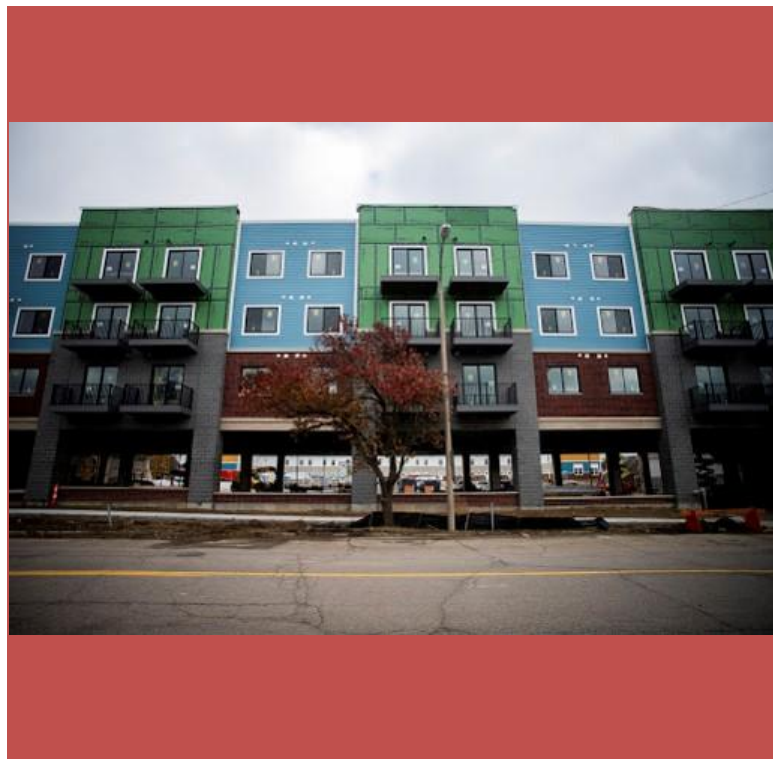




# HOME Investment Partnership Program (HOME) Request for Proposals (RFP)

**City of Flint**  
**2025-2026**



# Application Deadline:

A FULL ELECTRONIC PDF OF YOUR ENTIRE PROPOSAL MUST BE SUBMITTED TO THE DIVISION of COMMUNITY and ECONOMIC DEVELOPMENT ELECTRONICALLY by email to [communitydevelopment@cityofflint.com](mailto:communitydevelopment@cityofflint.com). Proposals must be received by Tuesday, February 28, 2025 at 11:59 pm.

**\*\*\*New for 2025-26:** The City is giving priority consideration to down payment assistance program proposals. Proposals for the construction of new multifamily homes will receive secondary consideration.

**NO FAX, MAIL DELIVERIES, or IN-PERSON PROPOSALS WILL BE ACCEPTED.**

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Flint must sign each original proposal.

If you have questions about the application or the CDBG process, please call the Division of Community Services at (810) 766-7426.

Proposals that are incomplete, lack required attachments, or proposals submitted after the published deadline may not be considered for funding. Changes and/or additions to the proposal after submission will not be accepted unless specifically requested by the review committee or by occurrence of an extenuating circumstance.

**Only submit materials that have been requested.**

## Reservations of the City

1. The City reserves the right to accept or reject any or all proposals received.
2. The City has the right to seek additional information from organizations, especially those not previously funded by the City.
3. The City reserves the right to establish spending guidelines for all projects.
4. All funding decisions related to this RFP are subject to all applicable federal, state, and local laws and regulations, and the policies and procedures of the City of Flint
5. Applicants should be aware that this is a preliminary application/Request for Proposal and there will be a final requirement following recommendation and award of funding.

# Introduction

**Purpose of the HOME Investment Partnership (HOME) Program:** The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, particularly rental housing, for low and moderate income residents, strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing, providing financial and technical assistance to participating jurisdictions, extending and strengthening partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

The City of Flint will support projects that provide for an increase in the number of affordable housing units through new construction, conversion of non-residential space or renovations to vacant residential structures or rehabilitation of existing rental units in substandard condition.

The City of Flint is soliciting proposals from public and community non-profit agencies for Housing Projects to be funded under its FY 2025-26 HOME Investment Partnership (HOME) Program. The HOME program is funded by the U.S. Department of Housing and Urban Development (HUD).

The Request for Proposals process for FY 2025-2026 continues to target programs to specific needs. Funds are available for Multi-Family Development, consistent with the City's Imagine Flint Master Plan, Blight Elimination Framework, Housing Investment Strategy, and the City of Flint Consolidated Plan. **All HOME Funding is provided in the form of a loan or grant. Terms, conditions, repayment and repayment schedule must be addressed in any response to this request for proposals.**

Applicants are expected to be familiar with the guidelines/regulations that govern the HOME program which include but are not limited to:

1. Affordability requirements
2. Relocation regulations
3. Lead Based Paint
4. Conflict of Interest
5. Procurement
6. Affirmative Marketing and Fair Housing
7. Affirmative Action and Minority and Women Business Enterprises
8. Environmental Reviews
9. Any other regulations that may apply

Applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements. As the Program Administrator for the City's HOME grant funds, the regulations provide that DCED has the right to impose stronger requirements than those stated in these regulations.

*All proposals will be reviewed based on HUD Regulations and presented to the City-Wide Advisory Council (CWAC) for review.*

### **HOME Program Regulations**

Recipients of HOME funds must comply with all applicable federal requirements set forth in Title 24 CFR Part 92 of the Code of Federal Regulations.

The following are some of the additional program requirements that must be met once a business/organization is selected for funding:

1. Insurance Coverage - Worker's Compensation insurance must be purchased under the provisions of the City of Flint requirements. Liability insurance, in the amount of a minimum of \$1 million per occurrence, \$2 million aggregate, also must be purchased and the City must be named as additional insureds and Builders Liability Insurance when applicable.
2. Affirmative Marketing Plan - The organization renting or selling the units must follow an Affirmative Marketing Plan to reach income eligible families as described in 24 CFR 92.351 for projects with 5 or more HOME-assisted units.
3. For projects with 12 or more units, Davis-Bacon regulations must be followed in addition to the bidding requirements as described in Title 42, Chapter 69, Section 5310.
4. Register with SAM.gov and receive a Unique Entity ID.

**For the full HOME Program Regulation documents at 24 CFR Part 92 please go to:**

<https://www.hudexchange.info/programs/home/home-final-rule/>

### **Eligible Applicants**

1. Applicants must be incorporated for-profit or non-profit entities to undertake affordable housing activities within the boundaries of the City of Flint.
2. Applicants must demonstrate financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet, and/or will be subject to other Federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and floor insurance. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.

4. Applicants must demonstrate to DCED's satisfaction that no City and/or County of Genesee tax arrearages or other fees or obligations payable to the City of Flint exist nor open letters of violation for property owned by the applicant and principals.
5. It is the policy of DCED, that all local Minority/Women Business Enterprises (M/WBEs) be encouraged to submit proposals. Locally owned M/WBEs are to be afforded the maximum opportunity to participate as Applicants or Sub-Applicants in the provision of goods and services for HOME funded projects. DCED encourages the award of at least thirty percent (30%) of the total dollar value of this project directly or indirectly to M/WBEs. The Minority Business Enterprise Utilization Plan proposed for this project should be submitted as part of the HOME application.
6. Any person or subcontractor undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Applicant, must be approved by DCED prior to any such undertaking. In the event the Applicant desires to subcontract part of the work specified herein, the Applicant shall furnish with their proposal the names, qualifications, and experience of his/her proposed subcontractors. Subcontractors shall conform, in all respects, to the provisions specified for the Applicant. The Applicant shall, however, remain fully liable and responsible for the work done by their subcontractors. DCED may terminate the Contract if the subcontracting is done without prior approval.
7. A maximum 10% of the project budget may be designated for a developer fee. Projects proposing a higher fee based on the regulations for other programs or contributing government lenders may be considered upon presentation of supporting documentation.

**Eligible Categories being considered through this Request for Proposal:**

1. Single Family (1-4 Unit) New Construction/Infill New Construction for First Time Homeownership
2. Multifamily Rental (5 or more units) - Rehabilitation or New Construction, single site and concentrated.
3. Multifamily Rental (5 or more units) - Adaptive Reuse/Conversion, single site
4. **Down Payment Assistance program to increase home ownership in the City of Flint (new for 2025-26).**

**DO NOT INCLUDE THE PREVIOUS FIVE PAGES WITH YOUR APPLICATION**

## *Applicant and Project Information Summary*

<b>1. Organization or Agency Name:</b>	<b>2. Project Name:</b>
<b>3. Address:</b>	<b>4. Amount HOME Funds Requested:</b> <b>Number of HOME Units Proposed:</b>
<b>5. City, State, Zip:</b>	<b>6. Phone Number:</b>
<b>7. Fax Number:</b>	<b>8. Executive Director/Chairperson:</b>  <b>Email Address:</b>
<b>9. Agency Unique Entity Identifier (UEI) No.:</b>	<b>10. EIN No.:</b>
<b>11. Chief Official for Applicant:</b>  <b>Email Address:</b>  <b>Phone Number:</b>	
<b>12. Designated Contact Person for Application:</b>  <b>Email Address:</b>  <b>Phone Number:</b>	
<b>13. Legal Status:</b> Non-Profit <input type="checkbox"/> For-Profit/Non-Profit owner, sponsor, or developer <input type="checkbox"/> Other(Describe) <input type="checkbox"/>	
<b>14. Have you received HOME funding in the past?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>15. If yes, for approximately how many years and what year(s)?</b>	
<b>16. Has your agency been a qualified Community Housing Development Organization previously?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

# Request for Proposal Requirements

## 1. Narrative Components of the RFP Response (Attachment A)

**a. Project Description-** Provide a detailed description of the project that is proposed. Please include the following information:

- i. Location of the housing units
- ii. General redevelopment strategy and how it fits into the larger neighborhood plan
- iii. Number and type of units included
- iv. Details regarding building types (number bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)
- v. Details regarding the use of building materials, utility types
- vi. For proposed rehabilitation please include - the average age of the buildings, extent of rehabilitation to be completed prior to occupancy, number of current occupants, current utilities (type of heating/cooling), and storm drain system.
- vii. Identify potential environmental, regulatory, and technical issues which could impact the timely start-up and successful implementation of project activities are being considered.

### **b. Target Market**

- i. Describe the targeted population that will occupy the units after development work is complete. Please include information on the target population by income levels, household sizes, and any special needs (elderly, physically or mentally disabled, homeless etc.).
- ii. Clearly document an inadequate supply of affordable, decent, safe, and sanitary housing stock to serve low and moderate households (owners or renters) that the proposed project would address.
- iii. Demonstrate that the project is located in an area that provides project beneficiaries access to essential community services, for example: schools, medical services, shopping, and transportation.
- iv. NOTE: Multi-family rental and homebuyer projects selected for further consideration will require submission of a professional market study

### **c. Extent of Affordability**

- i. List anticipated monthly rent for each type/size of unit based on current market conditions and HOME rent limits. Include rates for both subsidized and non-subsidized units, if applicable. Indicate if rents include utilities and indicate the expected monthly utility expenses if not included in the rent.

### **d. Justification of Subsidy**

- i. Briefly justify the level of funding requested by describing the relationship between the cost of the project and the required revenue needed to support project feasibility.
  1. Include requirements of other funding sources and all costs to be charged to the project (i.e., relocation, infrastructure costs, etc.).
  2. The Development Pro forma and Operating Pro forma should support the size of the request and funding requests from other sources.
  3. Any project contingencies should also be noted

- ii. Describe what other assistance is needed or would be beneficial in order to meet project financing costs and minimize total development costs.

**e. Development Plan**

- i. Describe the plan for property management. Include a maintenance plan and measures that will be taken to ensure renters will have long-term housing stability.
- ii. Describe tenant selection policies currently in place. How are potential tenants screened? Include information on how a waiting list is developed and collected and how rental units are advertised.
- iii. Does your project include additional housing support services for the tenants?
- iv. Describe such services and the relationship between multiple partners to provide these services, if applicable.
- v. Describe previous experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this housing project. Include resumes of key development team members or other supporting documents to demonstrate capacity. **(Attachment B)**
- vi. Provide evidence of firm site control and provides evidence that site is properly zoned. **(Attachment C)**
- vii. Provide construction plans and detailed work description for all projects containing construction activity. 8 ½" x 11" floor plans and site plan of construction project drawn to scale are provided. **(Attachment D)**

**f. Current Status/Project Readiness**

- i. Describe where in the development process the project stands at the time of proposal submission.
  - 1. Include a projection of future significant dates, any and all anticipated barriers to overcome and expected completion date.
  - 2. If other funding sources already secured for this project, please provide proof of funding **(Attachment E)**
- ii. NOTE: Priority for funding will be given to projects with site control and funding commitments in place.

**g. Green Building/Elements of Sustainability**

- i. Green affordable housing has the potential to reduce operating costs, promote resident health, encourage resource conservation, and mitigate negative environmental impacts. Describe how your project will incorporate Green Building/Elements of Sustainability in the construction and subsequent operation of the project.
  - 1. Describe which LEED designation your project will seek and list all energy efficiency measures planned for the project and the savings/impacts expected. Describe how this affordable housing project will promote climate resiliency and smart growth principles by using environmentally friendly features such as location efficient siting, energy efficient fixtures, water efficient fixtures, and solar power.
  - 2. Please provide information on energy modeling used to determine the most effective green features for reducing overall energy use.



**h. Workforce Development/Job Creation**

- i. Describe the number of jobs projected to be created during construction:
  - 1. the number and type of permanent jobs created; and
  - 2. the number and type of temporary jobs created.
- ii. Describe how you will address the Section 3 requirements set forth in the revised Section 3 Rule at 24 CFR part 75.

**i. Community Engagement**

- i. A sincere and substantially documented outline of community engagement, the integration of feedback and responses to same must be submitted and/or have been undertaken for the project. This must include, but is not limited to, the resident/block organizations representing the neighborhood/streets where the project is to be located. **(Attachment F)**

**2. Budget Information**

**a. Resources**

- i. Provide a full development budget with sources and uses **(Attachment G)**
- ii. Provide a pro forma describing how the project will cash flow (if rental) **(Attachment H)**
- iii. Provide information regarding the repayment terms and lien position proposed for the HOME funds. Funds provided as a loan are secured by a mortgage that may be made subordinate to other financing as needed
- iv. Applicant demonstrates that HOME funding is providing gap financing

Your proposal submission should include a summary table of all properties in the application with the following information:

- Site Address
- Number of Units before developed
- Number of Units after developed
- Development strategy ▪ Total Development Cost
- HOME subsidy requested
- Other sources of funding and amounts

All costs of development including hard and soft costs should be included. A developer's fee up to ten percent (10%) of total development cost is allowable. **HOME funds are to be designated for construction only.**

**b. Agency History - Experience and Credentials**

Discuss organization's history and briefly describe like projects that have been developed over the past five years

**3. Development Team**

- a. Identify all current and proposed Development Team Members
  - i. List all development team members and their role/responsibilities for the proposed project
  - ii. Provide resumes and/or appropriate credentials/history for each

- iii. List should include but not be limited to Legal Partners, Financial, Accounting, Construction Monitoring/Management, Consultant Services such as Section 3 monitor, Environmental Remediation Firms, Environmental Monitoring Firms and any other Affiliated Partners

## **For Down Payment Assistance proposals please include the following:**

### **Program Delivery and Management**

- Market the Program effectively, including affirmative marketing program to community to ensure nondiscriminatory access to program assistance
- Develop relationships with lenders, brokers, and real-estate professionals to ensure appropriate and effective program delivery.
- Develop or otherwise make available quality pre- and post-purchase homebuyer counseling, per the City's DPA program requirements
- Inspection of home for occupancy, per HUD standards, prior to closing loans
- Provide homebuyers with info per the Lead Disclosure Act of 1992 for all homes built prior to 1978 before ratification of a contract for housing sale
- Establish procedure for Application for DPA assistance, including method for determining need.
- Execute Promissory Note and Deed of Trust for DPA loan, and record as appropriate.
- Maintain file for each homebuyer assisted under this program, which shall include: Application for funding, determination of income eligibility, Promissory Note and Deed of Trust

### **Loan Servicing**

- Originate, or work with Mortgage Lenders who will originate FHA or conventional, primary mortgage loans to Eligible Homebuyers
- In conjunction with primary mortgage loan, originate and close second lien loans evidenced by a note and deed of trust ("Second Mortgages").
- Request reimbursement from the City for Down Payment Assistance after transaction is finalized.

### **Reporting**

- Provide post-closing loan report
- Provide periodic reports to City staff on status of loan portfolio

# Attachments

<b>Please include the following as attachments to your application:</b>	
<b>Attachment</b>	<b>Please Check Box as applicable:</b>
Attachment A: Narrative Components of RFP Response	
Attachment B: Key Development Team	
Attachment C: Site Control and Zoning	
Attachment D: 8 1/2" x 11" Floor Plan and Site Plan	
Attachment E: Proof of other Funding	
Attachment F: Evidence of Community Engagement	
Attachment G: Sources and Uses	
Attachment H: Proforma with cash flow	
Attachment I: Most recent audited financial statements	
Attachment J: Articles of Incorporation and Bylaws	
Attachment K: Board of Directors	
Attachment L: Conflict of Interest Statement	
Attachment M: Accounting Certification	
Attachment N: Market Study	

# FY 2024 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](https://www.hud.gov) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income](#)

[Limits HUD LIHTC Database](#)

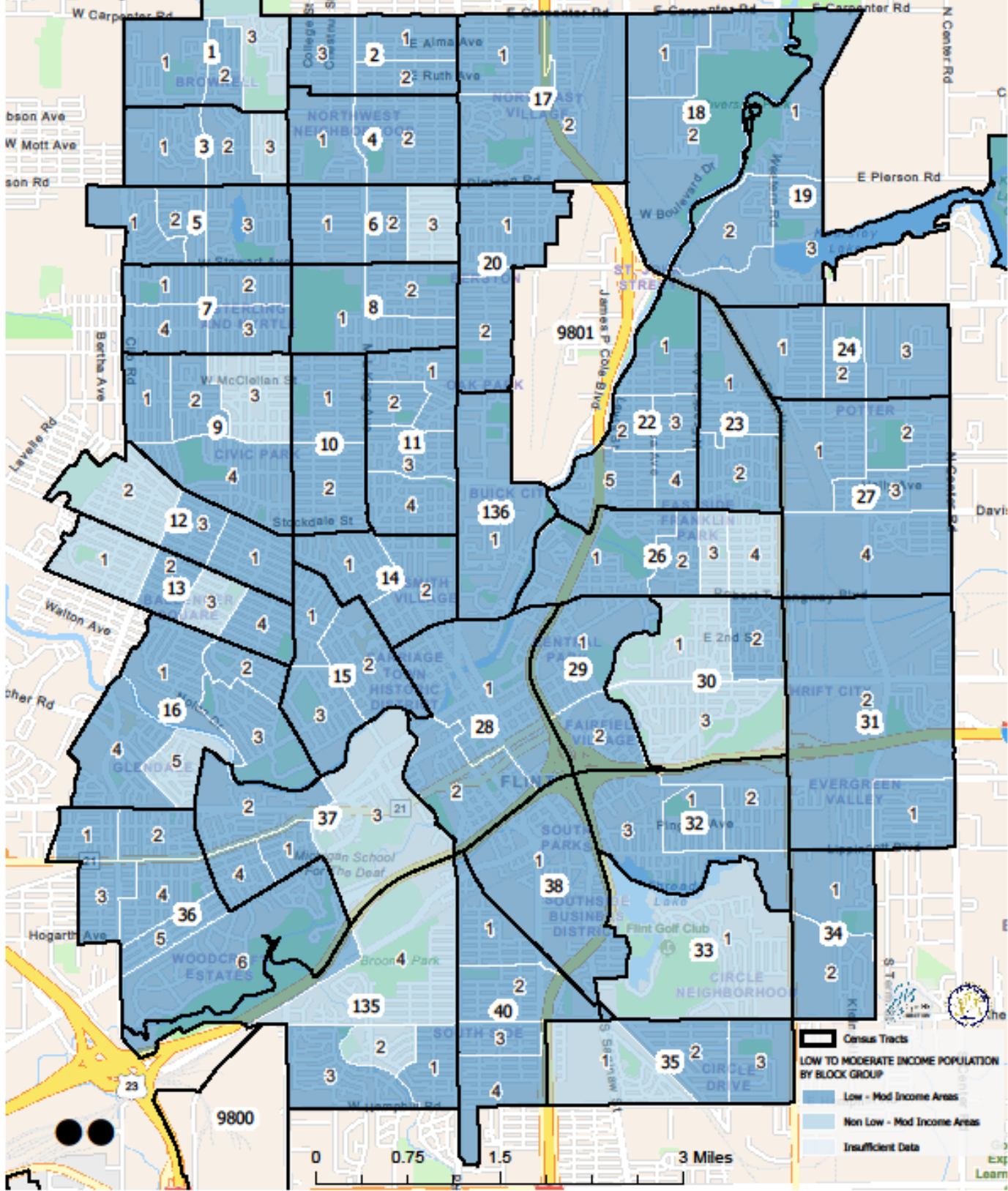
## FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2024 Income Limit Category <a href="#">Click for More Detail</a>	Persons in Family							
			1	2	3	4	5	6	7	8
Flint, MI MSA	\$78,300	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	27,900	31,850	35,850	<b>39,800</b>	43,000	46,200	49,400	52,550
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	16,750	20,440	25,820	<b>31,200</b>	36,580	41,960	47,340	52,550*
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	44,600	51,000	57,350	<b>63,700</b>	68,800	73,900	79,000	84,100

The **Flint, MI MSA** contains the following areas: Genesee County, MI;

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits. Income Limit areas are based on FY 2024 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2024 [Fair Market Rent documentation system](#).

# Low to Moderate Income Population by Census Tract & Block Groups FY 2025-26 (2016 - 2020 ACS)



## RFP Evaluation Form

Project Team Evaluation Criteria		Total Possible Points
1.	<i>Understanding of Identified Need. Degree to which the Application demonstrates an understanding of the identified needs of the public provided in the Consolidated Plan, familiarity with the national objectives and goals, and presents a well-thought out approach. Clear explanation of how benefit data information will be obtained from clients</i>	25 points
2.	<i>Experience and Qualifications. The experience and qualifications of the Applicant as partially evidenced by the timely and successful completion of similar activities.</i>	25 points
3.	<i>Reasonableness of Budget. The budget proposed follows the format provided in the RFP, includes detail as requested of expenses by line item ask and the budget is reasonable and consistent.</i>	10 points
4.	<i>Quality of application. The degree to which the Applicant has demonstrated creativity and problem solving abilities in the approach to the proposed activity, success in carrying out previous activities, and the overall quality of the application.</i>	20 points
5.	<b>Construction Projects Only.</b> <i>MBE/WBE Participation. The degree to which the development team provides for minority- and women-owned business (MBE/WBE) participation and complies with equal opportunity and affirmative action requirements.</i>	10 points
6.	<i>Organizational Capacity - The organization's current ability to effectively implement its proposed activity, as it relates to the agency's staff expertise, financial stability, management systems, and infrastructure, to achieve the desired outcomes of the grant.</i>	10 points
<b>Total Points Possible/Allocated</b>		<b>100</b>

## CONFLICT OF INTEREST DISCLOSURE

**Conflict of Interest Regulations:** U.S. HUD’S Conflict of Interest provisions are set forth at **24 CFR 570.611** **(a) Applicability.** (1) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in **2 CFR Part 200**, shall apply. **(b) Conflicts prohibited.** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a **CDBG**-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a **CDBG**-assisted activity, or with respect to the proceeds of the **CDBG**-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. **(c) Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub recipients that are receiving funds under this part.

### Community Development Block Grant

- |   |
|---|
| 1. There are no persons involved with this potential CDBG project who have family or business ties with any of the local government elected officials or local government staff.                        |
| 2. There are no persons involved with this potential CDBG project that requested or received an opinion about a potential conflict of interest from an attorney.  |
| 3. There are no persons involved with this potential CDBG project who have an ownership interest in an entity that is directly affected by activities proposed in the application.                      |
| 4. There won't be any persons involved with this potential CDBG project who will derive any income or commission as a direct result of action taken by the local government elected board or its staff. |

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I have read and understand the Conflict of Interest Disclosure Form. I will complete the attached disclosure form, disclosing all information required, if any, in the attached statement. I agree to comply with any conditions or restrictions imposed by the federal regulations under the Community Development Block Grant (CDBG) program to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this Disclosure is not a confidential document.

Name of Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>DETERMINATION OF CONFLICT OF INTEREST</b>	
Administrator:	Contract #:
Applicant:	
Description of Situation:	

<b>PART 1- AFFECTED PERSONS</b>	
Applicant's submission for CDBG Program Assistance is subject to the conflict of interest regulations at 24 CFR 24 CFR 570.611 as a result of his/her relationship with the following Affected Person who is associated with the Administrator of the contract:	
Affected Person's Name:	
Affected Person's Position with Administrator	<input type="checkbox"/> Employee <input type="checkbox"/> Officer <input type="checkbox"/> Agent <input type="checkbox"/> Elected Official <input type="checkbox"/> Consultant <input type="checkbox"/> Other: _____
Affected Person's Relationship to Applicant:	<input type="checkbox"/> Self <input type="checkbox"/> Member of Applicant's Family within 2 degrees of consanguinity or affinity as shown on Attachment 1: Relationship Charts <input type="checkbox"/> Partner with Applicant <input type="checkbox"/> Associated with an organization that employs or is about to employ applicant <input type="checkbox"/> Has a financial or other interest in or with Applicant <input type="checkbox"/> Other: _____
1. Does the Affected Person exercise any function or responsibility with respect to the CDBG program currently or in the past? No      Yes. Describe function/CDBG responsibilities: _____	
2. Is the Affected Person in a decision-making role with the Administrator with respect to the CDBG Program currently or in the past? No      Yes. Describe role: _____	
3. Is the Affected Person in a position in which he/she may have gained inside information regarding the CDBG program currently or in the past? No      Yes. Describe position: _____	
Of the answer to ALL of the above questions are 'no', complete ' <i>Part 2- Certification of NO Conflict</i> ' and submit to CED for review.	
If the answer to ANY of the above questions is 'yes', <b>a prohibited conflict may exist. Complete 'Part 3'</b>	



## PART 2- CERTIFICATION OF NO CONFLICT OF INTEREST

**Warning: It is a violation of Title 18, Section 1001 of the U.S. Code states for a person to knowingly and willfully make false, fictitious, or fraudulent statements in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States.**

'I hereby certify under penalty of the law that I am not a person who exercises, or has exercised, any responsibility with respect to the CDBG Program funds. I am not, and have not been, in a position to participate in a decision-making process with respect to CDBG Program Activities. I have not been in a position to gain inside information with the regard to CDBG Program Activities.'

Signature of Affected Person:

Date:

'Administrator certifies under penalty of the law that this information is true and correct and that provision of CDBG Program Assistance to applicant would not constitute a conflict of interest as discussed at 24 CFR 570.611.'

Signature of Contract Administrator:

Date:

## PART 3- REQUEST FOR EXCEPTION TO CONFLICT OF INTEREST

All submissions must be submitted for review by the City of Flint Legal Department on a case-by-case basis. Upon review, CED may make a written request and submission to HUD for final determination and approval. Only HUD has the authority to make the final determination regarding a disposition of a conflict of interest and/or to approve a request for exception. Activities for which an exception is required may not be submitted to CED for approval until an exception has been granted by HUD. Do not proceed with assistance to any applicant that is an Affected Person until receiving final written authorization from CED and HUD.

1. Provide a detailed explanation of the nature of the conflict:

2. Will the exception result in a significant cost benefit, expertise, or other benefit to the administrator of the Program which would not otherwise be available?

No      Yes- Describe \_\_\_\_\_

3. Is the applicant a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity (for program applicants only)?

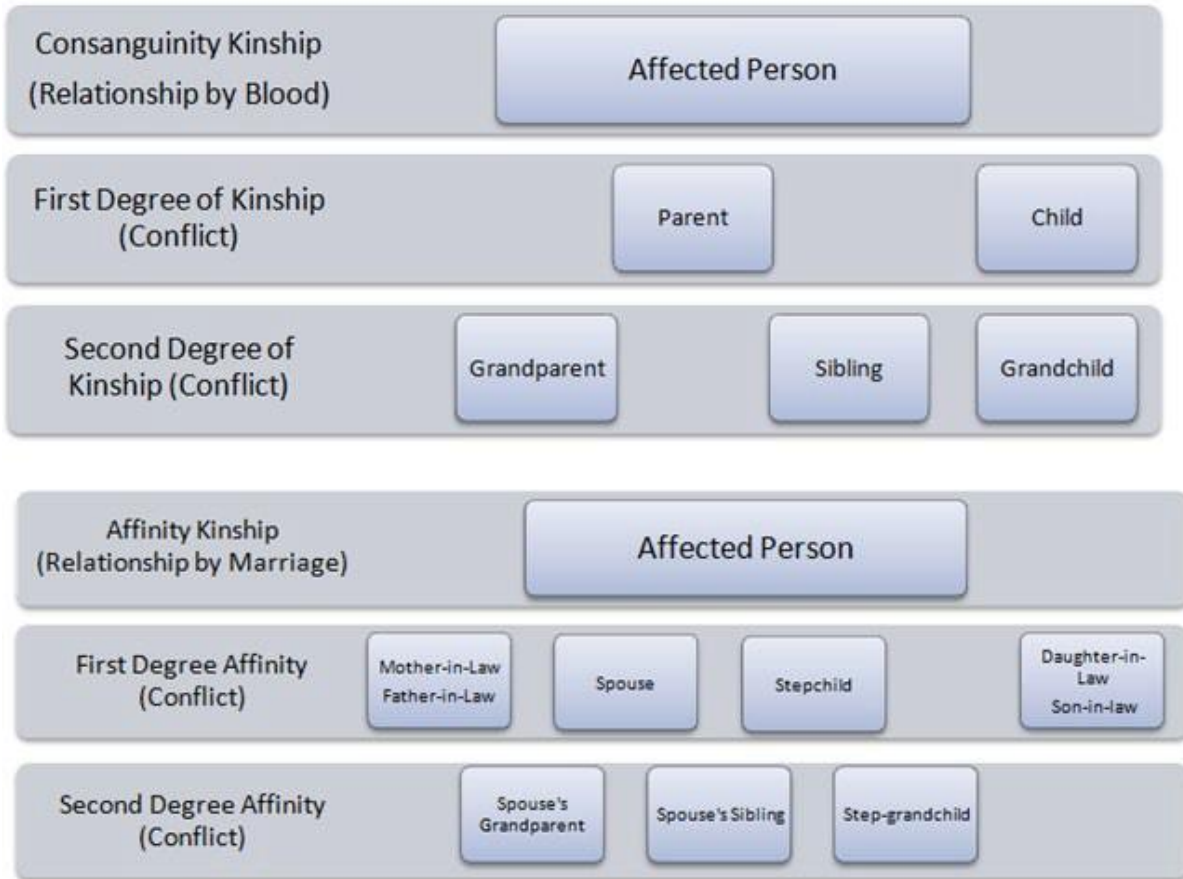
No      Yes- Describe \_\_\_\_\_

If yes to 3- will the exception permit the applicant to receive the same type of benefits made available to other members of the group or class?

No      Yes- Describe \_\_\_\_\_

<p>4. Has the Affected Person recused themselves and/or withdrawn from any functions, responsibilities, and/or decision making obligation with respect to the assisted activity?</p> <p>No Yes- Describe_____</p>	
<p>5. Was the CDBG Contract available before the Affected Person became subject to the potential conflict?</p> <p>No Yes- Describe_____</p>	
<p>6. Will denial of the benefit result in any undue hardship when weighed against the public interest served by avoiding the conflict?</p> <p>No Yes- Describe_____</p>	
<p>7. Provide other relevant information:</p>	
<p>8. Attach evidence of the public disclosure of the conflict, which must <b>include printing the disclosure in a local newspaper or similar publication</b>. The publication must adequately reach all residents of the Administrators entire service area and may require the use of multiple publications. Only posting a public notice in the Administrators Office is insufficient.</p>	
<p>9. Attach a written statement from an attorney representing the Administrator confirming that no state or local law would be violated as a result of the issuance of an exception to the conflict of interest requirements.</p>	
<p>10. Attach documents evidencing that the Affected Person has withdrawn from his or her functions or responsibilities with respect to the CDBG Program.</p>	
<p>11. Attach a resolution from the Administrator's governing body confirming that the Administrator intends to request an exception to the conflict of interest requirements from HUD.</p>	
<p><b>Warning: It is a violation of Title 18, Section 1001 of the U.S. Code states for a person to knowingly and willfully make false, fictitious, or fraudulent statements in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States.</b></p>	
<p>'Contract Administrator certifies under penalty of the law that this information is true and correct and that provision of CDBG Program Assistance to applicant would not constitute a conflict of interest as discussed at 24 CFR 570.611.'</p>	
<p>Signature of Contract Administrator:</p>	<p>Date:</p>

Attachment 1: Relationship Chart



## SIGNATURE AUTHORIZATION FORM

The Board of Directors of \_\_\_\_\_ does hereby resolve that on \_\_\_\_\_, the Board reviewed the application for \_\_\_\_\_ funds to be submitted to the City of Flint Community and Economic Development Division for funding consideration for the 2025-26 Annual Action Plan cycle and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Michigan.

\_\_\_\_\_ hereby proposes to provide the services or project identified in the Scope of Services in accordance with this application for \_\_\_\_\_ funds. If this application is approved and this organization receives funding from the City of Flint, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the city. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to act as the Authorized Signer to this grant:

Name	Title
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Name	Title
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\_\_\_\_\_  
Clerk/Secretary/Treasurer of Board (or other Designated Authority)- Printed

Clerk/Secretary/Treasurer of Board (or other Designated Authority)- Signature	Date
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**WARNING:** The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

## ACCOUNTING CERTIFICATION

To receive federal grant funds, it is necessary for organizations to submit a certification of the adequacy of their accounting system. This certification must be completed by an Independent Certified Public Accountant.

On behalf of \_\_\_\_\_, I hereby certify that the  
Organization Name

accounting system for the above organization is adequate to manage federal grant funds in accordance with generally accepted accounting principles and standards set forth in the Code of Federal Regulations at 2 CFR Part 200.

Signed: \_\_\_\_\_  
Independent CPA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code