



# CDBG Housing Improving Local Livability (CHILL) Program Application

**SUBMISSION DEADLINE IS 11/13/23 at 11:59:59 pm EST**

**Complete the CDBG Housing Improving Local Livability (CHILL) Program Application in entirety and submit with Application Part 2 and required uploads.**

\* Required

## SECTION A: APPLICANT INFORMATION

1. UGLG Name \*

2. Street Address, City, State, Zip \*

3. Federal ID # \*

4. UEI #

5. MSHDA ORG #

6. Fiscal Year End (MM/DD)

7. UGLG Type \*

Unit of Government

Land Bank

8. Contact Name \*

9. Contact Email \*

10. Contact Phone \*

## SECTION B - COMMUNITY DEVELOPMENT NARRATIVE

Title 1 of the Federal Housing and Community Development Act of 1974, as amended, require Units of General Local Government (UGLG) applying for funds to provide a brief narrative on their locally adopted plans being impacted by the proposed project.

Completing the questions in this section fulfill this requirement. UGLGs may reference a locally adopted plan which may be a Master Plan, Community Improvement Plan, etc. If the UGLG's locally adopted plan(s) do not address the questions below, provide supplemental information as it relates to the proposed project and the plan it fulfills.

11. Provide a statement assessing the needs and problems of the UGLG, including the needs of low- and moderate-income persons. In all narratives, the assessment must address both overall community development and housing needs regardless of the category under which funding is being requested. \*

12. Provide a summary list of possible long-term activities (two years or more) to address the identified needs and problems. \*

13. Provide a summary of contemplated short-term activities (one to two years) to address the identified needs and problems. \*

14. Provide a description of the effect the proposed CDBG project will have on the UGLG. \*

15. Provide a plan for minimizing the displacement of persons as a result of grant assisted activities and to assist persons actually displaced by such activities. Reference your locally adopted Residential Anti-Displacement Plan as needed. \*

## SECTION C - PROJECT DESCRIPTION

16. Activity Types: \*

Homeowner Improvement Projects (HIP)

Demolition/Reconstruction/Resale (DRR)

17. Describe the program design including which staff, contractors or agencies will be responsible for implementation and which will be responsible for oversight; program parameters (if they are known and are stricter than MSHDA requirements); how resources will be targeted and/or promoted; and identify any leveraged resources and explain how they will be used. \*

18. Describe program implementation including how sites or participants will be selected, how contractors will be selected, how construction will be managed, how compliance with regulations will be maintained. \*

19. Address how the program aligns with community needs (identified in the Community Development Narrative) and describe the impact of the program. \*

20. Upload Rehabilitation and/or Reconstruction Timeline (see Application Part 2)

## SECTION D - ACTIVITY DESCRIPTION

21. For DRR, upload the Reconstruction Single-Family Housing Development Budget that is based on a contractor's estimate. **Upload** the budget (see Application Part 2), estimate, and supporting documents.
  
22. Floorplans require MSHDA prior approval. MSHDA has pre-approved floorplans available provided energy efficiency measures are upgraded to meet current energy standards. (see CDBG webpage)

SECTION E - UPLOAD GRANT BUDGET (see Application Part 2)

## SECTION F - CAPACITY AND IMPLEMENTATION

23. Administrative Services. Select One: \*

- Employees of the UGLG will administer the program.
- The program will be administered on behalf of the UGLG by employees of another local unit of government or a government agency. An agreement or procurement plan will be provided to MSHDA (**upload**).
- The program will be administered by a non-government third party administrator. An agreement or procurement plan will be provided to MSHDA (**upload**).

24. Name of other local unit of government OR name of Administrator if applicable:

25. Organization and Staff Capacity. Describe both the UGLG and its local and third-party administrators (if applicable) organizational capacity, staff composition, and administrative and grants management experience. Please provide resumes or job descriptions for key staff. (**upload**) \*

26. List all housing and community development grant awards the UGLG and its local and third-party administrators have received, including from MEDC and MSHDA in the past 5 years and status of each. For example, application(s) pending (include prospective CHILL applications), approved, monitoring, completed successfully, completed with findings. \*

27. What makes the UGLG unique and poised for successful implementation of the selected component programs? How does the UGLG plan to implement? \*

28. Check each item and certify below that the UGLG: \*

- (a) Understands that all activities undertaken must meet the Federal/state/local code, whichever is stricter.
- (b) Understands that no specific sites/addresses need to be pre-identified prior to UGLG submission.
- (c) Understands that all activities must be completed, invoiced and all expenditures completed and processed with the MSHDA grants management system by the end of the Grant term.
- (d) Understands that this CDBG funding is not replacement funding; can only be re-granted and/or sub-awarded with prior MSHDA approval; and can only serve as a matching resource for another state and/or federal Program with prior MSHDA approval.
- (e) Understands that MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA). This submission is not a binding agreement and the notice of selection under this Notification does not guarantee project funding. No project costs may be incurred without formal written authorization from MSHDA.
- (f) Understands that the UGLG is required to be in compliance and good standing with MSHDA and all other State and Federal Agencies.
- (g) Agrees to adhere to federal, state and local rules and regulations including, but not limited to, HUD, CDBG, MSHDA, NHID, and CHILL Policy Manual, program rules, regulations, policies, procedures, grant agreement, reporting requirements, and closeout public hearing.



## **SECTION G - COMPLIANCE REQUIREMENTS**

The following MSHDA CDBG Program Compliance Documents are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated.

### **MUST BE SUBMITTED WITH APPLICATION**

- 1) Citizen Participation Plan. Review CHILL Policy Manual.
- 2) Publication Affidavit and Public Hearing with Meeting Minutes
- 3) CDBG Authorizing Resolution
- 4) Procurement Procedure. Grantee will provide. Review CHILL Policy Manual.

### **MUST BE SUBMITTED PRIOR TO GRANT AGREEMENT EXECUTION**

- 5) Annual Profile Review. IGX Grant Management System instructions will be provided upon funding reservation.

### **MUST BE SUBMITTED PRIOR TO INCURRING NON-EXEMPT PROJECT COSTS**

- 6) NEPA Environmental Review. Review CHILL Policy Manual.

### **MUST BE SUBMITTED 60 DAYS AFTER GRANT AGREEMENT IS EXECUTED**

- 7) Local Program Guidelines. Complete the Program Guidelines TEMPLATE provided by MSHDA.

## **For Sections H. Certifications, I. Statement of Assurances and J. Authorized Signatory**

(see Application Part 2)

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