBG Program Year 2024 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. **All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at (Location) until (Time, Date).** Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

**(Name, Title, Department)**

**Published (Website, date) Posted (Location, date)**

## CDBG APPLICATION – PART 5 CONTINUED

Participating communities are required to conduct a Public Hearing for the CDBG application. **The meeting minutes must clearly show an open and close of the public hearing, the planned use of CDBG funds and approval of the application. PUBLIC COMMENTS MUST OCCUR AFTER HEARING IS OPEN AND BEFORE IT IS CLOSED. STAFF/OFFICIAL COMMENTS MUST OCCUR BEFORE OR AFTER THE HEARING.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

### B - MEETING MINUTES OPTION #1 - TRUE COPY

(CITY, TOWNSHIP, VILLAGE)  
(BOARD, COMMISSION, COUNCIL) MEETING  
(DAY, DATE, TIME, LOCATION)

(Highest Elected Official) called the meeting to order at (Time)

1. ROLL CALL PRESENT: \_\_\_\_\_ ABSENT: \_\_\_\_\_

#### 2. PUBLIC HEARING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

(Highest Elected Official) opened the Public Hearing at (Time).

(Record Public Comments Here)

(Highest Elected Official) closed the Public Hearing at (Time).

#### 3. ACCEPTANCE PY 20\_\_ Community Development Block Grant (CDBG) Application

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

to approve the Program Year 20\_\_ Community Development Block Grant (CDBG) application in the approximate amount of **(Proposed Allocation)** as follows and authorize the **(Highest Elected Official)** to sign the Application and submit the documents to Oakland County.

Project Name	Allocation Amount

Motion by: \_\_\_\_\_

Voting Yea: \_\_\_\_\_ Voting Nay: \_\_\_\_\_

Abstaining: \_\_\_\_\_ Absent: \_\_\_\_\_

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village) (Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

\_\_\_\_\_  
(Signature)

**B - MEETING MINUTES OPTION #2 - GOVERNING BODY RESOLUTION**

Participating communities are required to conduct a Public Hearing for the PY 2024 CDBG application. **The governing body resolution must clearly show an opening and closing of the public hearing, the planned use of CDBG funds, and the approval of the application.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

**SAMPLE GOVERNING BODY RESOLUTION**

**RESOLUTION OF THE (ORGANIZATION NAME AND ADOPTING BODY)  
ADOPTED ON: (DATE)**

**WHEREAS**, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

**WHEREAS**, the *(City/Township/Village)* has duly advertised and conducted a public hearing as follows:

**(Highest Elected Official) opened the Public Hearing at (Time).**

**(Record Public Comments Here)**

**(Highest Elected Official) closed the Public Hearing at (Time).**

on *(Public Hearing Date)* to receive public comments regarding the proposed use of PY20\_\_ Community Development Block Grant funds (CDBG) in the approximate amount of **(Proposed Allocation)**, and

**WHEREAS**, the *(City/Township/Village)* found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

**THEREFORE, BE IT RESOLVED**, that the *(City/Township/Village)* CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the *(title of authorized representative)* is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

<b>Project Name</b>	<b>Allocation Amount</b>

Motion by: \_\_\_\_\_

Voting Yea: \_\_\_\_\_ Voting Nay: \_\_\_\_\_

Abstaining: \_\_\_\_\_ Absent: \_\_\_\_\_

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village)** **(Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

\_\_\_\_\_  
**(Signature)**