

**Charter Township of Canton  
Community Development Block Grant (CDBG)**



**C.D.B.G. – Application for Funding**

**Contact: Mike Sheppard**  
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**Phone: (734) 394-5225**

**Date Issued: 3/29/2018**

**Due Date & Time: 3:00 p.m., Thursday, April 26, 2018**

**Program Year 2018  
July 1, 2018 – June 30, 2019**

**Federal Funding Allocation for 2018 is approximately \$300,000  
15% Public Service Cap is \$45,000  
20% Administration Cap is \$60,000  
Public Facilities & Other Construction is \$195,000**

**INSTRUCTIONS**

Answer the questions as succinctly as possible, check all appropriate boxes, and complete all relevant tables. Pages 1-7 explain the CDBG program and various eligibility criteria to provide an overview of CDBG program. Canton Township Goals and examples of supporting objectives are on page 8-9.

The deadline established for the receipt of your sealed application is [4/26/2018](#) at 3:00 p.m. The application is to be submitted to the Clerk's Office, 1150 S. Canton Center Road, Canton, Michigan 48188. Address the application to:

Canton - Clerk's Office  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR FUNDING**  
**DUE 4/26/2018 AT 3:00 P.M.**  
1150 Canton Center S  
Canton MI 48188

**CDBG APPLICATION**

- Cover Page
- Instructions
- Overview of CDBG
- Affordable Housing Section
- Economic Development Section
- Public Facilities & Improvements Section
- Public Services Section
- Goals & Objectives
- Budget Table
- Certification
- Application Checklist

When completed please only include the relevant sections of this application for which you are applying. This should include a cover page, the CDBG category (Affordable Housing, Economic Development, Public Facilities or Public Service), your budget table, and certification.

## **OVERVIEW OF THE CDBG PROGRAM**

### **PROGRAM HISTORY**

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974 and is administered by the U.S. Department of Housing and Urban Development.

CDBG grew out of the consolidation of eight programs under which communities competed nationally for funds. The consolidated programs were:

- Open Space
- Urban Renewal
- Neighborhood Development Program grants
- Historic Preservation grants
- Model Cities supplemental grants
- Public Facilities loans
- Neighborhood Facilities grants and
- Water and Sewer grants

### **PRIMARY CDBG OBJECTIVE**

The primary objective of Title I of the Housing and Community Development Act of 1974 is the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities for persons of low and moderate income.

To achieve these goals, the CDBG regulations outline eligible activities and the national objectives that each activity must meet. As recipients of CDBG funds, Canton Township is charged with ensuring that these requirements are met and reporting their progress in achieving those requirements through quarterly and annual reports to the Housing & Community Development Department.

### **ELIGIBLE CDBG ACTIVITIES**

CDBG offers a high level of flexibility in choosing programs and activities. Canton Township selects activities that best meet the needs of the community, in accordance with the national objectives and requirements of the CDBG Program.

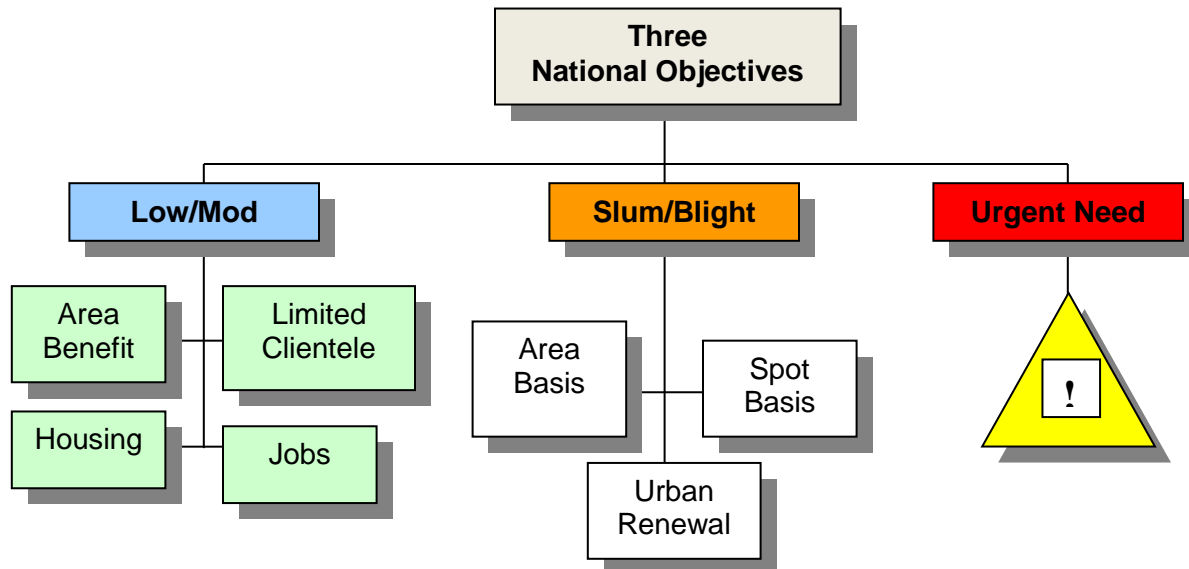
CDBG funds may be used for:

- ❖ Housing
- ❖ Public Facilities and Improvements
- ❖ Economic Development
- ❖ Public Services

## NATIONAL OBJECTIVES OF CDBG

Canton Township is responsible for assuring that each eligible activity meets one of three national objectives:

- Benefit low and moderate income people
- Aid in the prevention of slum and blight
- Meet a need having a particular urgency (urgent need)



### BENEFIT LOW and MODERATE-INCOME PERSONS (Low/Mod)

Under this objective, CDBG-assisted activities must benefit low and moderate-income persons using one of the following categories:

- Area benefit activities
- Limited clientele activities
- Housing activities
- Job creation or retention activities

#### Area Benefit

Area benefit is the most commonly used category for basic activities. It is an activity that benefits all residents in a particular area, where at least 51% of the residents are low-and moderate-income (LMI) persons.

- The service area must be primarily residential and the activity must meet the identified needs of low and moderate-income persons.

Area benefit activity examples include street improvements, water and sewer lines, neighborhood facilities, and facade improvements in neighborhood commercial districts.

### Limited Clientele

This is an activity that benefits a limited number of people as long as at least 51% of those served have low to moderate incomes. These activities must:

- Benefit a clientele generally presumed to be principally low to moderate income; or
- Require documentation on family size and income in order to show that at least 51% of the clientele are of low to moderate income; or
- Have income eligibility requirements limiting the activity to low to moderate income persons; or
- Be of a nature and location that it can be concluded that primary clients are low to moderate income residents.
- Removal of architectural barriers to improve mobility for elderly persons or the severely disabled may also qualify under the limited clientele national objective.

Limited Clientele categories include: Homeless Persons, Seniors, Domestic Violence Victims, Persons Living with AIDS, Migrant Workers, Illiterate Adults, and Severely Disabled Adults.

Examples of Limited Clientele Projects include: Facilities for Senior Services, Homelessness Services, and Domestic Violence Programs.

### Elimination of Slum and Blight

These are activities that help to prevent or eliminate slums and blighted conditions.

The activities must meet the criteria of one of the following categories:

- Prevent or eliminate slum and blight on an area basis.  
*Examples include assistance to commercial or industrial businesses, public facilities or improvements, and code enforcement.*
- Prevent or eliminate slum and blight on a spot basis. These are activities that eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area.  
*Examples include elimination of faulty wiring, falling plaster, or conditions that are detrimental to all potential occupants; historic preservation of a public facility; and demolition of a vacant, deteriorated building.*

### Urgent Need

Use of this category is extremely rare. It is designed only for activities that alleviate emergency conditions resulting from natural disasters or similar emergencies.

### Income Limits

The median family income is calculated for each metropolitan and non-metropolitan area using the Fair Market Rent area definitions applied in the Section 8 Housing Choice Voucher Program. These income limits are for use in determining if your proposed clientele are eligible for CDBG assistance. The 2018 rate has not been determined as of 3/29/2018.

**Fiscal Year 2017 HUD Median Income for Canton Township is \$68,600.**

FY 2017 Income Limit Area	Median Income	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Wayne County	\$68,600	Very Low (50%) Income Limits (\$)	24,050	27,450	30,900	34,300	37,050	39,800	42,550	45,300
		Extremely Low Income Limits (\$)*	14,450	16,500	20,420	24,600	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$)	38,450	43,950	49,450	54,900	59,300	63,700	68,100	72,500

## AFFORDABLE HOUSING

CDBG funds may be used to assist existing homeowners with the repair, rehabilitation or reconstruction of owner-occupied units. Grantees have the flexibility under the CDBG Program to design repair and rehabilitation programs that meet the needs of their residents. Examples of the types of local programs that may be funded include:

### **Eligible Activities**

- Substantial rehabilitation which brings the property up to local codes and standards.
- Energy efficiency programs including insulation, new windows, and doors.
- Providing handicapped accessibility through the installation of ramps and grab bars.
- Emergency repair for certain elements of a house such as a leaking roof.
- Weatherization programs designed to improve a house's ability to withstand the elements such as insulation and weather stripping.
- Other housing activities include: property acquisition or rehabilitation of property for permanent housing, conversion of non-residential structures into permanent housing, and new housing construction by a community-based development organization (CBDO).

### **Documenting National Objectives for Housing**

#### **Low-Mod Benefit**

- LMI persons must occupy structures with one unit. If the structure contains more than one unit, at least 51% must be LMI occupied.

#### **Eliminating Slum and Blight**

If a rehab activity does not directly benefit low/mod persons, it may qualify under the slum/blight national objective.

The requirements for meeting the slum/blight national objective under the Area Basis criteria include:

- The area delineated by the grantee meets a definition of a slum, blighted, deteriorated, or deteriorating area under state or local law.
- There are a substantial number of deteriorated or deteriorating buildings throughout the area.
- The activity addresses one or more of the conditions that contribute or contributed to the deterioration of the area.

The requirements for meeting the slum/blight national objective under the Spot Basis criteria include:

- The rehab activity must eliminate specific conditions of blight or physical decay on a spot basis.
- The rehab must remove only those conditions that are detrimental to public health and safety.

## ECONOMIC DEVELOPMENT

CDBG funds may be used to undertake certain economic development activities. Job training and job placement are defined as a *public service* and are not eligible under CDBG Economic Development Regulations.

### Eligible Activities

- Assisting a *private, for-profit business* (e.g., loans, grants, interest subsidies) for the specific purpose of creating jobs (570.203(b));
- Job training, placement and other types of services are eligible as for-profit business assistance or building acquisition/rehab/construction (see 570.203 (a) and (b) above);
- Loans and technical assistance/training to persons owning or developing a micro-enterprise, (defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise) (570.201(o));
- Programs to assist persons who want to own or develop a micro-enterprise;

### Documenting National Objectives for Economic Development

#### **Area Benefit**

In order to qualify under the area benefit criteria, the economic development activity must benefit all residents in a particular area. In addition:

- At least 51% of the residents must be low- and moderate-income (LMI) persons;
- The service area must be primarily residential; and
- The activity must meet the identified needs of low—and moderate-income persons (LMI).

#### **Job Creation/Retention**

These are eligible activities designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons. The following requirements must be met for jobs to be considered created or retained.

- If grantees fund activities which *create* jobs, there must be documentation indicating that at least 51% of the jobs will be held by, or made available to, LMI persons.
- For funded activities which retain jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance and that one or both of the following applies to at least 51% of the jobs:
  - ✓ The job is held by a low- or moderate-income person.
  - ✓ The job can reasonably be expected to turn over within the following two years and steps will be taken to ensure that the job will be filled by, or made available to, a low- or moderate-income person.

The following requirements apply for jobs to be considered available to or held by low and moderate income persons.

- Created or retained jobs are only considered to be available to low- or moderate-income persons when:
  - ✓ Special skills that can only be acquired with substantial training, work experience, or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and

- ✓ The recipient and the assisted business take actions to ensure that LMI persons receive first consideration for filling such jobs.
- Created or retained jobs are only considered to be held by low- or moderate-income persons when the job is actually held by a LMI person.

### **Limited Clientele**

Individuals carrying out micro-enterprise assistance activities must be low to moderate income, and therefore eligible under the limited clientele objective.

## **PUBLIC FACILITIES**

The acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements is an eligible activity under CDBG and can be carried out by Canton Township or a sub-recipient nonprofit organization.

### **Eligible Activities**

- Infrastructure improvements (generally construction or installation)
- Neighborhood facilities (e.g., recreational facilities, parks, playgrounds); and
- Facilities for persons with special needs (e.g., facilities for the homeless or nursing homes or group homes for the disabled)

Eligible costs include:

- Energy efficiency improvements;
- Handicapped accessibility improvements;
- Architectural design features and other treatments aimed at improving safety, function, and aesthetic quality.

### **Documenting National Objectives for Public Facilities**

#### **Area Benefit**

CDBG funded public improvements will typically be categorized as an area benefit activity. Under the area benefit criteria, the public facility must benefit all residents of an area where at least 51% of the residents have low or moderate incomes. The area does not have to be the same as census tract borders, but must be primarily residential.

#### **Limited Clientele**

Public facilities funded by CDBG may sometimes qualify under the limited clientele criteria because the facility will benefit a specific targeted group of people, of which at least 51% must have low or moderate incomes.

Public facilities such as homeless shelters or group homes for persons with special needs are two examples that qualify under the limited clientele criteria. The populations served by these facilities are populations that are presumed to be low- and moderate income.



## PUBLIC SERVICE

### **Eligible Activities**

CDBG regulations are very broad and allow the use of grant funds for a wide range of public service activities.

### **Documenting National Objectives for Public Services**

Public Service activities must be able to document that the majority of their clients earn less than 80% of the median income (see the income table in the first section of this application). Documentation depends on the activity. For most activities, agencies will be required to maintain income verification forms for each of their clients; however other forms of documentation are acceptable. If you have questions about how to meet this requirement, please contact Mike Sheppard.

### **Public Service Grants**

- Agencies or organizations must apply each year
- Grants will be awarded to programs that:
- a. Exhibit professional management of CDBG funds and compliance with administrative requirements
  - b. Meet performance benchmarks identified in the contract scope of work
  - c. Report accomplishments accurately and in a timely manner
  - d. Demonstrate the capacity to sustain the program
  - e. Increase the level of service each year

**CANTON TOWNSHIP CONSOLIDATED PLAN  
GOALS AND OBJECTIVES: JULY 1, 2016 - JUNE 30, 2020**

Canton Township has established goals and objectives for its CDBG program. These priority issues are focused on the desire to provide decent housing, provide a suitable living environment and expand economic opportunities. The community shall commit and spend funds and support projects and programs that achieve these strategies. The objectives identified below are not all inclusive and additional objectives developed by applicants are acceptable if the objective directly supports the goal.

## Housing needs:

**Goal: Provide safe, affordable, and accessible housing to the residents of Canton Township.**

- Objective 1: To increase homeownership rehabilitation opportunities for low and moderate income households.
- Objective 2: Canton Township will work with nonprofit and government agencies that provide home buyer counseling and down payment assistance programs.
- Objective 3: Canton Township will work with nonprofit and for-profit housing developers, lenders, and other partners to build new, or acquire and rehabilitate, housing for low and moderate income households.
- Objective 4: Canton shall continue to work with tenants and landlords regarding the provision of decent, safe and sanitary rental housing that complies with appropriate state and local building codes.

## Homeless

**Goal: Help to prevent and reduce homelessness within Canton Township.**

- Objective 1: Canton shall continue to work and support homelessness efforts identified within the Wayne County Continuum of Care Plan as approved and supported by HUD.

# Non-Housing Community Development.

## Community and Economic Development

**Goal: Enhance the living environment for persons in low- and moderate-income areas through public improvement activities, public service programs, and elimination of blight.**

- Objective 1: Canton Township will continue to work with Growth Works, government agencies, stakeholders, and other service agencies to solicit tenants/programs for the Canton Human Service Center.
- Objective 2: Canton Township will continue to provide and financially support public/human service activities that benefit low and moderate income residents. This includes, but is not limited to, the senior citizen and handicapped transportation programs.
- Objective 3: Canton Township will continue to work with companies and businesses on the provision of jobs, especially those that serve low and moderate income person.
- Objective 4: Identify, prioritize, and upgrade public facilities, Township parks, streets, sidewalks and related infrastructure, particularly in eligible Community Development Block Grant areas and through the elimination of ADA barriers.
- Objective 5: Eliminate blight within in eligible Community Development Block Grant areas and on a spot blight basis.
- Objective 6: Support the preservation or restoration of structures of historical significance.

## Non-Homeless Special Needs

**Goal: Promote a suitable living environment, improve safety and livability, reduce isolation, support family structures, and facilitate access to mainstream resources for special needs populations.**

- Objective 1: Canton Township will provide financial support to nonprofits that provide supportive services designed to support individuals and families with special needs (elderly, frail elderly, severe mental illness, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS).
- Objective 2: Support programs that assist and provide services for persons with special needs to include but not limited to frail and non-frail elderly, persons with those with physical, mental, or behavioral disabilities,

persons with HIV/AIDS, persons with alcohol or drug addictions needs.

**GRANT APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS**

Please complete only the sections of this application that apply to the project type(s) for which you are applying. After completing the appropriate sections of your application, be sure to complete and include all certifications and required attachments. Incomplete applications will not be considered.

- Complete the application checklist.
- Faxed applications will not be accepted.

For further information, please call the appropriate contact at (734) 394-5225

Mike Sheppard ..... CDBG Specialist

**Submit 9 paper copies of your completed application:**

**Canton - Clerk's Office  
COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION FOR FUNDING  
DUE 4/26/2018 AT 3:00 P.M.  
1150 Canton Center S  
Canton MI 48188**

**Canton Township  
Community Development Block Grant (CDBG) Application for Funding**

**Applications are due no later than 3:00 pm, April 26, 2018**

Please complete *only* the sections of this application that apply to the project type(s) for which you are applying. After completing the appropriate sections of your application, be sure to complete and include all certifications and required attachments. Incomplete applications will not be considered.

**General Information**

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**1. Agency Name:**

Program or Project Name (if applicable):

**2. Contact information:**

Name:

Address:

Phone:      Email:

**3. Tax Identification Number:**

**4. Project Address or Service Delivery Area:**

You may also attach a map identifying the project location or service delivery area.

**5. Project Type:**

Public Services

Housing

Economic Development

Public Facilities & Improvements

**6. Total amount of CDBG funding requested in this application: \$**

## Public Services Grant Section

### I. Program Description

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**1. Consolidated Plan Goals and Objectives: You program must address at least one goal.**

Check the **Primary Goal** your program addresses. Check only one goal.

- Goal: Provide safe, affordable, and accessible housing to the residents of Canton Township.**
- Goal: Help to prevent and reduce homelessness within Canton Township.**
- Goal: Enhance the living environment for persons in low- and moderate-income areas through public improvement activities, public service programs, and elimination of blight.**
- Goal: Promote a suitable living environment, improve safety and livability, reduce isolation, support family structures, and facilitate access to mainstream resources for special needs populations.**

**2. Provide a narrative (two page maximum) of the program for which you are requesting CDBG.** Include answers to the following questions in your narrative: What specific community development problem does your program address? What Consolidated Plan Goal does your program address? How will you address this program? How many people do you intend to serve? How will you measure success?

**3. What type of services will you provide:** Tip: Double click on the box and select "checked" option.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Adult education         | <input type="checkbox"/> Financial literacy | <input type="checkbox"/> Recreational services     |
| <input type="checkbox"/> Budget counseling       | <input type="checkbox"/> Homebuyer training | <input type="checkbox"/> Services for homeless     |
| <input type="checkbox"/> Case management         | <input type="checkbox"/> Follow-up          | <input type="checkbox"/> Services for Seniors      |
| <input type="checkbox"/> Child care              | <input type="checkbox"/> Health care        | <input type="checkbox"/> Small business assistance |
| <input type="checkbox"/> Counseling              | <input type="checkbox"/> Housing counseling | <input type="checkbox"/> Substance abuse services  |
| <input type="checkbox"/> Crime prevention        | <input type="checkbox"/> Job training       | <input type="checkbox"/> Transportation            |
| <input type="checkbox"/> Employment services     | <input type="checkbox"/> Outreach           | <input type="checkbox"/> Youth enrichment          |
| <input type="checkbox"/> Language Training (ESL) | <input type="checkbox"/> Prescriptions      | <input type="checkbox"/> Youth tutoring            |
| <input type="checkbox"/> Financial assistance    | <input type="checkbox"/> Public education   | <input type="checkbox"/> Other: describe below     |

Briefly describe the other services you will provide with this grant:

**4. Who will you serve?**

Double click on the box and select "checked" option.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Abused children           | <input type="checkbox"/> Non-English speakers     | <input type="checkbox"/> Young children        |
| <input type="checkbox"/> Adults (under 65)         | <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Youth                 |
| <input type="checkbox"/> Domestic violence victims | <input type="checkbox"/> People with HIV/AIDS     | <input type="checkbox"/> Other: describe below |
| <input type="checkbox"/> Homeless                  | <input type="checkbox"/> Senior citizens          |  |

Briefly describe the other client populations you will serve with this grant:



**IV. Performance Measures**

Reference the specific measurable objectives in your project or program narrative and explain how you plan to measure the success of your program.

Goal	Objective	Service/Activity/ Output <b>Public Services</b>	Outcome/Performance Narrative	Projected Numbers Served	Project Expansion or New Service
<b>Example:</b>					
5	5.2	Legal services for elderly individuals & family	Assist at least 100 elderly individuals.	100	New Service

**V. Public Services Grant Budget**

Activity	Requested CDBG	Match	Total Expense
Example: 1 full time lawyer	\$20,000	\$10,000	\$30,000
<b>TOTAL</b>			

**VI. Attachments**



## Affordable Housing Section

### I. Program Description

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1. **Consolidated Plan Goals and Objectives: You program must address at least one objective.**  
Check the **Primary objective** your program addresses. Check only one.
  - Objective 1: To Increase homeownership rehabilitation opportunities for low and moderate income households**
  - Objective 2: Canton Township will work with nonprofit and government agencies that provide home buyer counseling and down payment assistance programs.**
  - Objective 3: Canton Township will work with nonprofit and for-profit housing developers, lenders, and other partners to build new, or acquire and rehabilitate, housing for low and moderate income households**
  - Objective 4: Canton shall continue to work with tenants and landlords regarding the provision of decent, safe and sanitary rental housing that complies with appropriate state and local building codes.**
  
2. **Provide a narrative (one or two page) of the program for which you are requesting CDBG.** Include answers to the following questions in your narrative: What specific community development problem does your program address? What Consolidated Plan Goal does your program address? Identify the Objectives you plan to use to address the Goal to achieve a specific result within an identified time frame, with available resources. Objectives are basic steps that underlie planning and strategic activities that will serve as the basis for evaluating program performance. Identify the problem, the Goal, and specific measurable objectives, and explain how you plan to measure the success of your program.
  
3. There are several basic types of activities that can be undertaken using the CDBG Housing category. **What type of services will you provide?** Please check the appropriate boxes.
  - Acquiring, clearing, or rehabilitating sites or structures for resale for new housing
  - Converting existing nonresidential structures for residential use
  - Demolition of vacant, deteriorated housing units for new housing construction
  - Financing or subsidizing the construction of new permanent, residential units (including assisted living facilities) when sponsored by a nonprofit organization
  - Increasing the energy efficiency of housing units through weatherization
  - Rehabilitating or repairing substandard housing
  - Site improvements or public facilities to publicly-owned land or land owned by a nonprofit organization to be used or sold for new housing
  - Home buyer assistance for low and moderate income households
  - Historic Preservation
  - Other: Describe

## II. Eligibility

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1. **National Objective: You must meet a HUD National Objective to be eligible for funding.** Housing activities can address two different National Objectives, Low-Mod Benefit and Prevention or Elimination of Slum and Blight.

Which of these does your program address?

Low-Mod Benefit

Prevention or Elimination of Slum and Blight

How do you plan to document the beneficiaries' eligibility (for Low-Mod Benefit) or specify the designated area appropriate for the Prevention or Elimination of Slum and Blight?

Please refer to the Overview of the CDBG Program for more information.

### Check the appropriate box.

Area Benefit

Limited clientele - benefiting low-to-moderate income clients

Limited clientele - presumed benefit

**Eligible Citation:** Which eligible citation will your program address?

CFR Part 24 § 570.201(a) Acquisition

CFR Part 24 § 570.201(k) Housing activities, Housing Counseling, Loan Processing, etc.

CFR Part 24 § 570.202(a) Rehabilitation and Preservation

CFR Part 24 § 570.202(d) Historic Preservation

## III. Organizational Capacity and Project Management

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Identify the individuals responsible for the success of your program by names, titles, and responsibilities.

Who will administer the program if these key personnel leave your organization?

1. **Site Control.**

Examples of site control include a property deed, a sales contract, or a written option to purchase the property.

Have the sites been identified and will they have to be acquired?

Is the site in full zoning compliance for the proposed project, or will a re-zoning or variance be required?

2. **Professional Cost Estimates.**

Has a professional cost estimate been performed (i.e., by an Architectural and Engineering firm, contractor, or other certified expert?)  Yes  No

If so, please provide the estimate being used as the basis for the project budget and name the firm that performed it.

**3. Preliminary Design Specifications**

Have any preliminary designs or specifications been developed for the project prior to the submittal of this application?  Yes  No

If so, please name the developing firm.

**IV. Performance Measures**

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**Affordable Housing Performance Measures Table**

Reference the specific measurable objectives in your project or program narrative from Section I. item 2 and explain how you plan to measure the success of your program.

Goal	Objective	Service/Activity/ Output <b>Affordable Housing</b>	Outcome/Performance Narrative	Projected Units
Example:				
1	1.1	Rehabilitation of homes	Rehabilitate 10 homes	10

**V. Affordable Housing Budget**

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Activity	Expense	Requested CDBG	Total Budget
<b>Totals:</b>			

**VI. Attachments**

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## Economic Development Section

### I. Program Description

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**1. Consolidated Plan Goals and Objectives: You program must address at least one objective**

Check the **Primary Goal** your program addresses. **Check only one**

- Objective 3: Canton Township will continue to work with companies and businesses on the provision of jobs, especially those that serve low and moderate income person.**

**2. Provide a narrative (one or two page) of the program for which you are requesting CDBG.** Include answers to the following questions in your narrative: What specific community development problem does your program address? What Consolidated Plan Goal does your program address? Identify the Objectives you plan to use to address the Goal to achieve a specific result within an identified time frame, with available resources. Objectives are basic steps that underlie planning and strategic activities that will serve as the basis for evaluating program performance. Identify the problem, the Goal, and specific measurable objectives, and explain how you plan to measure the success of your program.

**3. What type of services to will you provide?** Applicants may apply for a wide range of eligible activities supporting economic development. Check the appropriate boxes:

- Pre-development planning studies  
 Acquisition  
 Micro and small business technical assistance programs  
 Revolving loan funds  
 Business technical assistance  
 Infrastructure and public facilities projects in support of economic development  
 Direct business assistance for purchase of equipment; real estate; construction  
 Public, or social services related to economic development in partnership with a HUD approved Community-Based Development Corporation and Neighborhood Revitalization Strategy  
 Other, please describe:

**3. Briefly describe the other services you will provide with this grant:**

## II. Eligibility

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Before completing this section, **please refer to the CDBG Overview for information regarding HUD National Objectives and Canton Township's 5-Year Goals and Strategies.**

1. **National Objective: You must meet a HUD National Objective to be eligible for funding.** You can find definitions for these National Objectives on page 2 of your application packet. **Check the appropriate box.**

Low-Mod Benefit:

- Limited Clientele       Area Benefit       Job Creation or Retention

**Please note:** Job training and placement ARE ONLY eligible as a public service or Special Economic Development Activity unless the project is associated with a neighborhood Revitalization Strategy. Contact HCD for details.

2. **Eligible Citation:**

- CFR Part 24 § 570.203 Special Economic Development Activities

Note: if your program addresses a 570.203 activity, please complete the Public Benefit section below.

- CFR Part 24 § 570.204 Special Activities Carried Out by a Designated Community Based Development Organization

- CFR Part 24 § 570.201(o) Micro-Enterprise Assistance

3. **Public Benefit Analysis:** Contact HCD for technical assistance.

- a. How many jobs will your program/project create?
- b. What is the cost per job created?
- c. What is the service area for the service provided?
- d. How many people will this service reach?
- e. What is the cost per person served?

## III. Organizational Capacity and Project Management

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Identify the individuals responsible for the success of your program by names, titles, numbers of years of professional experience, responsibilities to the organization, and percent of time spent on the Economic Development CDBG project(s). If agency receives other CDBG funding (i.e. Public Services) in addition to the requested Economic Development Funds, only include amount of time planned for CDBG Economic Development activities.

Name	Title	Describe Grant Management Experience	% of Time to be allocated to CDBG

Who will administer the program if these key personnel leave your organization?

**IV. Performance Measures**

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**Economic Development Performance Measures Table**

Reference the specific measurable objectives in your project or program narrative and explain how you plan to measure the success of your program.

Goal	Objective	Service/Activity/ Output <b>Economic Development</b>	Outcome/Performance Narrative	Projected Numbers Served
Example:				
6	6.1	Create jobs	Create jobs for LMI resident	10

**V. Budget**

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Activity	Expense	Requested CDBG	Total Budget

**VI. Attachments**

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## Public Facilities Section

### I. Program Description

**1. Consolidated Plan Goals and Objectives: You program must address at least one objective.**

Check the **Primary Objective** your program addresses.

- Objective 4: Identify, prioritize, and upgrade public facilities, Township parks, streets, sidewalks and related infrastructure, particularly in eligible Community Development Block Grant areas and through the elimination of ADA barriers.**
- Objective 6: Support the preservation or restoration of structures of historical significance.**

**2. Provide a narrative (one or two page) of the program for which you are requesting CDBG.** Include answers to the following questions in your narrative: What specific community development problem does your program address? What Consolidated Plan Goal does your program address? Identify the Objectives you plan to use to address the Goal to achieve a specific result within an identified time frame, with available resources. Objectives are basic steps that underlie planning and strategic activities that will serve as the basis for evaluating program performance. Identify the problem, the Goal, and specific measurable objectives, and explain how you plan to measure the success of your program.

### II. Eligibility

Before completing this section, **please refer to the CDBG Overview for information regarding HUD National Objectives and Canton Township's 5-Year Goals and Strategies.**

**1. National Objective: You must meet a HUD National Objective to be eligible for funding.** The National Objective for all Public Facilities activities is Low-Mod Benefit, which includes Limited Clientele and Area Benefit. You can find definitions for these National Objectives on page 2 of your application packet. **Check the appropriate box.**

- Area Benefit (consult with Housing & Community Development staff before submitting your application)
- Limited clientele - benefiting low-to-moderate income clients
- Limited clientele - presumed benefit (check categories below):
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abused children           | <input type="checkbox"/> Homeless          | <input type="checkbox"/> People with HIV/AIDS |
| <input type="checkbox"/> Domestic violence victims | <input type="checkbox"/> Illiterate adults | <input type="checkbox"/> Severely disabled    |
| <input type="checkbox"/> Elderly                   |  |   |

How do you plan to document beneficiaries' eligibility as required by HUD's National Objectives?

### III. Organizational Capacity and Project Management

Name	Title	Describe Grant Management Experience related to Construction Projects	Experience Managing Similar Projects (Years)


**1. Site Control**

Property deed     Sales contract     NA     Other, please describe:

Is the site in full zoning compliance for the proposed project?     YES     NO

Will a re-zoning or variance be required?     YES     NO

If yes, please describe:

**IV. Project Details**

**1. Professional Cost Estimates**

Attach a professional cost estimate for your project. This **must** be performed by an architectural and engineering firm, or contractor.

**2. Preliminary Design Specifications**

Attach preliminary designs or specifications developed for the project. Please note: Plans/specifications must be completed and approved by Planning Dept. prior to award.)

**Special Note:** If your project is selected for CDBG funding, the company or individual providing this estimate will not be permitted to bid on the construction project.

**3. Project Schedule**

Attach a detailed schedule of when critical elements of your program or project will be completed

**4. Life Cycle/Maintenance Projection**

Attach a life cycle/maintenance plan to ensure that adequate budgeting and planning is in place to maintain the CDBG funded public facility.

**V. Budget**

Activity	Expense	Requested CDBG	Match Requirement*	Total Budget
<b>Totals</b>				

**VI. Attachments**

**Cost estimates and preliminary design specifications must be attached.**



**Certification**

I certify that \_\_\_\_\_ (Agency Name) is in good standing with all Departments of Canton Township Government, The State of Michigan and the Federal Government.

**Executive Director Name (Typed)** \_\_\_\_\_

**Executive Director Signature** \_\_\_\_\_

**Date:**

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

**I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.**

Signature of Authorized Company Representative: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Representative's Name \_\_\_\_\_

*(Please Print)*

## Application Check List

Use this checklist to make sure your Application adheres to the required Minimum Threshold Criteria.

9 paper (hard) copies

**NOTE:** Please do not include the Overview of CDBG, Goals, and Grant Application Preparation and Submission Instructions in your submission package.

Must be a Michigan Corporation in good standing

Must be in good standing with the Federal Government and not be on the debarred or suspended list

Cover Page

Public Service Application

Affordable Housing Application  Other Resources Attachment

Economic Development Application  Other Resources Attachment

Public Facilities Application  Certified cost estimates and preliminary designs

Certifications