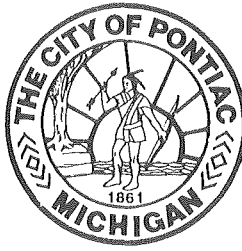


GARLAND S. DOYLE, M.P.A.
Interim City Clerk
FOIA Coordinator

SHEILA GRANDISON
Deputy City Clerk



OFFICE OF THE CITY CLERK
47450 Woodward Avenue
Pontiac, Michigan 48342
Phone: (248) 758-3200
Fax: (248) 758-3160

NOTICE OF PONTIAC CITY COUNCIL MEETING
May 18, 2020
at 11:00 a.m.

THE MEETING WILL BE HELD ELECTRONICALLY

The City Council of the City of Pontiac will hold a special meeting on May 18, 2020 at 11:00 a.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-76. The agenda of the special meeting is attached Pursuant to Executive Order 2020-76, the Pontiac City Council gives notice of the following:

1. **Reason for Electronic Meeting.** The Pontiac City Council is meeting electronically because Executive Order 2020-76 requires that City Hall be closed to the public on the date of the meeting. Therefore, the public cannot be physically present and provide comment in City Hall.
2. **Procedures.** The public may view the meeting electronically through the following method.
http://pontiac.mi.us/council/pontiac_tv/index.php
3. **Public Comment.** For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us no later than 10:30 a.m. on May 18, 2020. Public comments are limited to three (3) minutes. The City Clerk will read your comments during the public comment section of the meeting.
4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify the Interim City Clerk, Garland Doyle at (248) 758-3200 or clerk@pontiac.mi.us at least 24 hours in advance of the meeting.

Dated 5-15-2020, 6:00 p.m.

Garland S. Doyle, Interim City Clerk
City of Pontiac
47450 Woodward Ave.
Pontiac, MI 48342
Phone: (248) 758-3200

PONTIAC CITY COUNCIL

Kermit Williams, District 7
President
Randy Carter, District 4
President Pro Tem



Patrice Waterman, District 1
Megan Shramski, District 2
Mary Pietila, District 3
Gloria Miller, District 5
Dr. Doris Taylor Burks, District 6

It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."

Website: http://pontiac.mi.us/council/meeting_agendas_and_minutes/index.php

SPECIAL MEETING

May 18, 2020

11:00 A.M.

155th Session of the 10th Council

Call to order

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Resolution

Economic/Community Development

Resolution to authorize the Mayor's Office to apply for the use of grant funds awarded to the City of Pontiac from the CARES Act - Community Development Block Grant-CV to fund eligible projects. The total grant to the City of Pontiac is \$906,268.00 and shall be allocated to the following four application priorities: (1) Oakland County Consortium for Rent/Mortgage and Utility Assist.\$450,000; (2) Voucher Programs for Food and Employment \$300,000; (3) Business Support Grants \$120,000; and (4) Public Space Safety Improvements \$36,268.00

Public Comment

Adjournment

Garland S. Doyle, M.P.A., Interim City Clerk

Office of the City Clerk 47450 Woodward Pontiac, Michigan 48342 Phone (248) 758-3200

Website: <http://pontiaccityclerk.com>

ADMINISTRATION

MEMO



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: City Council President Kermit Williams and City Council Members

FROM: Mayor Deirdre Waterman; Jane Bais-DiSessa, Deputy Mayor and Matthew Gibb, Special Counsel for Economic Development

DATE: May 15, 2020

RE: Resolution to Authorize the Mayor's office to apply for use of \$906,268 of allocated CDBG CARES Act funds for the benefit of the City of Pontiac.

In anticipation of the Public Hearing scheduled for Monday May 18, 2020, this memorandum and recommended resolution outlines the status of the CDBG CARES Act funding allocation and uses that may be permissible under the rules set forth for the funds from HUD.

The primary objectives of the use of the funds is to assist in meeting the emergency needs within the City of Lynchburg related to the Coronavirus in order to prevent, prepare for and respond to the virus. The principal focus of applicable uses is broken into two categories:

1. Construction or rehabilitation of facilities to care for or house individuals effected by the COVID 19 pandemic; and
2. Extension of Public Services

The City is not in a position to construct medical facilities or acquire buildings to expand medical housing or shelters, therefore this recommendation is based entirely on Public Service applications.

The CARES Act eliminates the CDBG's 15% cap on the amount of a jurisdiction's grant that is obligated in a program year for "public services." The removal of the 15% cap applies not only to CDBG fund appropriation to the City from the CARES Act, but also to any FY19 and FY20 CDBG allocations.

Public services include those for people experiencing homelessness, elderly people, services related to employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, and energy conservation. CDBG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.

Importantly, the CDBG Entitlement program regulations allows the City to choose to spend CDBG for rental assistance or utility assistance to households for up to three months.

RECOMMENDATION

The application must contain items that are in direct response to the effects of the COVID 19 crisis. As such, the following areas are recommended for the application:

1. Participation in the County Collaborative. Oakland County is committing the entire County allocation (approximately \$2.1 million) to create a pool for rent/mortgage assistance. This fund would be available Pontiac Residents. It is recommended that \$450,000 of the Pontiac CARES Funds. By participating, residents of the City would have access to the entire pool for rent/mortgage assistance, and not just the funding allocated to Pontiac. This would open a potential for use of funds beyond the limits of the City's application.
2. Creation of Two Voucher Based Programs. The Act allows use of funds for supporting resident's needs for food, education and job-related impacts. It is recommended that a portion of the funds be used to support two voucher programs;
 - a. Fresh Food. \$150,000 to be used as a fund for the application and issuance of grocery vouchers. Each voucher would have a redemptive value of \$300 and be restricted in use to fresh vegetables, fruits, cleaning supplies and household goods. No voucher could be used for alcohol, tobacco, lottery tickets or fuel. A recommended partner for such program is the United Way.
 - b. Re - Employment Needs. \$150,000 to be used as a fund for the application and issuance of vouchers for use by workers who have lost jobs, income or hours, as a direct result of the COVID 19 crisis. Vouchers would have a value up to \$1500 and be restricted to clothing, equipment, training, adult education, or transportation required for the applicant to reenter the workforce or maintain a job reduced by the pandemic. A recommended partner for such program is Goodwill.
3. Business Support Grants. \$120,000 to support a small business grant program for business directly affected by the COVID crisis. Two categories of grants would be considered:
 - a. A Microenterprise Program which will assist businesses with five or fewer employees and with owners with an annual household income that meets certain CDBG guidelines.
 - b. The second is for businesses of any size who retain or create at least one job that meets the CDBG low-moderate income standards.The businesses must be a located in the city and affected by COVID-19, must have been in business for at least one year, must be a for-profit business, and must have a business or mortgage lease obligation.
4. Public Space Improvements. \$36,000 for improvements to public access areas of City of Pontiac facilities to install screening, distance areas, markings and other measures to enhance the safety of the public in use of the space.

As such, the following resolution is recommended for consideration:

Whereas, in December 2019, a new coronavirus known as SARS-CoV-2 was detected causing outbreaks of the coronavirus disease COVID-19 that has now spread globally; and

Whereas, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 116-136 was signed by the President of the United States; and

Whereas, per the CARES Act Oakland County Community & Home Improvement consulted with the Oakland County Health Department to develop an Urban County level response to the COVID-19 pandemic (coronavirus); and

Whereas, the City of Pontiac CDBG-CV amount of \$906,268 as report by HUD, is based upon the City's Joint Agreement with Oakland County; and

Whereas, as an Urban County subrecipient the City of Pontiac will apply for \$906,268 in CDBG-CV funds. The Program Year 2019 Oakland County Annual Action Plan will be amended per CARES Act requirements.

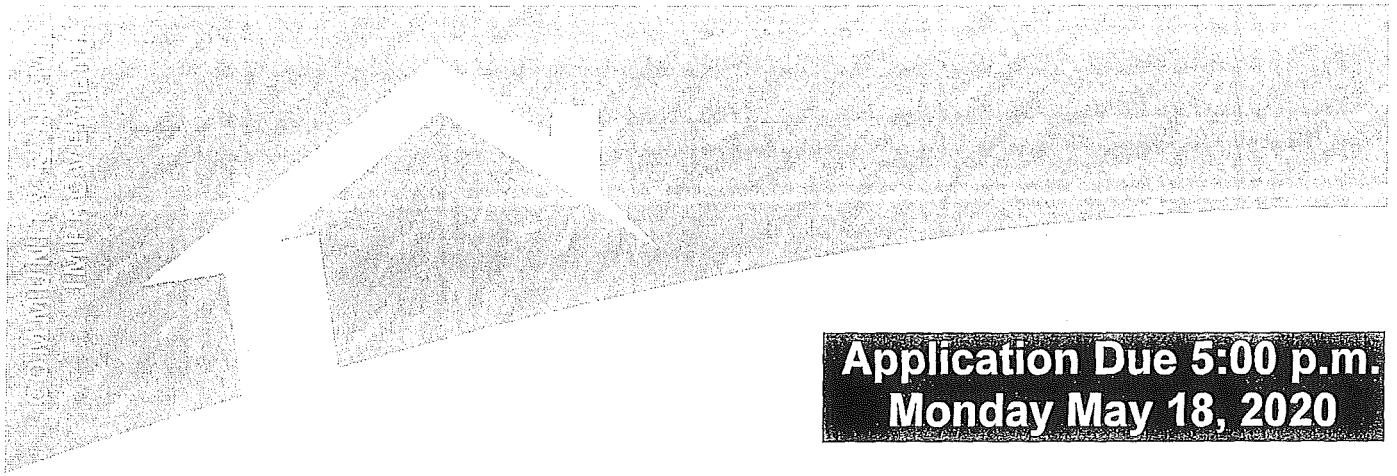
Now therefore, the City of Pontiac authorizes the Mayor's Office to apply for the use of grant funds awarded to the City of Pontiac from the CARES Act - Community Development Block Grant-CV to fund eligible projects. The total grant to the City of Pontiac is \$906,268.00 and shall be allocated to the following four application priorities:

- | | |
|--|-----------|
| 1. Oakland County Consortium for Rent/Mortgage and Utility Assist. | \$450,000 |
| 2. Voucher Programs for Food and Employment | \$300,000 |
| 3. Business Support Grants | \$120,000 |
| 4. Public Space Safety Improvements | \$36,268 |

MG/JBD

Attachments

APPLICATION



Oakland County, MI
PROGRAM YEAR 2019
Community Development Block Grant (CDBG)
Coronavirus (CDBG-CV) Application

Oakland County Community & Home Improvement Division
250 Elizabeth Lake Road #1900
Pontiac, Michigan 48341-0414

Grant Number: B-20-UW-26-0002
Catalog of Federal Domestic Assistance (CFDA) # 14.218
DUNS #136200362
CAGE# 39SZ3

ECONOMIC DEVELOPMENT & COMMUNITY AFFAIRS

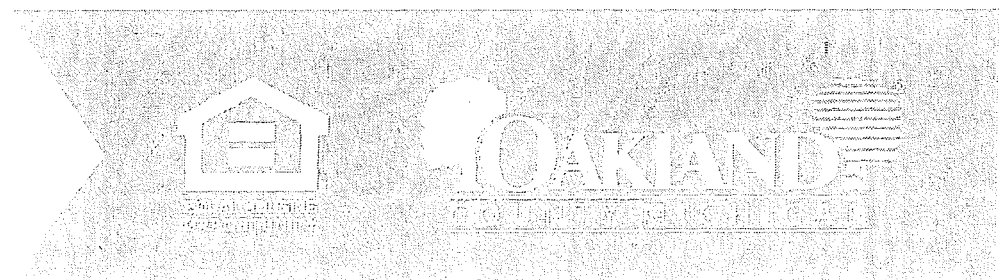
Sean Carlson • Deputy County Executive | Dan Hunter • Deputy Director

COMMUNITY & HOME IMPROVEMENT DIVISION

Karry L. Rieth • Manager

Oakland Pointe, Suite 1900
250 Elizabeth Lake Road
Pontiac, MI 48341-0414

t: (248) 858-0493
f: (248) 858-5311



CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES Act)
PUBLIC LAW 116-136
COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV)
PY 2019 CDBG-CV APPLICATION

Background

In December 2019, a new coronavirus known as SARS-CoV-2 was detected causing outbreaks of the coronavirus disease COVID-19 that has now spread globally. The first reported case in the United States was in January 2020 and by March 2020 the World Health Organization declared the COVID-19 outbreak a pandemic and the federal government declared a national emergency. Many states, including Michigan, declared a state of emergency.

Federal Relief Response

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 116-136 was signed by the President of the United States. This made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds, \$4 billion in Emergency Solutions Grant Coronavirus (ESG-CV) and \$65 million in Housing Opportunities for Persons with AIDS (HOPWA) supplemental funds to respond to the growing effects of the historic COVID-19 public health crisis. The Department of Housing and Urban Development (HUD) informed Oakland County that CARES Act funding would be allocated to the jurisdiction.

Oakland County receives annual federal funding for community projects that benefit low-to-moderate income residents through the CDBG program. The CDBG program aims to provide decent housing, a suitable living environment, and expanded economic opportunities for fifty-three participating community residents. Oakland County received a special allocation of funds for the Community Development Block Grant and Emergency Solutions Grant Program to be used to prevent, prepare for, and respond to the COVID-19 pandemic (coronavirus). These funds are to respond to the growing effects of this historic public health crisis. The CARES Act funds have been allocated to Oakland County in the following amounts: \$3,166,997 of CDBG-CV and \$1,155,293 of ESG-CV supplemental allocations.

The CARES Act authorized the HUD Secretary to grant waivers and alternative requirements related to the use of CDBG-CV funds, including the suspension of the 15 percent cap on funding for public services; reducing the public comment period for consolidated plan and action plan amendments to five days, and allowing the option of virtual hearings. All activities funded must still meet the eligibility and national objective requirements of the CDBG program.

Per the CARES Act Oakland County Community & Home Improvement consulted with the Oakland County Health Department to develop an Urban County level response to the COVID-19 pandemic (coronavirus). The City of Pontiac CDBG-CV amount of \$906,268 as report by HUD, is based upon the City's Joint Agreement with Oakland County. As an Urban County subrecipient the City of Pontiac will apply for \$906,268 in CDBG-CV funds. The Program Year 2019 Oakland County Annual Action Plan will be amended per CARES Act requirements.

The CDBG-CV application is due by 5:00 p.m. Monday May 18, 2020. Each proposed project must prevent, prepare for, and respond to the COVID-19 pandemic (coronavirus) and be reviewed for program eligibility. Citizen participation, environmental review and other applicable federal requirements apply. Questions about the application along with the completed document should be forwarded to Carla Spradlin, Grant Compliance & Program Coordinator spradlinc@oakgov.com.

2020 HUD INCOME LIMITS

Income Limits - CDBG-CV relies on HUD annual area median income (AMI) data to determine the eligibility for activities that directly benefit a person or household and to determine area wide benefit. The maximum income level for CDBG-CV is Low- Income or 80% of AMI based on household size.

Persons Per Household	Extremely Low- Income (30%)	Very Low-Income (50%)	Low-Income (80%)
1	\$16,500	\$27,500	\$44,000
2	\$18,850	\$31,400	\$50,250
3	\$21,720	\$35,350	\$56,550
4	\$26,200	\$39,250	\$62,800
5	\$30,680	\$42,400	\$67,850
6	\$35,160	\$45,550	\$72,850
7	\$39,640	\$48,700	\$77,900
8	\$44,120	\$51,850	\$82,900

*NOTE: Oakland County is part of the **Detroit-Warren-Livonia, MI HUD Metro Fair Market Rent Area** which contains the following areas: Lapeer County, MI; Macomb County, MI; Oakland County, MI; St. Clair County, MI; and Wayne County, MI. Income limits are subject to change.*

PY 2019 CDBG-CV 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
- ☐ B - Proposed Projects
- ☐ C - Affidavit of Compliance
- ☐ D - Conflict of Interest Certification

PART 3 - COMPLETE **PER PROJECT**

- ☐ A - Project Type

PART 4 - COMPLETE **PER PROJECT**

- ☐ A - CDBG-CV National Objective
- ☐ B - Project Description
- ☐ C - Project Location
- ☐ D - Project Purpose
- ☐ E - Project Administration
- ☐ F - Environmental Review Record

PART 5 - COMPLETE **ONCE PER APPLICATION**

- ☐ A - Public Hearing - Web Posting of Notice and Certification
- ☐ B - Public Hearing - True Copy of Approved Minutes

PY 2019 CDBG-CV APPLICATION PART 2

A - APPLICANT CONTACT	
Community:	
PY 2019 CDBG-CV Allocation:	
Contact Person:	
Telephone:	
Best time to contact:	
DUNS #:	
Copy of current SAMS attached:	Yes _____ On File at OCCHID No, explain: _____
Is community subject to Single Audit?	Yes _____ No _____

B - PROPOSED PROJECTS (MAXIMUM OF 4)	
Project # _____	Name: _____ Allocation: \$ _____
Project # _____	Name: _____ Allocation: \$ _____
Project # _____	Name: _____ Allocation: \$ _____
Project # _____	Name: _____ Allocation: \$ _____
Total # of Projects:	
# of Public Service Projects:	
Public Service % (Can be up to 100% of total allocation)	

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG-CV 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:	
Signature:	

PY 2019 CDBG-CV 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:	

PY 2019 CDBG-CV APPLICATION PART 3A

(Circle Title per Project)

Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response

March 19, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19).

Examples of Eligible Activities to Support Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

PY 2019 CDBG-CV APPLICATION

PART 3A CONTINUED

Public Services (Capped at 15 Percent of the Grant, With Some Exceptions) ¹	
Provision of new or quantifiably increased public services. <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
States only: Planning grants and planning only grants. <i>See section 105(a)(12).</i>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
States only: use a part of to support TA and capacity building. <i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
Entitlement only. data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG Funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- COVID-19 ("Coronavirus") Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ Section 105(a)(8) of the Housing and Community Development Act of 1974, provides a different percentage cap for some grantees.

**PY 2019 CDBG-CV APPLICATION
PART 4**

Project # _____

Allocation: \$ _____

A - CDBG-CV NATIONAL OBJECTIVE SELECT 1 PER PROJECT		
✓	Code/Description	24 CFR
Benefits low- and moderate-income persons		
For the National Objective that principally benefits low- and moderate-income persons is selected, describe how the activity will address ONE of the subcategories listed below:		
	1) Area Benefit Activity - 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)	
	2) Limited Clientele Activity - 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.	570.208(a))
	3) Income Eligible Housing Activity - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.	
	4) Job Creation or Retention Activity - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.	
JUSTIFICATION:		

PY 2019 CDBG-CV APPLICATION
PART 4 CONTINUED

Project #

Allocation: \$

B - PROJECT DESCRIPTION

Provide a detailed and specific description of the proposed activity including how the activity will prevent, prepare for, and respond to the COVID-19 pandemic (coronavirus)

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):

**PY 2019 CDBG-CV APPLICATION
PART 4 CONTINUED**

Project # _____

Allocation: \$ _____

C- PROJECT LOCATION		
Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>	
Describe Project Location		City Wide
		Area Wide Benefit Only
		Specific
Parcel ID#		
Address		
City		
Zip Code		
Areawide Benefit (AWB) Projects Only	List Census Tracts/Block Groups	
	CT	BG

Attach AWB Map with project location indicated

D - PROJECT PURPOSE	
ALL PROJECTS	
# to be served	Type of clients to be served
	Public Facilities
	Businesses
	People
	Households
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

E - PROJECT ADMINISTRATION	
Community will manage project	Yes _____ No _____
Community will hire a vendor to manage project	Yes _____ No _____
County will administer project (Emergency Services Rent/Mortgage/Utility Assistance)	Yes _____ No _____

**PY 2019 CDBG-CV APPLICATION
PART 4 CONTINUED**

Project # _____

Allocation: \$ _____

F - ENVIRONMENTAL REVIEW RECORD		
Environmental Reviews are required for each project		
Please ✓ each box as it applies and attach all required documents		
<input checked="" type="checkbox"/>	Exempt Project	
	Project is Exempt per 24 CFR 58.34	
	Exempt Form Attached	Project Location Map Attached

OR

<input checked="" type="checkbox"/>	Categorically Excluded Project	
	Project is Categorically Excluded	
	Statutory Checklist Attached	Project Location Map Attached
	Project is in Flood Plain	8 Step Attached
	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc	

OR

<input checked="" type="checkbox"/>	Environmentally Assessed Project	
	Project is Environmentally Assessed	
	Environmental Assessment Attached	Project Location Map Attached
	Project is in Flood Plain	8 Step Attached
	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc	

PY 2019 CDBG-CV APPLICATION
PART 5

A - PUBLIC HEARING - WEB POSTING AND CERTIFICATION

The City of Pontiac is required to advertise and host a Public Hearing for the PY 2019 CDBG-CV application. The public hearing notice must appear in a posting at the city hall and on the community website at least 5 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) will hold a public hearing on the use of Community Development Block Grant-CV Funds. The Hearing will be held on (Day/Date) at (Time) at the (Meeting Location) (Address/City/State/Zip) to hear public comments on the CDBG-CV Program Year 2019 application in the approximate amount of (\$X) 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)

**PY 2019 CDBG-CV APPLICATION
PART 5 CONTINUED**

The City of Pontiac is required to conduct a Public Hearing for the PY 2019 CDBG-CV application. The meeting minutes must clearly show an open and close of the public hearing, the planned use of CDBG-CV 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 - TRUE COPY OF MEETING MINUTES

(CITY COUNCIL) MEETING
(DAY, DATE, TIME, LOCATION)

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

1. ROLL CALL PRESENT: _____ ABSENT: _____

2. PUBLIC HEARING PY 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)-CV

(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 2019 Community Development Block Grant (CDBG-CV) Application

Moved by _____ Seconded by _____

to approve the Program Year 2019 Community Development Block Grant (CDBG-CV) application in the approximate amount of (\$X) 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: _____

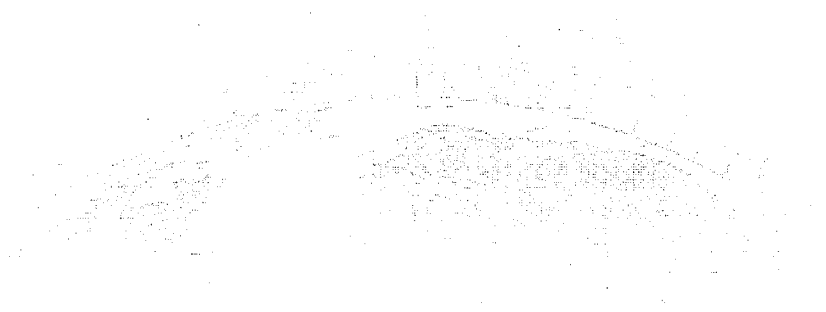
Voting Yea: _____ Voting Nay: _____

Abstaining: _____ Absent: _____

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

(Signature)

Environmental Review Requirements



ENVIRONMENTAL REVIEW REQUIREMENTS

PART 58 PROCEDURES - For entities assuming HUD environmental responsibilities (24 CFR Part 58) Subpart D - Environmental Review Process: documentation, range of activities, project aggregation and classifications. For more information and assistance on CDBG requirements for the Environmental Review Record (ERR), contact Environmental Review at (248) 858-1191.

SECTION 58.34 = EXEMPT ACTIVITIES NO ENVIRONMENTAL REVIEW REQUIRED

Exempt activities may include:

- Environmental Studies
- Information/finance activities
- Code Enforcement
- Public Services without physical impact
- Engineering and design costs
- Technical Assistance

SECTION 58.35 = CATEGORICAL EXCLUSIONS STATUTORY CHECKLIST REQUIRED MAY BE SUBJECT TO SECTION 58.5 RELATED FEDERAL LAWS AND AUTHORITIES

Categorically Excluded activities may include:

- Barrier Free Improvements
- Single Family Rehabilitation
- Acquisition/Improvements/Rehabilitation on public facilities without changes of greater than 20% i.e. repaving streets with same material, reconstructing sewers, rebuilding curbs, replacing carpet etc).
- Acquisition/Disposition of land/existing structures

SECTION 58.36 = ENVIRONMENTAL ASSESSMENTS ENVIRONMENTAL ASSESSMENT REQUIRED NOT SUBJECT TO SECTION 58.5 RELATED FEDERAL LAWS AND AUTHORITIES

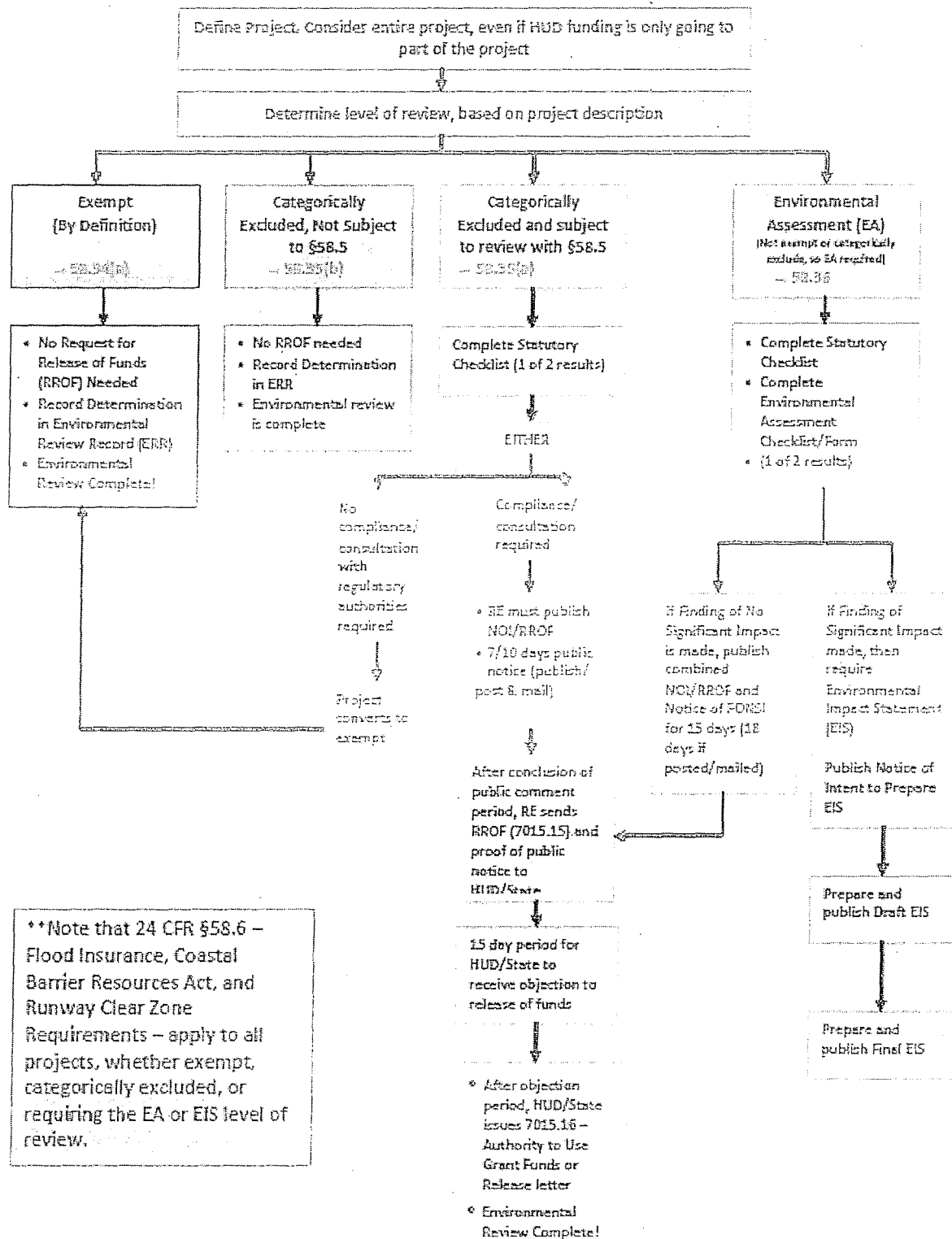
Environmentally Assessed activities may include:

- New Construction
- Economic Development
- Acquisition/Improvement/Rehab on public facilities with changes greater than 20%.
- Homeownership Assistance

SECTION 58.37 = ENVIRONMENTAL IMPACT STATEMENT DETERMINATIONS MAJOR FEDERAL ACTION

- Required when the project is determined to have a potentially significant impact on the human environment.

Environmental Review Process



The following **Environmental Review**
is required for **Exempt Projects**



U.S. Department of Housing and Urban
Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name:

Responsible Entity: OAKLAND COUNTY

Grant Recipient (if different than Responsible Entity):

State/Local Identifier:

Preparer:

Certifying Officer Name and Title:

Consultant (if applicable):

Project Location:

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

Level of Environmental Review Determination:

☐ Activity/Project is Exempt per 24 CFR 58.34(a): _____

☐ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): _____

Project Name

Project Locality and State

HEROS Number

Funding Information

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

Estimated Total HUD Funded Amount = PLANNING ALLOCATION \$ _____

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Project Name

Project Locality and State

HEROS Number

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Responsible Entity (Oakland County) Official Signature:

_____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

9/17/19

The following **Statutory Checklist**
is required for
Categorically Excluded Projects



U.S. Department of Housing and Urban
Development

451 Seventh Street, SW

Washington, DC 20410

www.hud.gov

espanol.hud.gov

**Environmental Review for Activity/Project that is
Categorically Excluded Subject to Section 58.5
Pursuant to 24 CFR 58.35(a)**

Project Information

Project Name:

Responsible Entity: OAKLAND COUNTY

Grant Recipient (if different than Responsible Entity):

State/Local Identifier:

Preparer:

Certifying Officer Name and Title:

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable):

Direct Comments to:

Project Location:

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Level of Environmental Review Determination:

Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at
§58.5: _____

Funding Information

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

Estimated Total HUD Funded Amount = PLANNING ALLOCATION \$ _____

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input type="checkbox"/>	

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No <input type="checkbox"/> <input type="checkbox"/>	

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Field Inspection (Date and completed by):

Summary of Findings and Conclusions:

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Project Name

Project Locality and State

HEROS Number

Determination:

☐ This categorically excluded activity/project converts to Exempt, per 58.34(a)(12) because there are no circumstances which require compliance with any of the federal laws and authorities cited at §58.5. Funds may be committed and drawn down after certification of this part for this (now) EXEMPT project; OR

☐ This categorically excluded activity/project cannot convert to Exempt because there are circumstances which require compliance with one or more federal laws and authorities cited at §58.5. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain "Authority to Use Grant Funds"** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR

☐ This project is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Responsible Entity (Oakland County) Official Signature:

_____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

9/17/2019

The following Environmental Assessment
is required for
Environmentally Assessed Projects



U.S. Department of Housing and Urban
Development

451 Seventh Street, SW

Washington, DC 20410

www.hud.gov

espanol.hud.gov

Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58

Project Information

Project Name:

Responsible Entity: OAKLAND COUNTY

Grant Recipient (if different than Responsible Entity):

State/Local Identifier:

Preparer:

Certifying Officer Name and Title:

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable):

Direct Comments to:

Project Location:

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Statement of Purpose and Need for the Proposal [40 CFR 1508.9(b)]:

Existing Conditions and Trends [24 CFR 58.40(a)]:

Project Name

Project Locality and State

HEROS Number

Funding Information

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

Estimated Total HUD Funded Amount = PLANNING ALLOCATION \$ _____

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 and 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input type="checkbox"/>	

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5**Clean Air**

Clean Air Act, as amended,
particularly section 176(c) & (d);
40 CFR Parts 6, 51, 93

Yes No
☐ ☐

Coastal Zone Management

Coastal Zone Management Act,
sections 307(c) & (d)

Yes No
☐ ☐

Contamination and Toxic Substances

24 CFR Part 50.3(i) & 58.5(i)(2)

Yes No
☐ ☐

Endangered Species

Endangered Species Act of
1973, particularly section 7; 50
CFR Part 402

Yes No
☐ ☐

Explosive and Flammable Hazards

24 CFR Part 51 Subpart C

Yes No
☐ ☐

Farmlands Protection

Farmland Protection Policy Act
of 1981, particularly sections
1504(b) and 1541; 7 CFR Part
658

Yes No
☐ ☐

Floodplain Management

Executive Order 11988,
particularly section 2(a); 24 CFR
Part 55

Yes No
☐ ☐

Historic Preservation

National Historic Preservation
Act of 1966, particularly sections
106 and 110; 36 CFR Part 800

Yes No
☐ ☐

Noise Abatement and Control

Noise Control Act of 1972, as
amended by the Quiet
Communities Act of 1978; 24
CFR Part 51 Subpart B

Yes No
☐ ☐

Project Name

Project Locality and State

HEROS Number

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Environmental Assessment Factors [24 CFR 58.40; Ref. 40 CFR 1508.8 & 1508.27] Recorded below is the qualitative and quantitative significance of the effects of the proposal on the character, features and resources of the project area. Each factor has been evaluated and documented, as appropriate and in proportion to its relevance to the proposed action. Verifiable source documentation has been provided and described in support of each determination, as appropriate. Credible, traceable and supportive source documentation for each authority has been provided. Where applicable, the necessary reviews or consultations have been completed and applicable permits of approvals have been obtained or noted. Citations, dates/names/titles of contacts, and page references are clear. Additional documentation is attached, as appropriate. **All conditions, attenuation or mitigation measures have been clearly identified.**

Impact Codes: Use an impact code from the following list to make the determination of impact for each factor.

- (1) Minor beneficial impact
- (2) No impact anticipated
- (3) Minor Adverse Impact – May require mitigation
- (4) Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement

Environmental Assessment Factor	Impact Code	Impact Evaluation
LAND DEVELOPMENT		
Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design		
Soil Suitability/ Slope/ Erosion/ Drainage/ Storm Water Runoff		
Hazards and Nuisances including Site Safety and Noise		
Energy Consumption		

Project Name

Project Locality and State

HEROS Number

Environmental Assessment Factor	Impact Code	Impact Evaluation
SOCIOECONOMIC		
Employment and Income Patterns		
Demographic Character Changes, Displacement		

Environmental Assessment Factor	Impact Code	Impact Evaluation
COMMUNITY FACILITIES AND SERVICES		
Educational and Cultural Facilities		
Commercial Facilities		
Health Care and Social Services		
Solid Waste Disposal / Recycling		
Waste Water/ Sanitary Sewers		
Water Supply		
Public Safety - Police, Fire and Emergency Medical		
Parks, Open Space and Recreation		
Transportation and Accessibility		

Project Name

Project Locality and State

HEROS Number

Environmental Assessment Factor	Impact Code	Impact Evaluation
NATURAL FEATURES		
Unique Natural Features, Water Resources		
Vegetation, Wildlife		
Other Factors		

Additional Studies Performed:

Field Inspection (Date and completed by):

List of Sources, Agencies and Persons Consulted [40 CFR 1508.9(b)]:

List of Permits Obtained:

Public Outreach [24 CFR 50.23 & 58.43]:

Cumulative Impact Analysis [24 CFR 58.32]:

Alternatives [24 CFR 58.40(e); 40 CFR 1508.9]

No Action Alternative [24 CFR 58.40(e)]:

Summary of Findings and Conclusions:

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Determination:

- ☐ **Finding of No Significant Impact** [24 CFR 58.40(g)(1); 40 CFR 1508.27]
The project will not result in a significant impact on the quality of the human environment.
- ☐ **Finding of Significant Impact** [24 CFR 58.40(g)(2); 40 CFR 1508.27]
The project may significantly affect the quality of the human environment.

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Highest Elected Official (Certifying Officer) Signature: _____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

9/17/2019