

APPENDICES

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

38-6006266

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Portage

* b. Employer/Taxpayer Identification Number (EIN/TIN):

38-6006266

* c. Organizational DUNS:

0959434110000

d. Address:

* Street1: 7900 South Westnedge Avenue

Street2:

* City: Portage

County/Parish:

* State: MI: Michigan

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 49002

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Vicki

Middle Name:

L

* Last Name:

Georgeau

Suffix:

AICP

Title: Director

Organizational Affiliation:

* Telephone Number: 269-329-1280

Fax Number: 269-329-4506

* Email: georgeav@portagemi.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant Program

*** 12. Funding Opportunity Number:**

* Title:

Community Development Block Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Owner-occupied housing rehabilitation; Down Payment Assistance; Human Services; Code Administration and Enforcement; Grant Program Administration/Fair Housing; Sidewalks

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="229,877.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="100,000.00"/>
* f. Program Income	<input type="text" value="50,000.00"/>
* g. TOTAL	<input type="text" value="379,877.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Citizen Participation Plan

A. Introduction

Citizen Participation is a critical component during the update of the Consolidated Plan and 2016-17 Annual Action Plan whereby residents, property owners and public/private agencies located in the City of Portage and/or serving Portage residents, are provided the opportunity to actively participate in the preparation of the Plan. The City of Portage encourages active citizen participation in conjunction with the Consolidated Plan and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information relating to the Consolidated Plan and proposed Community Development Block Grant activities.

B. Work Plan

A work plan has been developed that engages the public at key stage in the process. A citizen participation plan includes a public awareness campaign that informs the public they are welcome to participate in the Plan Update process. A publicized timeline and clearly established milestones help ensure transparency (refer to Table 1). All public meetings are held at Portage City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

Consolidated Plan Update Schedule

Event	Month											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	
Citizen participation plan												
Data collection and community consultation												
Complete draft of community needs assessment & market analysis												
Public notice & Portager article regarding January public hearing												
Public hearing on community needs assessment & market analysis (January 21, & February 4, 2016)												
Complete draft of Consolidated Plan and 2016-17 Annual Action Plan												
Publish summary of draft Consolidated Plan and 2016-17 Annual Action Plan												
Provide final draft of Plan to Human Services Board												
30 day public comment period and public hearing (April 7, 2016)												
City Council approval of Consolidated and Annual Action Plans (May 10, 2016)												
Submit Consolidated and Annual Action Plans to HUD (May 11, 2016)												
Begin new grant year July 1, 2016												

C. Citizen/Agency Engagement Efforts

The following summarizes the efforts undertaken to encourage public participation in order to ensure the most complete and coordinated plan update possible:

1. A minimum of two public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan to HUD:
 - The first public hearing will be held on January 21, 2016 at Portage City Hall and allow for comment on community development needs and housing priorities within the City of Portage.
 - The second public hearing will be held on April 7, 2016 at Portage City Hall following a 30-day public comment period began.
2. Articles will be published in the Portager, a monthly newsletter published by the City of Portage, which is distributed to every active residential and business address in the City of Portage, prior to the each public hearing.
3. Public notices will be placed in the Kalamazoo Gazette prior to the public hearings.
4. Press releases will be issued and information will be posted on the Public Media Network channel prior to the scheduled public hearings.
5. Organized neighborhood watch groups will be notified.
6. Local public/private human service agencies located in Portage or that serve Portage residents will be notified and/or consulted during the Plan update process. Information concerning the City of Portage Consolidated Plan/Annual Action Plan Update can then be disseminated to the people serviced by these agencies.
7. Local units of government will be notified and/or consulted, as needed and appropriate.
8. A webpage will be added to the city's website dedicated to the consolidated plan/Annual Action plan update process.
9. Opportunities to comment on the Consolidated Plan/Annual Action Plan Update at a public meeting will be provided monthly during the Human Services Board meeting.

HUD requires that each community broaden public participation by reaching out to low-moderate income persons; low and moderate income neighborhoods where CDBG funds are proposed for use; minorities; non-English speaking persons; persons with disabilities; public housing residents and local/regional institutions. The efforts summarized above achieve the HUD objective.

D. Access to Information and Records, Availability to Public

Notice of availability of the draft Consolidated and Annual Action Plans will be published utilizing several methods listed in paragraph C above and distributed in various locations throughout the city including the Community Development Department, Portage Senior Center, Portage Community Center, Portage District Library, and posted to the city website. Citizens are encouraged to obtain and read the proposed Plans and submit comments on the Plans to the Community Development Department of the City of Portage. Copies of the plan will also be available in electronic format, if requested. Technical assistance will be provided to any group

requesting assistance in submitting information, or a proposal for consideration from the CDBG Program, if the proposal will meet the National Objective criteria of benefiting low/moderate income persons within the City of Portage and is an eligible use of funds. Public hearings include a brief presentation of the purpose of the hearing, amount of projected funds available, proposed use of funds (if applicable), a review of accomplishments of the CDBG Program and response to any questions that arise. All citizen comments will be recorded, and if an answer is necessary, a timely response to all requests (within 15 days) will be sent to the inquiring individual, group or agency.

E. Public Comments

All comments made in person or in writing relating to the Consolidated Plan or Community Development Block Grant program, which are received prior to the deadline for submission to the Department of Housing and Urban Development, will be officially incorporated into such documents and a formal response will be given to the comment within the text of the plan or report.

F. Technical Assistance

Technical assistance will be provided to any group that requests it in order to develop proposals for funding consideration during development of the Consolidated Plan or Annual Action Plan, or to any group requesting information on the Consolidated Plan and/or Consolidated Plan development process.

G. Complaints or Grievances

The Community Development Director or his/her designee will provide a timely written answer to written complaints or grievances within 15 working days.

SUMMARY OF CITIZEN COMMENTS

January 21, 2016 and February 4, 2016 Public Hearing on Needs Assessment and Market Analysis

1. January 21, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment. Wooden opened the public hearing and staff presented an overview of part 1 of the Needs Assessment for the 2016-2020 Consolidated Plan. Summary information provided included the purpose and requirements of the Consolidated Plan, the Annual Action Plan and Fair Housing Assessment components, the development process, and data used in the plan, such as American Community Survey (ACS) data generated by the Census Bureau and Comprehensive Affordability Housing Strategy (CHAS) data, which is special data tabulated by the Census Bureau for the U.S. Department of Housing and Urban Development (HUD) for Comprehensive Planning purposes. Staff noted the CHAS data utilized for the plan is generally 2007-2011 estimated data and is the most current available and required by HUD for the analysis. Detailed information was then provided regarding demographics, with specific information provided on low-moderate income households and neighborhoods, housing problems, housing cost burden and disproportionate needs for specified race and ethnic groups. Staff explained the next steps in the plan process and recommended that the public hearing be adjourned so that part 2 of the Needs Assessment and the Market Analysis could be finalized (which has been delayed due to data problems with the HUD-required E Con Planning Suite software). Mirza requested clarification on the CHAS data and indicated 2007-2011 is old data and represents a time frame when there was a significant economic downturn. Staff agreed with Mirza's comment but noted that data that breaks down housing needs by income and type of households is not available through standard Census data and the HUD CHAS data is specifically required for the Consolidated Plan. Staff will attempt to use more current ACS data for comparison purposes to the older CHAS data where appropriate and available. Woodin asked which data is used to determine the city's CDBG entitlement grant. Staff indicated HUD uses population, poverty rates and age of housing data to determine the entitlement grant and for FY 2016-17, the data used will be 2009-2013 ACS data. Thom Phillips, of Michigan Habitat for Humanity and Portage resident, inquired as to when the Market Analysis would be available for public review and comment. Staff clarified that part 2 of the Needs Assessment and the Market Analysis will be included in the next Board agenda and presented at the February 4, 2016 meeting. Durian made a motion to adjourn it to the February 4, 2016 meeting, Mirza supported. Motion passed 8-0.
2. February 4, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment and Market Analysis. Spalvieri moved and Maye seconded to open the public hearing for the Needs Assessment and Market Analysis. Motion passed 8-0. Staff began the presentation by handing out updated copies and explained that new data, including homeless data, had been received since Part I was presented and the current agenda prepared. Continuation of the presentation commenced and summary information was provided on public housing, homeless needs, special needs populations and non-housing

community development needs. With regard to the Market Analysis, data on the cost, condition and availability of affordable housing was presented. In addition, potential barriers to affordable housing, availability of facilities to assist homelessness and special needs housing was discussed. Morgan asked if vouchers were similar to Section 8 housing. Both staff and Maye responded that vouchers were essentially the same and that recipients had housing choice options, and that participating landlords are required to make accessibility accommodations for tenants when needed. While there was no public housing in the county, staff indicated that the Michigan State Housing and Development Authority acts as the public housing authority. Spalvieri inquired how many beds the Gospel Mission had and staff responded. Staff further explained that there is research that indicates it is more expensive to maintain homeless shelters than to rapidly re-house homeless individuals. Staff clarified that the homelessness data included in the plan are based on a point-in-time, one-day county-wide count, and annual data from 2014. With regard to non-housing community development needs, CDBG funds are not typically used for capital improvements, with the exception of small-scale playground and sidewalk improvements within low-moderate income neighborhoods. Board members had questions regarding nursing homes, those that accept Medicaid, new senior assisted living facilities being constructed in Portage, and how accessible these housing developments would be low-income special needs residents. The presentation was concluded by indicating if anyone had any questions on the information provided to please contact city staff, that the plan would be completed in early March 2016, and the 30-day public comment period would conclude with the April 7th Human Services Board meeting. Thom Phillips of Michigan Habitat for Humanity was asked how he heard about the public hearing and he indicated he had read about it in the *Portager*. There being no further comments, Spalvieri moved and Maye supported closing the public hearing. Motion passed 9-0.

30-day Public comment Period: March 8, 2016 to April 7, 2016 Public Hearing on draft 2016-2020 Consolidated Plan and FY2016-2017 Annual Action Plan.

--To be Completed--

ss. *Sharon Sattory*

Being duly sworn deposes and say he/she is Principal Clerk of



THE KALAMAZOO GAZETTE

DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) _____

January 6 A.D. 20 *16*

Sworn to and subscribed before me this *6th* day of *January* 20 *16*

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016



NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 21, 2016 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westnedge Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, needs assessment and housing market analysis within the City of Portage, prior to preparing the five-year Consolidated Plan and FY 2016-17 Annual Action Plan. The city anticipates receiving approximately \$210,000 in Federal CDBG grant funding and an estimated \$50,000 of program income in fiscal year 2016-17.

A draft of the needs assessment and housing market analysis portion of the Consolidated Plan will be available for review and comment at the following locations:

- Portage City Hall, Department of Community Development, 7900 S. Westnedge Avenue, Portage, MI 49002;
- Portage District Library, 300 Library Lane, Portage, MI 49002;
- Portage Senior Center, 320 Library Lane, Portage, MI 49002;
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage website home page: www.portagemi.gov

Interested persons are encouraged to attend the public hearing. Comments can be submitted in writing on or before January 21, 2016 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477.

Department of Community Development
Vicki Georgeau, Director

January 6, 2016

7829889-01

**Notice of Availability of the draft
2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan
and Notice of Public Hearing**

The draft Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft 2016-2020 Consolidated Plan provides an analysis of housing and community development needs and strategic goals to address such needs with anticipated resources, and the FY 2016-17 Annual Action Plan outlines proposed projects that will be undertaken with the \$379,877 in CDBG funding expected to be available to the City of Portage for FY 2016-17 from HUD, including anticipated program income. For FY 2016-17, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	\$203,282
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration and Enforcement	\$52,253
Neighborhood Improvement-Sidewalk Enhancements	\$50,000
Human/Public Services	\$41,928
Grant Administration and Fair Housing Activities	\$22,414
TOTAL	\$379,877

The draft document is available for review at the following locations:

- [Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002](#)
- [Portage District Library, 300 Library Lane, Portage, MI 49002](#)
- [Portage Senior Center, 320 Library Lane, Portage, MI 49002](#)
- [Portage Community Center, 325 East Centre Avenue, Portage, MI 49002](#)
- [City of Portage web site: www.portagemi.gov > Home > Departments > Community Development > Planning, Development and Neighborhood Services > CDBG Program Consolidated Plan](#)

Comments can be submitted in writing on or before noon on Thursday, April 7, 2016 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, April 7, 2016 at Portage City Hall at 6:30 p.m. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.

Vicki Georgeau, Director
Department of Community Development

March 8, 2016

7582673-01

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____ , _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official

Date

Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.