



Macomb County CDBG Program

Priority # _____

2024 CDBG COMPETITION

Completed applications will only be accepted through the designated Smartsheet portal.
Applications will not be accepted through email or other delivery methods.
Applications must be submitted by Friday, February 16, 2024.

Due to the 15% cap, public service activities are ineligible for funding through this competition. Further, 70% of the County's annual CDBG expenditures must benefit LMI persons. As a result, spot blight activities may be limited.

APPLICANT INFORMATION:

Applicant Name: _____ Address: _____
Tax ID Number: _____ UEI # _____
Contact Person: _____ Email: _____
Telephone: _____ Fax: _____

PROJECT INFORMATION: The following information must be provided and be complete.

PROJECT NAME: _____

PROJECT ADDRESS: _____

Total CDBG Funding Requested (Minimum = \$15,000 / Maximum = \$150,000): \$ _____

Proposal Addresses Con Plan Priority Need: _____

Select from the following Consolidated Plan Priority Needs

High Priority Needs	Low Priority Needs
Rental Housing	Accessibility/Barrier Free Improvements
Housing Rehabilitation	Code Enforcement
Affordable Housing Units	Local & Regional Planning
Public Improvements	Demolition, Clearance & Remediation
Public Facilities	Energy Efficiency Improvements
Permanent Supportive Housing	Historic Rehabilitation & Preservation
Emergency Shelters & Transitional Housing	Economic Development
	Urgent Need

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PROJECT BUDGET:

- How will you finance the project? List all planned funding sources.
- You must provide a detailed cost estimate.
- Up to 10 points will be awarded to projects that do not rely solely on CDBG funds.

NOTE: CDBG funds are considered last money in the project. If the project proposal is selected, the applicant will be required show documentation that leveraged funds were expended for project costs prior to being reimbursed from the CDBG program for the balance of the project costs.

Funding Source	Amount of Funding	Funds Committed? (Y/N)
Requested CDBG NOFA Funding	• \$	
Other Public Resources (Identify)	• \$ • \$	• •
Private Resources (Identify)	• \$ • \$	• •
Total Project Costs	• \$	

Calculate % of project funds leveraged based on the proposed project budget provided above = _____%

PROPOSAL DESCRIPTION: Attach additional pages if necessary.

- A. Fully describe the proposed project. Include a map of the area to be served and photos of the project.

- B. Why is CDBG funding necessary for the project?

- C. Are you requesting CDBG funds to pay for engineering costs in this project? (circle one)
Yes* or No (circle one)

*If yes, you must provide proof of procurement with this application. If this question is left blank, engineering fees will not be allowed under the grant agreement.

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D. National Objectives/Project Beneficiaries - Projects must address a national objective.

Select **ONE** from the following:

☐

#1 - Area Benefit Only: Proposal benefits an area with at least 49.45% LMI persons.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area and photos of the project area. The map must also include census tract(s) and block group(s).

Describe the basis/approach used to determine the service area for this project:

Area benefit activities must be located in primarily residential service areas. Is the service area for the proposed project primarily residential? Yes or No (circle one)

A higher point value will be awarded to projects with a low-moderate income area (LMA) with a minority concentration. Is this project located in a LMA with a minority concentration? Yes or No (circle one)

If yes, describe the basis/approach used to determine LMA minority concentration status:

☐

#2 - Limited Clientele Benefit Only: Proposal directly serves ONLY a limited clientele presumed to be LMI. Identify and list the proposal's intended beneficiaries, e.g.: LMI persons, abused children, elderly persons, severely disabled adults, homeless persons, abused spouses, illiterate adults, migrant farm workers, and persons living with AIDS:

Type:

Total Number

Number LMI

What is the "Total Number" of persons served based upon?

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- ☐ **#3 - Slums/Blight (Area):** Proposal prevents or eliminates slums or blight on an area-wide basis. Applicant must provide a map with the description. Proposal must describe the factors contributing to the blight.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area. The map must also include census tract(s) and block group(s).

Describe the basis/approach used to determine the service area for this project:

- ☐ **#4 - Slums/Blight (Spot Blight):** If the proposal addresses slums and blight on a spot basis, identify the factors causing the blight. You must also certify that they are a threat to public health and safety.

- ☐ **#5 - Housing Benefit: Proposal benefits LMI through housing.** Participants must be income qualified. The presumed benefit does not apply to housing activities. HH = households

Total # HH to be assisted: _____ # LMI households to be assisted. _____

What is the "Total Number" of households to be served based upon? _____

- ☐ **Economic Development:** Describe the economic development activity. The activity must be administered by the applicant. Describe how the activity meets a National Objective.

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- E. **Environmental Review:** If you are unsure how to answer these questions, please contact Brittany Mohr at (586)466-6179 or brittany.mohr@macombgov.org

Applicant must visit the site and complete a Site-Specific Field Contamination Checklist before answering the following questions.

Will the project:

Involve new construction, renovation, reconstruction, or conversion? ☐ Yes ☐ No

Change use or expand capacity by more than 20%? ☐ Yes ☐ No

Be located in a known floodplain or wetland (check applicable map)? ☐ Yes ☐ No

Be located in a known floodway (check applicable map)? If yes, the project is ineligible for funding. ☐ Yes ☐ No

Be located in a high noise area? ☐ Yes ☐ No

Involve ground disturbance? ☐ Yes ☐ No

Cause displacement of persons, businesses or remove personal property? ☐ Yes ☐ No

Be located by explosive/flammable materials and/or noxious plant operations? ☐ Yes ☐ No

What year was the property constructed (if applicable) _____

- F. **Implementation Schedule:** Applicant must provide the dates when the following project milestones will be accomplished. Grant agreements are expected to be distributed late September 2024. Please note that pre-award costs are ineligible for CDBG reimbursement. However, the bid process may begin as long as the contract is not awarded until after a fully executed grant agreement is in place and environmental review completed.

IMPLEMENTATION SCHEDULE	
Milestone	Expected Completion Date
Bid specifications	
Post bid opportunity on MITN (BidNet) (no later than 2/28/2025)	
Bid due by	
Contract award approved by governing body (no later than 4/30/2025)	
Construction start date	
Construction end date (no later than 10/31/2025)	
Complete and correct paperwork submitted to Macomb County (no later than 12/19/2025)	

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G. **Project Execution:**

Name of individual leading the project: _____

Project lead's number of years working on CDBG funded projects: _____

Type of CDBG projects previously completed by project lead: _____

H. **Public Participation:**

Describe efforts to encourage local citizen participation beyond the required public hearing:

- I. **Opportunity Zone:** Points will be awarded to projects with a service area that are located in a qualified Opportunity Zone. To be considered for these points you must provide a map of the location of the project's service area showing that it is located in a qualified Opportunity Zone.

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CONFLICT OF INTEREST CERTIFICATION

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 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 2 CFR 200.317 and 200.318 shall apply. (2) In all cases not governed by 2 CFR 200.317 and 200.318, 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 §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §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. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(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- or moderate-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 Community certifies that they have read and will comply with the above:

Community Name:	
Name of Highest Elected Official (HEO) and Title:	
Signature of HEO or Designee:	

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Application checklist:

- ☐ Required - detailed cost estimate.
- ☐ Required - Site-Specific Field Contamination Checklist
- ☐ Service area map for area projects (if applicable)
- ☐ Opportunity zone map (if applicable)

Applicant must read and initial the following:

- ☐ I understand that expenditure of CDBG funds is subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal awards found at 2 CFR 200 _____ **Initial**
- ☐ I understand that our municipality's local procurement guidelines must comply with the regulations found at 2 CFR 200 _____ **Initial**

SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ Date _____

Typed Name & Title: _____

I am authorized to sign this application on behalf of _____ and certify that its contents are, to the best of my knowledge, true and accurate. I understand that the willful submission of false or misleading information will result in a disqualification of this application and a denial of CDBG funding.

STATE OF MICHIGAN, MACOMB COUNTY ss:

The foregoing instrument was acknowledged before me this _____, 20____

By _____

Notary Public
State of Michigan
County of Macomb

My Commission Expires _____

Acting in the County of Macomb

Applications must be received by: February 16, 2024 by 4:30 pm. Questions should be directed to Stephanie Burgess at (586)469-6451 or emailed to stephanie.burgess@macombgov.org.

Regardless of scoring, funding will only be awarded to projects that can be completed by **December 19, 2025**. If an insufficient number of applications are submitted, the County reserves the right to re-issue the NOFA.

Macomb County also reserves the right to reject any or all proposals in whole or in part and to waive any informalities therein, or accept any proposal it may deem in the best interest of the County. *Note: Past experience and performance will be an award factor.*