


Contract / Leases / Agreements / Grants Form

This is	New	<input checked="" type="checkbox"/>	Renewal	<input type="checkbox"/>	Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If you marked YES this needs to go through Grant Review .
This is an	Agreement _____ Contract _____ Lease _____ Other _____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	Community Development Block Grant -				
Project Name	2025 CDBG Urgent Need Program - Emergency Generators				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 72,000				
Organization Match	\$ 0				
County Match	\$ 0				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

 The Department Head Requesting	5/20/25 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: 	Date Signed: 5/20/25	I am requesting a meeting
County Treasurer: 	Date Signed: 5-20-25	I am requesting a meeting
Finance Chairman: 	Date Signed: 5/20/25	I am requesting a meeting
County Administrator: 	Date Signed: 5/20/25	I am requesting a meeting

Please do NOT mark below this line

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INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:

IDENTIFICATION OF UGLG

1a. PROJECT TITLE: 2025 CDBG URGENT NEED PROGRAM

1b. UGLG CONTACT INFORMATION		1c. FUNDING SOURCES	
Unit of General Local Government	County of Alpena	CDBG Grant	\$ 72,000
		UGLG	\$ NA
Highest Elected Chief Official	Name: John Kozlowski	Private	\$ NA
	Title: Chairman, County Board of Commissioners		\$
	Ph. (989) 255-0208		\$
	Email johnkozlowski@alpenacounty.org		\$
Street/PO Box	720 W. Chisholm St, Suite 7	TOTAL	\$ 72,000
City	Alpena	91d. UGLG INFORMATION	
State/Zip	Michigan	UGLG UEI (SAM) # https://sam.gov/content/home	
County	49707	JSLNL2VMUN55	
UGLG Project Contact (PC)	Name: Kim Elkie	UGLG Federal ID #	
	Title: Emergency Manager	38-6004834	
	Ph. (989) 590-2714	UGLG Fiscal Year	
	Email elkiek@alpenacounty.org	January to December (month start and end)	

1e. REPRESENTATIVE INFORMATION

State Government Representation Senator Name: Michele Hoytenga Representative Name: Cam Cavitt Senate District: 36 House District: 106	Federal Government Representation Representative Name: Jack Bergman Congressional District: MI-01
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1g. APPLICATION SUBMISSION: AUTHORIZED UGLG SIGNATURE

The **UGLG** certifies that information contained in the application and associated attachments are complete and accurate, that all activities intended to be completed have been identified within the application, and the budget reflects final costs of all project activities identified via a completed bid process or via construction contracts that have been reviewed and are ready to execute.

Signature			
Name and Title of Authorized Signer	John Kozlowski, Chairman, County Board of Commissioners	Date	

CDBG COMPLIANCE

Please refer to the [Grant Administration Manual](#) (GAM) for sample/template forms and policies. Numbers and letters indicate the Chapter under which the document is located. Links to these forms are also located throughout the remainder of this document.

Documents listed below are necessary to have on file for both the UGLG and the CDBG Specialist. See instructions for required steps and associated guidance on completing the items. Contact CDBG Specialist to schedule technical assistance as needed.

Indicate the status on the compliance items listed below. If an item is unable to be addressed at this time or is scheduled to be addressed later indicate as such in the field space under 'Status' in the table below.

Required Compliance	Status
Publication Affidavit and Public Hearing with Meeting Minutes (Due within 60 days of signed Application materials)	Underway
CDBG Authorizing Resolution (Template Enclosed)	Underway
<u>SIGMA Vendor Self-Service (VSS) System</u> . Proposed grantees can complete documentation for grant payments. A direct link is here: <u>SIGMA</u> . (Please click on the highlighted SIGMA above to access registration information)	Underway

ASSURANCES AND CERTIFICATIONS

Certification by the Applicant UGLG

The Applicant UGLG states that the person identified in the Authorizing Resolution certifies the following:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency

- because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
 6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I 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, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
 7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
 8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned 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 entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;
 9. 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 a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
 11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Statement of Assurances

The Applicant UGLG states that the person identified in the Authorizing Resolution assures the following:

1. Compliance with financial management and audit requirements in Chapter 8 of the GAM, 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.

2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
7. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Providing a signature on page one of this application, with all applicable field boxes being completed and all information being reviewed, assures the following:

1. There are no changes to the previously submitted intake and application materials that would change the scope, budget, timeline or beneficiaries of grant funds; and
2. Required compliance, plans, policies, assurances and certifications as outlined in this document have been reviewed and accounted for, and any applicable and requested documents will be available upon request during grant monitoring; and
3. The UGLG agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. The UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration; and
4. Submitting a signed Compliance – Due Diligence List is finalizing the CDBG Application

The person authorized through resolution, or the highest elected official, may sign assuring all aforementioned documents under CDBG Compliance have been accounted for, either by completion or by notifying the CDBG Specialist of missing items, which will be addressed if appropriate as contingencies in the grant process.

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER, John Kozlowski, Chairman, Alpena County Board of Commissioners, is designated as the environmental certifying officer for the CDBG project described below. I certify that:

PROJECT INFORMATION

Grantee (UGLG) **County of Alpena**

Grantee Address **720 W. Chisholm Street, Suite 7, Alpena, MI 49707**

Grantee Contact **Kim Elkie phone (989) 590-2714**

Other Project Contact **John Kozlowski phone (989) 255-0208**

Grant Number **223002-UN**

Project Title **2025 CDBG URGENT NEED PROGRAM**

The project description is a clear, concise overview of the project that enables the reader to understand the scale, scope, and extent of the project, and supports the reasons for determination of level of environmental review. The description should include information on all the proposed activities (listed by funding source), describe the existing environment at and around the project site(s), and include any relevant maps, photos or other supporting documentation necessary to describe the project.

Project Description **The County will purchase and distribute up to 30 emergency generators and generator supplies to businesses and/or service providers throughout the county region. No earth moving activities will occur as the generators will be gas powered.**

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☐ Exempt
 - ☒ Categorically Excluded Not Subject To §58.5
 - ☐ Categorically Excluded Subject To §58.5
 - ☐ Environmental Assessment
 - ☐ Environmental Impact Statement
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FINDING OF CATEGORICAL EXCLUSION (not subject to 58.5) 24 CFR 58.35(b)

I hereby certify that the following activity(ies) comprising the Emergency Generator Project have been reviewed and determined to be Categorically Excluded per 24 CFR 58.35(b) as follows:

- ☐ (1) Tenant-based rental assistance;
- ☐ (2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, Federal government benefits and services;
- ☒ (3) Operation costs, including but not limited to, equipment purchases, inventory financing, interest subsidy, operation expenses, and similar costs not associated with construction or expansion of existing operations;
- ☒ (4) Economic development activities, including but not limited to, equipment purchases, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ☐ (5) Activities to assist home ownership of existing dwelling units including closing costs and down payment assistance to home buyers, and similar activities that result in the transfer of title to a property;
- ☐ (6) Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.

FLOOD INSURANCE/FLOOD DISASTER PROTECTION ACT

1. Does the project involve the acquisition, construction, or rehabilitation of structures, buildings, or mobile homes?

- ☒ No. Flood insurance is not required. The review of this factor is completed.
- ☐ Yes. Continue Review.

2. Is the structure or part of the structure located in a Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area?

- ☒ No.
Proceed with project.
- ☐ Yes.
Continue Review.

3. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

☐ Yes. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be maintained in this Environmental Review Record.

☒ No. **Federal assistance may not be used in the Special Flood Hazard Area.**

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in a coastal barrier resource area?

☒ No.

☐ Yes. **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

☒ No.

☐ Yes. **Disclosure statement must be provided** and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

In accordance with 24 CFR 58.35(b), no further environmental approval form from HUD or the State is necessary for the drawdown of funds to implement this program.

Kim Elkie

(989) 590-2714

Name of person preparing this form

Phone #

For State Use Only	Reviewed	Date
Compliance Specialist,		

Michigan Strategic Fund Background Certification

Definitions:

Applicant: the entity that will receive the benefit from an incentive with the Michigan Strategic Fund or would receive the benefit of a contemplated incentive.

Key Owner: an owner of the Applicant, if applicable, that holds 20% or greater direct or indirect (intentionally distributed) pecuniary or beneficial interest in the Applicant.

Key Individual: the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, or the person in an equivalent role, of the Applicant, as well as the Person Responsible for Managing the Incentive. A Key Individual may serve the Applicant in more than one role.

Certifications:

If the answer to any of the following questions is "yes", please submit a writing detailing the issue.

1. Have either the Applicant, its Key Owners (if applicable), or its Key Individuals, been convicted of a criminal offense for, or held liable in a civil proceeding, any of the following:

- A. embezzlement
- B. theft
- C. forgery
- D. bribery
- E. falsification or destruction of records
- F. receiving stolen property
- G. violation of state or federal antitrust statutes
- H. the application for or performance of a contract or subcontract with the State of Michigan

☒ No ☐ Yes

2. Is the Applicant a corporation or an affiliate of a corporation that was incorporated in any of the following countries after September 11, 2001 while maintaining the United States as the principal market for the public trading of the corporation's stock?

Barbados, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Bahamas, Cyprus, Gibraltar, Isle of Man, the principality of Liechtenstein, the principality of Monaco, the Republic of the Seychelles.

☒ No ☐ Yes

I, John Kozlowski, certify that I am an authorized agent of, the Applicant, and further certify that the information contained herein or attached hereto is accurate to the best of the knowledge of the Applicant.

Authorized Agent Signature

Date

AUTHORIZING RESOLUTION TEMPLATE

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its 2025 CDBG Urgent Need Program in response to the severe ice storm that occurred in Northern Michigan on March 28-March 30, 2025; and

WHEREAS, the (UGLG) desires to request \$72,000 in CDBG funds as part of the 2025 CDBG Urgent Need Program to address the emergency needs related to the 2025 ice storm; and

WHEREAS, the proposed project is consistent with the CDBG Urgent Need Application.

NOW, THEREFORE, BE IT RESOLVED that the (UGLG) hereby designates the Chairman, Alpena County Board of Commissioners as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Add any other required UGLG language