

CITY OF BRUNSWICK  
FY 16/17 PY 16 ANNUAL ACTION PLAN

# **CITY OF BRUNSWICK**

## **ANNUAL ACTION PLAN PROCESS HANDBOOK/REQUEST FOR PROPOSAL**



**PROGRAM YEAR 2016  
(July 2016 – June 2017)**

**Application Form and Program Guidelines**

**Community Development Block Grant**

**Department of Community Development  
P.O. Box 550  
Brunswick, Georgia 31521  
(912) 267-5530**

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## **Introduction**

The City of Brunswick receives annual entitlement allocations from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG). This handbook has been designed to integrate these applications and guidelines for funding sources included the City of Brunswick FY15-16/ PY16 Annual Action Plan.

Each program included in this Handbook encompasses unique service deliveries that enable the City of Brunswick to address different needs within the community. Fifteen percent (15% the maximum percent allowed by HUD) of the City of Brunswick's CDBG funds are allocated to service projects. The City makes CDBG funding available for housing, facilities, and public services projects that benefit low to moderate income families.

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**Tentative Application Schedule**

February 25, 2016	Request for Proposal release date
March 11, 2016	Technical Assistance Deadline ****
March 24, 2016	CDBG RFP Submission Deadline <b>(LATE APPLICATIONS WILL NOT BE ACCEPTED)</b>
March 25-28, 2016	Proposal Evaluations
March 29, 2016	Applicant Interviews <b>(If Needed)</b>
April 2 – May 2, 2016	30 day Citizen Comment Period
May 4, 2016	City Commission Approval of Proposed FY 16-17/ PY 16 Annual Action Plan
May 12, 2016	Submission of Annual Action Plan to HUD
July 1, 2016	Notification of Grant Awards

\*\*\*\*\* Any technical questions regarding to the completion and submission of the CDBG RFP Application can be addressed by:

**Shauntae Walker, Neighborhood Revitalization Manager**  
**Community Development**  
**City Hall Complex**  
**601 Gloucester Street**  
**2<sup>nd</sup> Floor Room 221**  
**Brunswick, Georgia 31521**  
**Phone (912) 280-1820**  
**[styson@cityofbrunswick-ga.gov](mailto:styson@cityofbrunswick-ga.gov)**

The CDBG Program Manager will be available to address: **TECHNICAL QUESTIONS ONLY** in regards to the CDBG Request for Proposal from 8:00 a.m. – 5:00 p.m. Monday – Friday until Thursday, March 24, 2016 until 4:00 p.m.

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*The City of Brunswick retains the right to not consider proposals that are not submitted as outlined.*

**RFP Application Submission**

**REQUEST FOR PROSOSAL  
(RFP)  
APPLICATION**

Request for Proposals Applications for the Community Development Block Grant Program Year 2016 will be accepted at the Department of Community Development.

The office hours are 8:00 a.m. 5:00p.m. Monday – Friday excluding holidays.

**THE RFP APPLICATION SUBMISSION DEADLINE IS:  
Thursday, March 24, 2016  
4:00 P.M.**

**RFP APPLICATIONS FOR THE 2016 PROGRAM YEAR FUNDING CYCLE WILL NOT BE CONSIDERED AFTER THIS DATE AND TIME.**

**IF YOUR ORGANIZATION IS PLANNING TO REQUEST FUNDING FOR MORE THAN ONE ACTIVITY, EACH MUST BE SUBMITTED AS A SEPARATE RFP APPLICATION FOR REVIEW.**

Completed RFP Applications (one (1) original and six (6) copies) should be mailed or hand-delivered to:

**City of Brunswick  
Department of Community Development  
Attn: CDBG Program Manager  
601 Gloucester Street  
Brunswick, Georgia 31521**

For questions concerning completion of an RFP application please contact Shauntae Tyson Walker at (912) 280-1820.

## Frequently Asked Questions

1. Will the subrecipient be held to the budget, timeline, and goals in the application?

Yes. The Subrecipient Agreement will include the subrecipient's budget, program timeline and the goals in which the subrecipient must follow.

2. What happens if during the entitlement year the subrecipient needs to change their budget, timeline, or goals?

The Subrecipient will be notified to submit a written request to the City of Brunswick Office of Community Development of the changes in the project. The City will then amend the agreement based on the information received if there are legitimate reasons. However, you should not rely on this process particularly if your agency wants an amendment because the project did not begin on target or the agency has changed its mind about the project scope or budget.

3. Will we get the full amount of funding requested?

Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available, and results RFP evaluation criteria. If your project is not viable without full funding, make sure to indicate this fact in your application.

4. Are matching funds required?

No, but it is a good idea to bring other monies to the project to demonstrate that CDBG funds are not your sole source of operations.

5. When will the subrecipients know when the projects will be funded? When can the money be spent on the projects?

The City anticipates making preliminary award notification on in July 2014, with funds available for commitment and expenditure on or before July 30, 2015. Agencies awarded must attend a sub-grantee certification training.

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6. Can the subrecipient spend the money now and be reimbursed by CDBG funds later?

No. If you commit or expend funding before signing a written agreement and receiving notice to proceed, you will not be eligible for reimbursement for any expenditure's prior to the agreement date.

7. Will we hear from you even if our application does not receive funding?

Yes. All agencies will be notified in writing whether their applications will be fully or partially funded, or not funded at all.

8. What are the criteria upon which award determination will be made?

The determination will be based upon the following listed:

- Strength of meeting a national objective
- Effectiveness of program delivery
- Number of clients served
- Performance Visibility
- Measurable Outcomes

## Section I

### Part I - CDBG General Program / Project Guidance

The City of Brunswick solicits the submission of project proposal for funding consideration under the City of Brunswick Community Development Block Grant (CDBG) Program, Entitlement Period (July 1, 2016 – June 30, 2017). These guidelines provide background and application process information on the CDBG Program Funds which are an annual entitlement received from the U.S. Department of Housing and Urban Development. The funds must be used to benefit low and moderate-income persons or areas or to eliminate slum or blight conditions. CDBG funding cannot replace local funding of low-income activities, but is meant to supplement other funding. The City of Brunswick will not reimburse costs involved in applying for funding. Beginning activities before funds are officially released will result in project ineligibility and no reimbursement.

### National Objectives

In order to be eligible for assistance, activities must meet one of the following three national objectives:

National Objective 1                      Primarily benefits low and moderate-income persons.

Section 101 (c) of the authorizing statute sets forth the primary objective of the program as the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income. The statute also states that the City of Brunswick must ensure that at least 70 percent of its expenditures over a particular time period must be used for activities qualifying under the first of those national objectives (that of benefiting low-moderate-income persons). Please note that even though 70 percent of the whole

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CDBG Program must principally benefit low- and moderate-income persons, individual RFP's must benefits 100% low-and moderate-income persons. Therefore, in reviewing and recommending RFP's for funding, a priority will be given to those that meet National Objective #1.

National Objective 2

Aids in the prevention or elimination of slum and blight areas.

National Objective 3

Meeting other community development having a particular urgency because existing conditions pose a serious threat to the health or welfare of the community and other financial resources are not available to meet such needs (Usually the result of a natural disaster).

**CDBG Agency Eligibility**

In order to be considered for funding, the applicant must be:

1. a 501(c) (3) non-profit, be located in the city limits or provide services within the city.
2. The applicant must address at least one CDBG eligible activity, per 24 CFR 570.201-206.
3. The applicant proposed performance objectives must be measureable, with outcome indicators that directly affect the problem that the service was designed to address; not simply a count of numbers served. Each proposed objective should have at least one measureable indicator.
4. The applicants must include in the applications a detailed description of the agency's qualifications for managing a program similar to that for which CDBG funds are being requested. There must be experience on staff or on the organization board of direction for providing financial management of grant funds as required by the City in its reporting to HUD.

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5. The agency must show that preliminary commitments for leveraging funds are being obtained and that CDBG funds are not the sole source of funding for the eligible activity.
6. Propose public service projects must be a new or a new quantifiable increase in the level of service.
7. The agency must complete and submit the in-take CDBG Application Form which is provided by the Office of Community Development. The forms are required for documentation of LMI clients served which is required by HUD.

**Eligible / Ineligible CDBG Activities**

**Eligible CDBG Activities**

**Acquisition** of real property for a public purpose,

**Disposition** of real property acquired with CDBG funds,

**Public Facilities and Improvements** includes acquisition, rehabilitation or installation of public facilities and improvements (except for building for the general conduct of government),

**Clearance, demolition, and removal** of building and improvements,

**Interim Assistance** includes certain activities (clean-up and repairs) in deteriorating areas where permanent improvements will be carried out at a later date,

**Relocation payments** and assistance for persons temporarily or permanently displaced by CDBG activities,

**Removal of Architectural Barriers** for projects that enhance the mobility and access of elderly or handicapped persons to public or privately owned buildings or facilities,

**Utilities** for distribution lines of privately owned utilities,

**Rehabilitation and Preservation** activities including privately owned buildings; low income public housing, publicly owned residential and non-

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residential buildings (except buildings for the general conduct of government) code enforcement, historic preservation,

**Public Service** activities such as labor, supplies, materials that create a new service or a quantifiable increase in the level of a service,

**Special Activities by Subrecipients** (neighborhood based nonprofits, neighborhood revitalization, or energy conservation projects).

**Note: CDBG is subject to 15% grant cap for public service expenditures by all community public service providers in total.**

### **Ineligible Activities**

Funds spent on buildings for the general conduct of government, except for the removal of architectural barriers.

General government expenses.

Political activities

Purchase of equipment is generally ineligible.

Furnishing and personal property are generally ineligible.

Impact fees associated with construction activities.

Maintenance and operating expenses without providing a service is ineligible.

### **General Sub-recipient Requirements**

Once an award is made, the City of Brunswick requires the following from each subrecipient:

Operating Agreement: Non-profit agencies and organizations approved for funding will be required to sign an agreement with the City of Brunswick in order to ensure compliance with the appropriate program regulations. Funds may not be obligated until the agreement is executed and signed by all parties and approved by the Office of Community Development staff. **Funding is disbursed on a reimbursement basis.**

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Indemnification: Non-profit agencies and organizations approved for funding must agree to defend, indemnify and hold harmless the city, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Program Monitoring: Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the Subrecipient Agreement.

Notification: All applicants will be notified early July 2009 of the funding recommendations. Receipt of an award letter will be sent mailed to the applicants that will be funded for the CDBG Program Year 2009. Please be aware that past funding does not guarantee future funding or funding on the same level.

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs: Applicants who are awarded funding must act in accordance with all relative laws, rules and regulations. This includes, but is not limited to the following:

**24 CFR Part 570**, as amended – The regulations governing the Community Development Block Grant

**24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The Regulations issued the following Title VI of the 1964 Civil Rights Act Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, national origin, and religion.

**24 CFR Part 107 and 108** – The regulations issued the following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.

**Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for handicap accessibility. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

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**Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibits discrimination on the basis of age.

**29 CFR Parts 3 and 5** - The regulations on labor standard provisions that include the payment of prevailing wages on federally funded projects as mandated by the **Davis Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70** provides information in the use of volunteers.

**24 CFR Part 58** - The regulations prescribing the Environmental Review procedure under the national Environmental Policy Act of 1969.

**24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low local residents. All projects funded with CDBG funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of Brunswick, an that contracts or work in connection with the project be awarded to eligible business concerns.

**24 CFR Part 84 and OMB Circular A-110** – Uniform Administrative Requirements for Grants and Agreements with institutions of Higher Education, Hospitals and Non-profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.

**OMB Circular A -122** – The regulations that identify cost principles for non-profits.

**OMB Circular A -133** – The regulations concerning annual audits.

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<b>Checklist</b>
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Please use the attached form as a tool to ensure your RFP's completion. After applications are submitted, changes and/or adjustments will not be permitted.

- Cover Sheet
  
- Part I – Introduction
- 501 (c) 3
- Part II – National Objectives
  
- Acknowledgements (If Applicable)
  
- Part III – Program Narrative & Implementation
- Program Implementation Schedule
- Part IV – Budget
- Budget Itemization Form
- Budget Summary Sheet
  
- Part V – Summary

All pages of your proposal should appear in the order listed above. Any additional attachments or letters of support should appear at the end of your proposal.

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**ORGANIZATION STATISTICS:**

1. Describe the types of services provided by your organization (including ongoing projects and programs).
2. Provide a profile of the population and area served by your organization's activities. Include a breakdown by income level, ethnicity and age.
3. Provide a breakdown of the number of people served by your activities for the past three years.

(If in existence less than three years, specify time frame. If you are newly created organization, provide forecast data covering the first year operation).

## REQUEST FOR PROPOSAL

CITY OF BRUNSWICK  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PROGRAM YEAR FY 2016-2017

1. DATE: \_\_\_\_\_

2. NAME OF ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

3. ORGANIZATION ADDRESS: \_\_\_\_\_

\_\_\_\_\_

4. ORGANIZATION PHONE NUMBER: \_\_\_\_\_

5. PROJECT NAME (If different from Organization name): \_\_\_\_\_

\_\_\_\_\_

6. PROJECT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

7. PROJECT CATEGORY: \_\_\_\_\_

8. REGULATORY REFERENCE NUMBER: \_\_\_\_\_

9. CONTACT PERSON: \_\_\_\_\_

10. EMPLOYER (IRS) I.D. # and 501(c) (3) non-profit status #: \_\_\_\_\_

11. AMOUNT REQUESTED: \_\_\_\_\_

YOU ARE STRONGLY ENCOURAGED TO USE THE FORMS PROVIDED IN THIS PACKAGE. YOUR APPLICATION MAY BE RETURNED TO BE REDONE IN THIS FORMAT.

## **PART I – INTRODUCTION**

### **ORGANIZATION BACKGROUND (Note: Do not duplicate information provided on the cover page.)**

1. Organization's origination and startup date
2. Names and Addresses of current Board of Directors
3. Organization's bylaws
4. Incorporations papers(proof of non-profit status with the State of Georgia)
5. Total amount of the organizations annual budget and sources of funds
6. Tax Exemption Number/ Form (Proof of 501 (c) (3) non-profit status)
7. Authorization to Request for funds
8. Organizational Chart

## **PART II – NATIONAL OBJECTIVES**

### **1. WHICH CDBG NATIONAL OBJECTIVE WILL BE MET?**

\_\_\_\_\_ **National Objective 1: Principally benefits low/moderate income persons**

( ) **Area Benefit Activity**

( ) **Limited Clientele Activity**

( ) **Low/Moderate Income Housing Activity**

\_\_\_\_\_ **National Objective 2: Aids in the prevention or elimination of slums or blights**

\_\_\_\_\_ **National Objective 3: Qualifies as a certified urgent need**

### **2. HOW WILL THE ACTIVITY ADDRESS THE NATIONAL OBJECTIVE?**

**Please estimate the percentage of low/moderate income persons that will be served by your organization in this activity: \_\_\_\_\_%**

## **ACKNOWLEDGEMENT**

**(PLEASE COMPLETE ONLY IF APPLICABLE TO YOUR AGENCY)**

**For ALL Construction/Rehabilitation Projects: Have your organization's authorized signatory sign the ACKNOWLEDGEMENT Document (Attachment A).**

**For Construction/Rehabilitation/Purchase of any Residential Facility: Have your organization's signatory sign the ACKNOWLEDGEMENT Document (Attachment B).**

**For Projects administered by Religious Organizations: Have your organization's authorized signatory sign the ACKNOWLEDGEMENT Document (Attachment C).**

**PART III – PROGRAM NARRATIVE AND IMPLEMENTATION**

**1. PROGRAM NARRATIVE**

**a. Description:**

**b. Projection of Accomplishments**

**c. Relation to Other Public or Private Projects**

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**PART III – PROGRAM NARRATIVE AND IMPLEMENTATION**  
(continued)

**2. PROGRAM IMPLEMENTATION**

**a. Implementation (Detailed Narrative)**

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**PART III – PROGRAM NARRATIVE AND IMPLEMENTATION**

(Attach a completed Program Implementation Schedule. A blank form is provided)

**b. Project Management and Staff**

**c. Facility, Equipment and Supplies**

**PART IV – BUDGET**

**Insert a Completed Budget Itemization Sheet  
(see Attached document)**

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**Insert a Completed Budget Summary Sheet  
(see attached document)**

**PART V – SUMMARY**

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CITY OF BRUNSWICK  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PROGRAM YEAR FY 2016-2017

1. PROJECT NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. ORGANIZATION: \_\_\_\_\_

3. PROJECT CATEGORY: \_\_\_\_\_

4. PROGRAM NARRATIVE:

5. RELATION TO OTHER PUBLIC OR PRIVATE PROJECTS:

6. AMOUNT REQUESTED: \$ \_\_\_\_\_

(Amount requested may not exceed \$20,000.)

## **ATTACHMENT A**

### **ACKNOWLEDGE OF CDBG FUNDED CONSTRUCTION/REHABILITATION PROJECTS**

If the applicant anticipates using CDBG funds for construction or rehabilitation, the following Federal and City of Brunswick requirements must be acknowledged:

1. All construction or rehabilitation plans and specifications for the project must be approved by the City's Department of Community Development, Building Inspections Division, and Fire (if applicable). If the project affects a building listed or eligible for listing on the National Register of Historic Places, all plans and specifications must be approved by the Historic Preservation Review Person in accordance with the Memorandum of Understanding with the State Historic Preservation Office and the City of Brunswick.
2. The City shall not be obligated to pay any funds to the project prior to the completion by the City of an environmental review of the projects, and said review is approved by any government agencies as may be required by law.
3. This applicant will assure all wages paid to construction workers by it or its subcontractors are in compliance with federal, state, and local labor requirements. The applicant agrees to include in the construction bid specifications in connection with this agreement and the applicable Federal Wage Determination assigned to this project by HUD. The applicant must also inform his contractor/subcontractor that they will be required to submit documents after a city-conducted pre-construction conference and prior to construction. Weekly and/or monthly reports must be submitted thereafter, as required by the federal government.
4. The applicant agrees to comply with, and to assume that its subcontractors comply with the federal Office of Management and Budget (OMB) Circular A-102 for programs funded in whole or in part by CDBG funds, with federal OMB Circular A-102 for the procurement of supplies, equipment, construction and services, and with Federal Management Circular A-87.
5. Pursuant to Section 109 of the Act, the applicant specifically agrees that no person shall be denied the benefits of the program on the grounds of race, color, sex, religion or national origin.
6. The applicant agrees, on its own behalf and on the behalf of its contractors and subcontractors, to take affirmative action attempting to employ low income and minority persons, as mandated by law.

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7. As required by OMB Circular A-102, professional services must be competitively selected. The competitive selection process must include: a public advertisement, issuance of a request for proposal and a competitive review based on uniform criteria. Selection criteria must consider the basic qualifications, professional competence, experience and suitability of each firm. Fees for professional services must be requested as a fixed sum and not stated as a percentage of construction costs.
8. All documents, bid specifications, notices and construction drawings must be submitted for review and approval of the Department of Community Development prior to public advertisement.
9. The bidding process for construction contracts must include a formal advertisement, published in The Brunswick News. In order to assure compliance with this section, the Community Development Department will be responsible for the advertisements. The expense of such advertisements shall be a part of the overall project expense.
10. All bid openings shall be held at the City's Office of Community Development.
11. The applicant agrees to submit to the City's Community Development Department all documentation of the steps followed in the selection of professional services and construction contracts.
12. The applicant agrees to specify a time of completion and include a liquidated damage clause in all construction contracts. Cost plus a percentage of costs, and percentage of construction costs contracts will not be permitted.
13. If the applicant is awarded CDBG funds, other conditions and requirements will be specified in the funding agreement.
14. The applicant agrees that it will not start construction until an official "Notice to Proceed" has been issued.
15. Pursuant to 570.608 of the CDBG regulations and the provisions in the Housing and Community Development Act of 1987, the applicant agrees to comply with the inspection, notification, testing and abatement procedures concerning lead-based paint.

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I HEREBY ACKNOWLEDGE THAT I HAVE READ THE SPECIFIC REQUIREMENTS CONTAINED IN THIS ATTACHMENT "A", AND THAT ELIGIBILITY OF MY ORGANIZATIONS PROJECT DEPENDS UPON COMPLIANCE WITH THE REQUIREMENTS CONTAINED IN THIS ATTACHMENT.

---

SIGNATURE

---

DATE

---

NAME / TITLE OF SIGNATOR

---

NAME OF ORGANIZATION

## **ATTACHMENT B**

### **ACKNOWLEDGEMENT OF LEAD BASED PAINT REQUIREMENTS (24 CFR 35)**

#### **1. APPLICABILITY**

- a. CDBG funded housing activities involving construction, purchase and rehabilitation must comply with U.S. Department of Housing and Urban Development guidelines for the evaluation and control of lead-based paint hazards in housing, dated September 15, 1999.
- b. The following housing rehabilitation activities are excepted:
  - (1) Emergency repairs (but no lead based related emergency repairs).
  - (2) Weatherization
  - (3) Water and/or sewer hookups
  - (4) Installation of security devices
  - (5) Facilitation of tax exempt bond issuances for funds
  - (6) Other single-purpose activities that do not include physical repairs or remodeling of applicable surfaces.
  - (7) Other activities that do not involve applicable surfaces and do not exceed \$500.00 per unit.

#### **2. INSPECTION AND TESTING REQUIREMENTS**

- a. The recipient shall be required to test the lead content of chewable surfaces of an apartment building to be rehabilitated, if there is a family residing in one of the units with a child under seven years of age with an identifiable elevated blood level condition (concentration of lead in the blood of 25 micrograms per deciliter or greater) and the building was constructed prior to 1978.
- b. Chewable surfaces are defined as all exterior surfaces of a residential structure, up to five feet from the floor or ground, such as a wall, stairs, deck, porch, railing, windows, or doors that are readily accessible to children under seven years of age, and all interior surfaces of a residential structure.

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- c. Lead content shall be tested by using an x-ray fluorescence analyzer or other method approved by HUD. Test readings of 1 mg per cm<sup>2</sup> or higher shall be considered positive for presence of lead based paint.

**3. REQUIRED TREATMENT**

- a. Treatment of lead based paint conditions must be included as part of the proposed rehabilitation work. All chewable surfaces in any room found to contain lead based paint must be treated before final inspection and approval of work. Similarly, all exterior chewable surfaces must be treated when they are found to contain lead based paint.
- b. Minimum treatment involves covering or removing the painted surface. Washing and repairing without thorough removal or covering does not constitute adequate treatment.
- c. Covering can be achieved by adding a layer of gypsum wallboard or fiberglass cloth barrier. Depending on the wall condition, permanently attached, non-strippable wallpaper may be applied. Covering or replacing trim surfaces is also permitted.
- d. Removal can be accomplished by scraping, heat treatment (infrared or coil type heat guns) or chemicals. Machine sanding and propane torch use are not allowed.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE SPECIFIC REQUIREMENTS FOR LEAD BASED PAINT CONTAINED IN THIS ATTACHMENT, AND UNDERSTAND THAT MY ORGANIZATION'S PROJECT ELIGIBILITY DEPENDS UPON COMPLIANCE WITH THE REQUIREMENTS CONTAINED IN THIS ATTACHMENT.**

---

**SIGNATURE**

---

**DATE**

---

**NAME/TITLE OF SIGNATOR**

---

**NAME OF ORGANIZATION**

## **ATTACHMENT C**

### **ACKNOWLEDGEMENT OF RELIGIOUS ORGANIZATION REQUIREMENTS**

1. In accordance with the First Amendment of the United States Constitution – “church/state principles set forth at 24 CFR 570.200,” – CDBG assistance may not, as a general rule, be provided to primarily religious entities for any activities, including secular activities.
2. The following restrictions and limitations therefore apply to the use of CDBG funds by any provider which represents that it is, or may be deemed to be, a religious or denominational institution or an organization operated for religious purposes which are supervised or controlled by, or operates in conjunction with, a religious or denominational institution or organization.
3. Any religious entity that applies for and is granted CDBG funds for public service must agree to the following.
  - a. It will not be discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
  - b. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
  - c. It will provide no religious instruction or counseling, conduct no religious worship or service, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services;
  - d. CDBG funds may not be used for the acquisition of property or the construction or rehabilitation (including historic preservation or removal of architectural barriers) or structures to be used for religious purposes or which will other wise promote religious interests.
4. CDBG funds may be used to rehabilitate buildings owned by primarily religious entities which are to be used for a wholly secular entity (which may be entity established by the religious entity);
  - a. The building (portion thereof) that is to be improved with CDBG assistance has been leased to an existing or newly established

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wholly secular entity ( which may be an entity established by the religious entity);

- b. The CDBG assistance is provided to the lessee (and not to the lessor) to make improvements;
- c. The leased premises will be used exclusively for secular purposes available to all persons regardless of religious affiliation;
- d. The lease payments do not exceed fair market value of the premises as they were before the improvements were made;
- e. The portion of the cost of any improvements that also serve a non-leased portion of the building will be allocated to and paid by the lessor;
- f. The lessor enters into a building agreement that unless the lessee, or a qualified successor lessee, retains the use of the leased premises for a wholly secular purpose for at least the useful life of the improvements, the lessor will pay to the lessee an amount equal to the residual value of the improvements;
- g. The lessee must remit the amount received from the lessor to the recipient or sub-recipient from which the CDBG funds were derived.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE SPECIFIC REQUIREMENTS CONTAINED IN THIS ATTACHMENT "C", AND THAT ELIGIBILITY OF MY ORGANIZATIONS PROJECT DEPENDS UPON COMPLIANCE WITH THE REQUIREMENTS CONTAINED IN THIS AGREEMENT.**

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**SIGNATURE**

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**DATE**

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**NAME/TITLE OF SIGNATOR**

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**NAME OF ORGANIZATION**