

CITY OF CAMDEN



DEPARTMENT OF FINANCE BUREAU OF GRANTS MANAGEMENT

PROCEDURAL & OPERATIONAL MANUAL

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**BUREAU OF GRANTS MANAGEMENT
PROCEDURAL & OPERATIONAL MANUAL**

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INTRODUCTION

The purpose of this manual is to provide a procedure to facilitate the flow of grant information and accountability through a system of checks and balances that will allow for the best utilization of resources to meet the needs of the community.

The Bureau of Grants Management has established a procedure for tracking grants from the Notice of Funding Availability (NOFA) to the close-out of the implemented project or activity. Internally, this system requires all Departments, Divisions, Bureau's, etc. to submit to the Bureau of Grants Management all applications for funding in advance of their submission to the respective funding source. Applications will be reviewed for completeness and appropriateness, relative to the regulations from the funding source. Request for Proposals (RFP's) from subrecipients will also be required to be submitted to the Bureau of Grants Management in advance of public notification.

Additionally, the Bureau will be responsible for monitoring all grants awarded to the City and will require the timely submission of status, monthly, quarterly and annual reports, as required by the grantor. Relative to fiscal monitoring, all invoices, advice, requisitions and vouchers must be submitted for review to the Bureau of Grants Management prior to disbursement for payment. Additionally, all requests for reimbursement from the grantor must be submitted to the Bureau of Grants Management for review prior to release to the funder.

The Bureau of Grants Management is available to provide training and technical assistance internally, as well as, to non-profits, developers and emerging organizations to encourage the development and implementation of projects that promote the goals of the City of Camden.

MISSION STATEMENT

The Bureau of Grants Management provides training and technical assistance internally, as well as, to non-profits, developers and emerging organizations to encourage the development and implementation of projects that promote the goals of the City of Camden.

FUNCTIONS

The Bureau of Grants Management (BGM) responsibilities include, but are not limited to:

1. In conjunction with the Division of Planning, establish an Annual comprehensive Grants Development Plan, identifying and prioritizing the city's needs and priorities.
2. Set grants development and management policies and procedures.
3. Disseminate information on grant opportunities throughout the city.
4. Monitor legislation and appropriations that impact grant programs.
5. Provide technical assistance.
6. Review proposals to ensure technical merit and budgetary accuracy, as well as, compliance with city policies and grantor regulations.
7. Coordinate details of proposal submissions with other offices/units of the municipal government.
8. Review all applicants to insure that there is no debt owed to the City. Any applicant that has an outstanding tax, lien, fine or any other outstanding obligation to the City, the applicant will not be considered for funding.
9. Obtain approvals from top city officials.
10. Receive official notification of awards and review terms and conditions.
11. Coordinate all financial and business details of funded projects, including billing, purchasing audits, and agreements with subrecipients.
12. Insure that all proper invoices, receipts, payroll documentation is submitted to substantiate any requests for funds and/or any reimbursements for eligible expenditures in accordance with the grant agreement.

13. Insure that all subrecipients who requests funds for construction projects have registered with the New Jersey Department of Labor as a certified public works contractor. Further, insure that their subs have registered with the New Jersey Department of Labor as a certified public works contractor.
14. Monitor project budgets to ensure that all projected funds are expended in accordance with grantors policies and regulations.
15. Supervise completion and submission of progress and financial reports on funded projects.
16. Evaluate the progress and impact of funded projects.
17. Maintain records on funded projects.
18. Monitor Entitlement Grant funded projects nine times per year (one (1) desk review and two (2) site visits every quarter).
 - a. Quarterly submission of on-site reports submission to the Director of Finance and Treasurer.
19. Close out completed projects.
20. Provide in-service training to city staff in all phases of grants development and management.
21. Notify Building Bureau when awarding rehab or construction projects.
22. Monthly submission of IDIS Reports to the Director of Finance and Treasurer

MANAGING THE PROPOSAL PROCESS

NON-ENTITLEMENT GRANT APPLICATION PROCESS

The BGM, in conjunction with the initiating department, is fully responsible for assisting in the facilitation of the Application Process:

STEP 1 – BGM will notify departments of grant application opportunities (NOFA's) or the department is apprised through another means and notifies BGM of its intention to apply for a grant.

NOTE: If a "CASH MATCH" is required for application, prior approval of an appropriation must be given by the Business Administrator and Finance Director before application can be submitted to a funding source.

STEP 2 – Department writes application for grant and submits to BGM for review and approval before submission to grantor agency.

STEP 3 – The BGM reviews applications for content, relative to pertinent regulations, budgetary commitment and forwards to the Business Administrator with recommendations for approval.

STEP 4 – BA approves application and initiates Request for Council Action.

STEP 5 – City Council authorizes the submission of the application for grant funds

STEP 6 – Respective department forwards application to grantor agency.

MANAGING THE PROPOSAL PROCESS

ENTITLEMENT GRANT AWARD PROCESS

- STEP 1 – The City Departments and Agencies are awarded funding through the City's Annual Consolidated Plan. The Departments are notified through e-mail by the Bureau of Grants Management of their funding. The Mayor notifies all Agencies of their award by letter.
- STEP 2 – Pre-Award meetings are scheduled with Grants Management, recipient department and/or awarded agency to discuss program and financial administration.
- STEP 3 – The Bureau of Grants Management prepares a Request for Council Action for a Contract Resolution. The contract data agreement (Schedule A), the budget (Schedule B), and a requisition encumbering the grant award must accompany the resolution for submission to the BA's office for final approval.
- STEP 4 – BGM forwards the Request for Council Action to the Department of Finance for review, approval and placement on the City Council Agenda.
- STEP 5 – City Council approves the resolution to award the grant.

GRANT BUDGET INSERTION PROCESS (Creates the Spending Authority & Appropriation)

- STEP 1 – A determination is made between the Finance Director, Bureau of Grants Management and the Department whether the following is necessary:
- 1) Insertion into temporary budget as a “temporary emergency appropriation”;
 - 2) Insertion into the permanent budget;
 - 3) Chapter 159 Resolution – an amendment to the permanent budget if a budget had been previously adopted.
- STEP 2 – Based on determined option, department prepares Request for Council Action and forwards to BGM for approval. The request should include a grant summary form and award letter and/or approved application from the funder.
- STEP 3 – BGM and the Finance Director approve the Request for Council Action and forwards it to the Business Administrator.
- STEP 4 – The Business Administrator gives final review and approvals and places the Request on the Council Agenda.
- STEP 5 – City Council approves resolution.
- STEP 6 – Finance posts funds to the MCS program and creates budget appropriation.

PURCHASE REQUISITIONS INVOLVING GRANTS

STEP 1 – Department prepares purchase requisition obtaining budget appropriation code from Finance Department. NOTE: All pertinent supporting documentation must be attached.

A Subrecipient Agreement, Vendor Purchase or Contract is determined by the dollar value of the requisition request. If this is a subrecipient agreement or contract, this requisition will be processed at the same time that a contract resolution is requested by council.

STEP 2 – Requisitions less than \$1,000.00 are sent to the Finance Department's Grant Person, with all the necessary grant attachments.

STEP 3 – Finance pre-audits requisition for grant compliance with BGM's assistance and sign-off.

STEP 4 – Finance forwards requisition to Purchasing for processing and assigning of Purchase Order number.

STEP 5 – Purchasing returns to Finance for final processing.

STEP 1A – If a requisition is greater than \$1,000.00 but less than \$12,300 and is a Vendor Purchase the requisition is sent from the Department to the Finance Grant Person, with all documentation and quote requirements.

STEP 2A – Finance Grant Person pre-audits requisition for grant compliance with BGM assistance and sign-off.

STEP 3A – The Purchasing Review Committee reviews request for appropriateness and is forwarded to Purchasing for further processing.

STEP 4A – Purchasing assigns a purchase order number and forwards to Finance.

STEP 5A – Finance Department then processes the purchase order.

If request is a Subrecipient or Vendor Contract the following procedure is utilized:

PURCHASE REQUISITIONS INVOLVING GRANTS (continued)

- STEP 1B – Department develops Scope of Services and other documentation and forwards to Law Department for preparation of specifications, with assistance from BGM.
- STEP 2B – Purchasing receives the completed package from the Law Department and processes the contract request by assigning a purchase order number to the requisition and forwards it to Finance for further processing.
- STEP 3B – Finance processes the purchase order and encumbers the funds. The Certification of Availability of Funds is attached and returned to Purchasing.
- STEP 4B – Purchasing prepares Request for Council Action (contract resolution) and ends the completed package to the Bureau of Grants Management for forwarding to the Assistant Business Administrator's Office for approvals.
- STEP 5B – BA's Office reviews, gives final approval and places request on Council Agenda.
- STEP 6B – City Council approves Resolution awarding the contract.
- STEP 7B – In conjunction with the Bureau of Grants Management the Law Department prepares the contract.
- STEP 8B – Once an executed contract is received by the Law Department, Vendor/Subrecipient is given formal "Notice to Proceed" from the Bureau of Grants Management.

NOTE: Successful Vendor/Subrecipient must provide Affirmative Action Documentation prior to City Council approval of the contract.

THE GRANT REPORTING PROCESS

Timelines for programmatic and fiscal reporting will be developed according to the funding sources regulatory requirements and adhere to the following process.

- STEP 1 – The Department administering the grant will collect the programmatic and financial data relative to the project and complete the required grantor reporting forms.
- STEP 2 – This documentation will then be forwarded to the Bureau of Grants Management for review and compilation in accordance with the Grantor Agency’s required reporting format. NOTE: reports will not be filed if programmatic, financial records do not match Finance Department’s records. Reconciliation will be done by the Department’s Grant Administrator and audited by BGM.
- STEP 3 – The report is then forwarded to the Director of Finance for review and sign-off and returned to BGM.
- STEP 4 – BGM returns the authorized report to the administering department. The administering department submits the report to the Grantor.

ON-LINE GRANT PROCEDURES

All City Departments, Divisions, and Bureaus must notify the Bureau of Grants Management of all on-line applications for funding in advance of their submission to the respective funding source.

All grants acquired on-line must adhere to the same guidelines identified in the Managing the Proposal Process, Grant Award Process, Grant Budget Insertion, Purchase Requisitions Involving Grants and Grant Reporting Process sections of this Procedural Manual.

The reporting security code will be shared by our Finance Department for fiscal reporting purposes.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTIVITIES NATIONAL OBJECTIVE

The authorizing statute of the CDBG program requires that each activity funded except for program administration and planning activities must meet one of three national objectives. The three national objectives are:

- Benefit to low- and moderate- income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Urgent Need

Benefit to Low and Moderate Income Persons or Households

The LMI national objective statute requires that recipients expend 70 percent of their CDBG funds to meet the LMI national objective. In addition to meeting the 70 percent test, applicants must ensure that the activities proposed, when taken as a whole, will not benefit moderate-income persons to the exclusion of low-income persons.

The following four categories that can be used to meet the LMI national objective:

- **Area Benefit Activities:** an area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons.
- **Limited Clientele Activities:** under this category, 51 percent of the beneficiaries of an activity have to be LMI persons. With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities must meet one of the following tests:
 - Benefit a clientele that is generally presumed to be principally LMI. This presumption covers abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
 - Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; or Have income eligibility requirements limiting the activity to LMI persons only.
- **Housing Activities:** The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households. In order to meet the housing LMI national objective, structures with one unit must be occupied by a LMI household. If the structure contains two units, at

least one unit must be LMI occupied. Structures with three or more units must have at least 51 percent occupied by LMI households

- **Job Creation or Retention Activities:** The job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons.

The following requirements must be met for jobs to be considered created or retained.

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

Elimination of Slums and Blight

Activities under this national objective are carried out to address one or more of the conditions which have contributed to the deterioration of an area designated as a slum or blighted area. The focus of activities under this national objectives is a change in the physical environment of a deteriorating area.

There are three categories that can be used to qualify activities under this national objective:

- **Prevent or eliminate slums and blight on an area basis:** This category covers activities that aid in the prevention or elimination of slums or blight in a designated area. To qualify under this category, the area in which the activity occurs must be designated as slum or blighted. The following tests apply: The designated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law. Additionally, the area must meet either one of the two conditions specified below:
 - Public improvements throughout the area are in a general state of deterioration; or
 - At least 25 percent of the properties throughout the area exhibit one or more of the following:
 - Physical deterioration of buildings/improvements;

- Abandonment of properties;
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
- Significant declines in property values or abnormally low property values relative to other areas in the community; or
- Known or suspected environmental contamination.

Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.

- **Prevent or eliminate slum and blight on a spot basis:** These are activities that eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Activities under this category are limited to acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, and building rehabilitation activities. Furthermore, rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.
- **Prevent or eliminate slum and blight in an urban renewal area:** These are activities located within an Urban Renewal project area or Neighborhood Development Program (NDP) action area that are necessary to complete an Urban Renewal Plan. A copy of the Urban Renewal Plan in effect at the time the CDBG activity is carried out, including maps and supporting documentation, must be maintained for record keeping purposes.

Urgent Need

Use of the urgent need national objective category is designed only for activities that alleviate emergency conditions. Examples include:

- Acquisition of property located in a flood plain that was severely damaged by a recent flood;
- Public facility improvements like the reconstruction of a publicly-owned hospital that was severely damaged by a tornado;
- Demolition structures that are severely damaged by a major earthquake;
- Public services like additional police protection to prevent looting in an area damaged by a recent hurricane;
- Interim assistance such as emergency treatment of health problems cause by a flood; and
- Special economic development assistance to a grocery store that was damaged by a recent hurricane;
- Interim assistance such as emergency treatment of health problems cause by a flood; and

- Special economic development assistance to a grocery store that was damaged by an earthquake.

Urgent need qualified activities must meet the following criteria:

- 1.The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- 2.The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- 3.The grantee is unable to finance the activity on its own; and
- 4.Other sources of funding are **not** available.

See the “Records to be Maintained – National Objective Determination” Section of the manual for the required documentation to be maintained on file to demonstrate compliance with the national objective.

RECORDS TO BE MAINTAINED NATIONAL OBJECTIVE DETERMINATION

In accordance with 24CFR 570.506 Records to be maintained (see full regulation below) each departmental awardee, subrecipient or awarding agency shall establish and maintain sufficient records to support the national objective determination. At a minimum, the following records are needed:

(a) Records providing a full description of each activity assisted (or being assisted) with CDBG funds, including its location (if the activity has a geographical locus), the amount of CDBG funds budgeted, obligated and expended for the activity, and the provision in subpart C under which it is eligible.

(b) Records demonstrating that each activity undertaken meets one of the Criteria for national objectives. Such records shall include the following information:

(1) For each activity determined to benefit low and moderate income persons, the income limits applied and the point in time when the benefit was determined.

(2) For each activity determined to benefit low and moderate income persons based on the area served by the activity and:

(i) The boundaries of the service area;

(ii) The income characteristics of families and unrelated individuals in the service area; and

(iii) If the percent of low and moderate income persons in the service area is less than 51 percent, data showing that the area qualifies under the exception criteria set forth at § [570.208\(a\)\(1\)\(ii\)](#); and

(iv) maintain records to demonstrate that the service area is primarily residential in nature.

(3) For each activity determined to benefit low and moderate income persons because the activity involves a facility or service designed for use by a limited clientele consisting exclusively or predominantly of low and moderate income persons:

(i) Documentation establishing that the facility or service is designed for the particular needs of or used exclusively by senior citizens, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers, for which the regulations provide a presumption concerning the extent to which low- and moderate-income persons benefit; or

(ii) Documentation describing how the nature and, if applicable, the location of the facility or service establishes that it is used predominantly by low and moderate income persons; or

(iii) Data showing the size and annual income of the family of each person receiving the benefit.

(4) For each activity carried out for the purpose of providing or improving housing which is determined to benefit low and moderate income persons:

(i) A copy of a written agreement with each landlord or developer receiving CDBG assistance indicating the total number of dwelling units in each multifamily structure assisted and the number of those units which will be occupied by low and moderate income households after assistance;

(ii) The total cost of the activity, including both CDBG and non-CDBG funds.

(iii) For each unit occupied by a low and moderate income household, the size and income of the household;

(iv) For rental housing only:

(A) The rent charged (or to be charged) after assistance for each dwelling unit in each structure assisted; and

(B) Such information as necessary to show the affordability of units occupied (or to be occupied) by low and moderate income households pursuant to criteria established and made public by the recipient;

(v) For each property acquired on which there are no structures, evidence of commitments ensuring that the criteria in § [570.208\(a\)\(3\)](#) will be met when the structures are built;

(vi) Where applicable, records demonstrating that the activity qualifies under the special conditions at § [570.208\(a\)\(3\)\(i\)](#);

(vii) For any homebuyer assistance activity qualifying under § [570.201\(e\)](#), [570.201\(n\)](#), or [570.204](#), identification of the applicable eligibility paragraph and evidence that the activity meets the eligibility criteria for that provision; for any such activity qualifying under § [570.208\(a\)](#), the size and income of each homebuyer's household; and

(viii) For a § [570.201\(k\)](#) housing services activity, identification of the HOME project(s) or assistance that the housing services activity supports, and evidence that project(s) or assistance meet the HOME program income targeting requirements at 24 CFR [92.252](#) or [92.254](#).

(5) For each activity determined to benefit low and moderate income persons based on the creation of jobs, the recipient shall provide the documentation described in either paragraph (b)(5)(i) or (ii) of this section.

(i) Where the recipient chooses to document that at least 51 percent of the jobs will be available to low and moderate income persons, documentation for each assisted business shall include:

(A) A copy of a written agreement containing:

(1) A commitment by the business that it will make at least 51 percent of the jobs available to low and moderate income persons and will provide training

for any of those jobs requiring special skills or education;

(2) A listing by job title of the permanent jobs to be created indicating which jobs will be available to low and moderate income persons, which jobs require special skills or education, and which jobs are part-time, if any; and

(3) A description of actions to be taken by the recipient and business to ensure that low and moderate income persons receive first consideration for those jobs; and

(B) A listing by job title of the permanent jobs filled, and which jobs of those were available to low and moderate income persons, and a description of how first consideration was given to such persons for those jobs. The description shall include what hiring process was used; which low and moderate income persons were interviewed for a particular job; and which low and moderate income persons were hired.

(ii) Where the recipient chooses to document that at least 51 percent of the jobs will be held by low and moderate income persons, documentation for each assisted business shall include:

(A) A copy of a written agreement containing:

(1) A commitment by the business that at least 51 percent of the jobs, on a full-time equivalent basis, will be held by low and moderate income persons; and

(2) A listing by job title of the permanent jobs to be created, identifying which are part-time, if any;

(B) A listing by job title of the permanent jobs filled and which jobs were initially held by low and moderate income persons; and

(C) For each such low and moderate income person hired, the size and annual income of the person's family prior to the person being hired for the job.

(6) For each activity determined to benefit low and moderate income persons based on the retention of jobs:

(i) Evidence that in the absence of CDBG assistance jobs would be lost;

(ii) For each business assisted, a listing by job title of permanent jobs retained, indicating which of those jobs are part-time and (where it is known) which are held by low and moderate income persons at the time the CDBG assistance is provided. Where applicable, identification of any of the retained jobs (other than those known to be held by low and moderate income persons) which are projected to become available to low and moderate income persons through job turnover within two

years of the time CDBG assistance is provided. Information upon which the job turnover projections were based shall also be included in the record;

(iii) For each retained job claimed to be held by a low and moderate income person, information on the size and annual income of the person's family;

(iv) For jobs claimed to be available to low and moderate income persons based on job turnover, a description covering the items required for "available to" jobs in paragraph (b)(5) of this section; and

(v) Where jobs were claimed to be available to low and moderate income persons through turnover, a listing of each job which has turned over to date, indicating which of those jobs were either taken by, or available to, low and moderate income persons. For jobs made available, a description of how first consideration was given to such persons for those jobs shall also be included in the record.

(7) For purposes of documenting, pursuant to paragraph (b)(5)(i)(B), (b)(5)(ii)(C), (b)(6)(iii) or (b)(6)(v) of this section, that the person for whom a job was either filled by or made available to a low- or moderate-income person based upon the census tract where the person resides or in which the business is located, the recipient, in lieu of maintaining records showing the person's family size and income, may substitute records showing either the person's address at the time the determination of income status was made or the address of the business providing the job, as applicable, the census tract in which that address was located, the percent of persons residing in that tract who either are in poverty or who are low- and moderate-income, as applicable, the data source used for determining the percentage, and a description of the pervasive poverty and general distress in the census tract in sufficient detail to demonstrate how the census tract met the criteria in § [570.208\(a\)\(4\)\(v\)](#), as applicable.

(8) For each activity determined to aid in the prevention or elimination of slums or blight based on addressing one or more of the conditions which qualified an area as a slum or blighted area:

(i) The boundaries of the area; and

(ii) A description of the conditions which qualified the area at the time of its designation in sufficient detail to demonstrate how the area met the criteria in § [570.208\(b\)\(1\)](#).

(9) For each residential rehabilitation activity determined to aid in the prevention or elimination of slums or blight in a slum or blighted area:

(i) The local definition of "substandard";

(ii) A pre-rehabilitation inspection report describing the deficiencies in each structure to be rehabilitated; and

(iii) Details and scope of CDBG assisted rehabilitation, by structure.

(10) For each activity determined to aid in the prevention or elimination of slums or blight based on the elimination of specific conditions of blight or physical decay not located in a slum or blighted area:

(i) A description of the specific condition of blight or physical decay treated; and

(ii) For rehabilitation carried out under this category, a description of the specific conditions detrimental to public health and safety which were identified and the details and scope of the CDBG assisted rehabilitation by structure.

(11) For each activity determined to aid in the prevention or elimination of slums or blight based on addressing slums or blight in an urban renewal area, a copy of the Urban Renewal Plan, as in effect at the time the activity is carried out, including maps and supporting documentation.

(12) For each activity determined to meet a community development need having a particular urgency:

(i) Documentation concerning the nature and degree of seriousness of the condition requiring assistance;

(ii) Evidence that the recipient certified that the CDBG activity was designed to address the urgent need;

(iii) Information on the timing of the development of the serious condition; and

(iv) Evidence confirming that other financial resources to alleviate the need were not available.

(c) Records that demonstrate that the recipient has made the determinations required as a condition of eligibility of certain activities, as prescribed in §§ [570.201\(f\)](#), [570.201\(i\)\(2\)](#), [570.201\(p\)](#), [570.201\(q\)](#), [570.202\(b\)\(3\)](#), [570.206\(f\)](#), [570.209](#), [570.210](#), and [570.309](#).

(d) Records which demonstrate compliance with § [570.505](#) regarding any change of use of real property acquired or improved with CDBG assistance.

(e) Records that demonstrate compliance with the citizen participation requirements prescribed in 24 CFR part [91](#), subpart B, for entitlement recipients, or in 24 CFR part [91](#), subpart C, for HUD-administered small cities recipients.

(f) Records which demonstrate compliance with the requirements in § [570.606](#) regarding acquisition, displacement, relocation, and replacement housing.

(g) Fair housing and equal opportunity records containing:

(1) Documentation of the analysis of impediments and the actions the recipient has carried out with its housing and community development and other resources to remedy or ameliorate any impediments to fair housing choice in the recipient's community.

(2) Data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded

in whole or in part with CDBG funds. Such information shall be used only as a basis for further investigation as to compliance with nondiscrimination requirements. No recipient is required to attain or maintain any particular statistical measure by race, ethnicity, or gender in covered programs.

(3) Data on employment in each of the recipient's operating units funded in whole or in part with CDBG funds, with such data maintained in the categories prescribed on the Equal Employment Opportunity Commission's EEO-4 form; and documentation of any actions undertaken to assure equal employment opportunities to all persons regardless of race, color, national origin, sex or handicap in operating units funded in whole or in part under this part.

(4) Data indicating the race and ethnicity of households (and gender of single heads of households) displaced as a result of CDBG funded activities, together with the address and census tract of the housing units to which each displaced household relocated. Such information shall be used only as a basis for further investigation as to compliance with nondiscrimination requirements. No recipient is required to attain or maintain any particular statistical measure by race, ethnicity, or gender in covered programs.

(5) Documentation of actions undertaken to meet the requirements of [§ 570.607\(b\)](#) which implements section 3 of the Housing Development Act of 1968, as amended ([12 U.S.C. 1701U](#)) relative to the hiring and training of low and moderate income persons and the use of local businesses.

(6) Data indicating the racial/ethnic character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with CDBG funds, data indicating which of those entities are women's business enterprises as defined in Executive Order 12138, the amount of the contract or subcontract, and documentation of recipient's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. Such affirmative steps may include, but are not limited to, technical assistance open to all businesses but designed to enhance opportunities for these enterprises and special outreach efforts to inform them of contract opportunities. Such steps shall not include preferring any business in the award of any contract or subcontract solely or in part on the basis of race or gender.

(7) Documentation of the affirmative action measures the recipient has taken to overcome prior discrimination, where the courts or HUD have found that the recipient has previously discriminated against persons on the ground of race, color, national origin or sex in administering a program or activity funded in whole or in part with CDBG funds.

- (h)** Financial records, in accordance with the applicable requirements listed in § [570.502](#), including source documentation for entities not subject to parts [84](#) and [85 of this title](#). Grantees shall maintain evidence to support how the CDBG funds provided to such entities are expended. Such documentation must include, to the extent applicable, invoices, schedules containing comparisons of budgeted amounts and actual expenditures, construction progress schedules signed by appropriate parties (e.g., general contractor and/or a project architect), and/or other documentation appropriate to the nature of the activity.
- (i)** Agreements and other records related to lump sum disbursements to private financial institutions for financing rehabilitation as prescribed in § [570.513](#); and
- (j)** Records required to be maintained in accordance with other applicable laws and regulations set forth in subpart K of this part.

Environmental and Historic Review

When applicable, projects that require an Environmental and Historic Review will not be awarded until our Environmental/Historic Review Officer reviews the project for significant impact pursuant to 24 CFR 58.22 and initiates the 106 process in accordance with 36 CFR 800.3. Once reviewed; and no significant impact is identified and approval has been received from the State Historic Preservation Office (SHPO) for historic structures, the City will submit the finding of no significant impact to HUD and commit funds upon receipt of HUD 7015.16 "Authority to Use Grant Funds."

Environmental Review Process

The City will initiate the environmental review as soon as the proposed activities are identified. The Environmental Review Officer (ERO) will review the area affected by the proposed project and determine the level of review required. The ERO will determine the level of review by looking at where the project activity falls in accordance with the requirements of [24 CFR Part 58](#).

Activities are classified as one of the following:

- Exempt ([24 CFR 58.34\(a\)\(1-11\)](#))
Activities that by their very nature will have no physical impact upon the environment. Some examples of activities exempt from NEPA requirements include:
 - Technical assistance;
 - Administrative and management activities;
 - Public service activities;
 - Information and financial services; and
 - purchase of tools.
- Categorically excluded from NEPA requirements ([24 CFR 58.35\(a\)](#))
Activities that are categorically excluded from NEPA review (environmental assessment or environmental impact statement) requirements receive this designation because they do not individually or collectively have a significant impact on the environment. However, compliance with other applicable federal environmental laws listed in § 58.5 is required for activities designated under this part. Examples of activities categorically excluded from NEPA is the acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements when the facilities and improvements are in-place and will be retained in the same use without change in size or capacity of more than 20 percent.
- Categorically excluded, not subject to § 58.5 ([24 CFR 58.35\(b\)](#))
Activities in this section are categorically excluded from the requirements at § 58.5, due to HUD's determination that such activities will not alter any conditions that would require a NEPA review or a compliance determination under § 58.5. An example of an activity categorically excluded from § 58.5, but not NEPA would be an activity to assist homebuyers with purchasing existing dwelling units or

dwelling units under construction, including closing costs and down payment assistance, and similar activities that result in the transfer of title. NOTE: The ERO will; however, file a statement in the Environmental Review Record that the activity was determined to be Categorically Excluded, Not Subject to § 58.5.

- Categorically excluded, but may be converted to an exempt activity ([24 CFR 58.34\(a\)\(12\)](#)) Any of the categorically excluded activities in § 58.35(a) are exempt from NEPA, provided that there are no circumstances that require compliance with any other federal law and authorities cited in § 58.5. Using the statutory checklist, and after consulting with applicable agencies and organizations, the ERO will designate an activity as exempt after it is verified that none of the federal laws and authorities are triggered through funding this activity (historic and wildlife preservation rules and water quality standards.)
- Subject to an environmental assessment ([24 CFR 58.36](#))
If a project is not exempt or categorically excluded under the above sections, the ERO will prepare an Environmental Assessment (EA) documenting all the evidence and analysis supporting the City's decision as to whether an environmental impact statement is warranted, or if an activity will result in no significant impact to the environment.
- Subject to an environmental impact statement ([24 CFR 58.37](#))
If a project is subject to a full EA and is determined to have a potentially significant impact on the human environment, then an Environmental Impact Statement (EIS) will be prepared. Samples of projects that meet this criteria include:
 - it would provide a site or sites for, or result in the construction of, hospitals or nursing homes containing a total of 2,500 or more beds;
 - it would remove, demolish, convert or substantially rehabilitate 2,500 or more existing housing units (not including rehab projects categorically excluded under § 58.35) or would result in the construction or installation of 2,500 or more housing units, or would provide sites for 2,500 more housing units; or
 - it would provide enough additional water and sewer capacity to support 2,500 or more additional housing units. See Section 58.37 for further information about when an EIS is necessary and when it may be able to be avoided.

CONSOLIDATED PLAN AMENDMENT PROCESS

A substantial amendment is defined as an activity deletion from or addition to the final statement; change in category of beneficiaries; change in purpose of the activity; significant change of location; or a change that results in HUD activity/project category change. In addition, any fifty (50) percent increase or decrease in the dollar amount of a funded activity or project will be defined as a substantial amendment.

For any substantial amendment to the Consolidated Plan, a public hearing will be held. The date of the hearing will be published in a newspaper of general circulation two weeks prior. After the hearing, a minimum of thirty (30) days will be provided for written public comment. The City will respond to any written comment and insert both the comment and response in the Consolidated Plan. If no comments are received, the City will proceed with the adoption of the amendment without further notification.

Changes that do not constitute a substantial amendment (i.e., changes that do not exceed the fifty (50) percent threshold); will be addressed through public notification. A minimum of thirty (30) days will be provided for public comment in writing. If no comments are received, the City will proceed with the adoption of the amendment without further notification.

