

*Oakland County Neighborhood & Housing Development Division*  
**Community Development Block Grant (CDBG)**  
**PY 2025 CDBG Application Workshop**



September 27, 2024

# Welcome

## HOUSEKEEPING

- **For those joining online - please remain on mute until you are called on.** This will help to keep the meeting organized and prevent background noise from disrupting the conversation.
- **If you have a question, please raise your hand or use the chat function if joining virtually.** This will allow you to ask your question without interrupting the flow of the meeting. The chat will be monitored by staff.
- Thank you for your cooperation. We hope you have a productive meeting.

## ATTENDANCE

Attendance is mandatory. Please be sure to sign in or enter your name, community, and email address in the discussion/chat area to ensure recording of attendance.

If you called into the Webinar, please email [CDBG@oakgov.com](mailto:CDBG@oakgov.com) following the workshop to confirm your attendance.

## WORKSHOP MATERIAL AND APPLICATION

- The Workshop is being recorded.
- Please visit [CDBG Workshop](#) to view today's workshop recording, presentation slide, PY 25 Application, Environmental forms, and maps.
- Material for today's workshop will be made available on/by **Friday October 4, 2024.**

**Applications are DUE by 5pm on Friday December 6, 2024.**

**Applications MUST be submitted electronically to [CDBG@oakgov.com](mailto:CDBG@oakgov.com)**

# Welcome from NHD

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## Oakland County Neighborhood & Housing Development Team

Khadija Walker-Fobbs, Housing Officer

Curtis Smith, Chief

Peter Essenmacher, Supervisor Contract Compliance

Ashley Hinton, Grant Compliance Coordinator

Katie Tierney, Sr. Specialist - Environmental Officer

Lauren Loiselle, Public Health Clerk

Simone Craig, Assistant

# Officer Announcements

- **Introduction of New Staff/Team Members**
- **Virtual Office Hours**
  - Third Tuesday of the Month
  - Next Office Hours: October 15, 2024
- **Spending/Timeliness**
  - Minimum of quarterly draws/reimbursements, monthly recommended
  - Timeliness Ratio must be below 1.5
  - Keep project selection to what can be completed in 18 months
- **Funding Updates**
  - Annual Action Plan submitted to HUD, awaiting approval
  - Subrecipient Agreements/Approval to Spend Letters



# **PY 2025 CDBG Program Rules**

**Ashley Hinton, Grant Compliance Coordinator**

# PY 2025 CDBG Application

## CDBG Program Rules & PY 25 Application

Ashley Hinton, Grant Compliance Coordinator

- CDBG Program Rules
  - PY 2025 Guide & Materials
  - Allocations
  - Eligible Projects
  - Program Rules
- PY 2025 Application Process
  - Instructions
  - Part 1-5

# Application Process

1. Attend the Application Workshop
2. Determine Local Needs
3. Schedule Required Public Hearing
4. Advertise Public Hearing Notice
5. Host Public Hearing
6. Complete Application Materials
7. Prepare Citizen Participation
8. Submit Application

# PY 2025 Application

## ELIGIBLE PROJECTS

- The list of eligible projects and CDBG Matrix Codes begins on page 7 of the Guidebook.
- CDBG matrix codes are used to indicate (but do not establish) eligibility. An activity must be eligible in accordance with the regulations. (See 24 CFR 570.201 -570.207)

# CDBG Program Rules

## 1. Minimum Allocation (Threshold)

- \$7,000
- Allocation Options
  - 1 PS Project at 100% (\$7,000)
  - 1 Non-PS Project at 100% (\$7,000)
  - 2 Projects at \$3,500 each

## 2. Minimum Allocation (Non-Threshold)

- Formula allocation
- Allowed up to 2 CDBG projects per PY
- Minimum allocation per project = \$3,500

## 3. Public Service Cap (Non-Threshold)

- 15%

# PY 2025 Program Rules

## 4. Multiple Agency Public Service Contracts

- PS contracts of same type not permitted

## 5. Public Service Contract Duration

- PS contracts maximum 18 month duration
- PS contracts start July 1st

## 6. Project Service Delivery Costs (PSDC)

- Communities may be reimbursed for eligible PSDC
- Costs related to delivery of eligible project services

## 7. Ineligible Uses

- Maintenance of public facilities
- Items that are not an integral structural fixture

# PY 2025 Program Rules

## 8. Required Draws

- Quarterly. Monthly recommended

## 9. Required Expenditures

- All funds per year per activity spent in 2 years from Letter to Spend date in IDIS
- After 2 years unobligated funds will be evaluated for possible recapture

## 10. Micro-Purchase

- Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.

# PY 2025 Planning Allocations

Exact CDBG funding levels for PY 2025 are not available at this time.

- Use amount on page 4 of the Guidebook) to complete application
- Once exact amounts are available necessary adjustments will be made

## Neighborhood & Housing Development Staff Contacts

- Staff contact information listed on page 4 of the Guidebook
- Monitor assignments, also on page 4 of the Guidebook

NEIGHBORHOOD AND HOUSING DEVELOPMENT STAFF		
Staff	Phone	Specialty Areas
Ashley Hinton	858-5312	CDBG Application, Eligibility, Reprogramming, SHPO, Consolidated Plan/Annual Action Plan/ CAPER
Peter Essenmacher	858-0196	Environmental Review, Contract Compliance, Reimbursement, Minor Home Repair, Contracts, Procurement, Davis Bacon, and Demolition
Katie Tierney	858-5309	Environmental Review and Reimbursements

# Application Instructions

**Applications MUST be completed and submitted as outlined.  
(NO EXCEPTIONS)**

- Applications must be completed electronically.
  - Use the provided PDF to complete the application
- Applications must be submitted electronically.
  - Submit applications as instructed to [CDBG@oakgov.com](mailto:CDBG@oakgov.com)
- Please provide detailed responses.
  - Required fields are outlined in red. N/A is an acceptable response.
- Attach ERR and Location and CT/BG Maps

# Application Instructions

**PY 2025 CDBG Application: Similar Look. Enhanced Functions.**

## **Application includes:**

- Part 1 - Checklist
- Part 2 – Applicant Information
- Part 3 - Project Type
- Part 4 - Project Overview
- Part 5 – Public Hearing/Citizen Participation

# PY 2025 Application

- **PY 2025 CDBG Application Packet**
  - Available on the NHD homepage.
- **PY 2025 CDBG Application Highlights**
  - Autofill of Community Name/Allocation Amounts
  - Dropdown menus
  - Less pages
  - And More...
- **Application Review**

# Public Hearing

## Participating communities required to advertise and conduct a Public Hearing (see examples on Pages 132-134)

- **Option #1** allows for public hearing notice to appear in a newspaper of general local circulation at least **10 days before the hearing**
- **Option #2** allows for public hearing notice to appear in a posting at the community and on the community website at least 10 days before the hearing unless procedure violates local public hearing notice requirements
  - **Acceptable only if:**
    - The community has approved by ordinance/resolution the use of web posting for CDBG Public Hearings and has provided a copy of the ordinance/resolution to OCNHD at the time of application; and
    - This procedure does not violate local public hearing notice requirements

# Citizen Participation Rules

- HUD requires a public hearing in order to receive comments from the public regarding the CDBG application.
- Staff presentations and staff or elected official comments must occur before or after the CDBG public hearing.
- Comments from the public only must occur once the CDBG public hearing is open and before it is closed.

**Option 1:** Meeting Minutes

**Option 2:** Governing Body Resolution

# Application Instructions

Applications due by 5:00pm Friday December 6, 2024

- No exceptions to due date
- Submit applications electronically (via email) to: **CDBG@oakgov.com**

**Please Do Not Include Unrelated Items**

# Submission Instructions

**You MUST complete the application electronically.**

**Save the ENTIRE Packet** (Filename Outline: CommunityName\_Project#)

- For communities submitting multiple projects once you complete and save the first project. Open the file and update project information, and “SAVE AS”.

**Attach Required and Applicable documentation**

- Copy of current SAMS
- Applicable Environmental Review Requirement forms and documentation.
  - Filename Outline: CommunityName\_Project#ERR
- Notice of Public Hearing (Option 1 or 2)
- Public Hearing Minutes (Option 1 or 2)

**Submit ALL Application documentation via email to [CDBG@oakgov.com](mailto:CDBG@oakgov.com).**

# PY 2025 CDBG Application

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**Application Deadline**  
**5:00 p.m.**  
**December 6, 2024**



# Environmental Review Record

Katie Tierney, Senior Specialist – Environmental Officer

# Environmental Review Responsibilities

- The Office of Environment and Energy (OEE) manages the environmental review process for HUD
- During environmental review, a project is evaluated for potential environmental impacts to determine whether it meets federal, state and local environmental standards

# Environmental Review Responsibilities

- The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on residents and the surrounding community.

# Environmental Review NEPA

## National Environmental Policy Act (NEPA)

- Requires us to integrate environmental values into our decision-making processes by considering the environmental impact of our proposed actions and reasonable alternatives to those actions.

# Environmental Review Outline

## ENVIRONMENTAL REVIEW REQUIREMENTS

**PART 58 PROCEDURES** - For entities assuming HUD environmental responsibilities (24 CFR Part 58) Subpart D - Environmental Review Process: documentation, range of activities, project aggregation and classifications. For more information and assistance on CDBG requirements for the Environmental Review Record (ERR), contact Environmental Review at (248) 858-5309.

### SECTION 58.34 = EXEMPT ACTIVITIES NO ENVIRONMENTAL REVIEW REQUIRED

Exempt activities may include:

- Environmental Studies
- Information/finance activities
- Code Enforcement
- Public Services without physical impact
- Engineering and design costs
- Technical Assistance

### SECTION 58.35 = CATEGORICAL EXCLUSIONS STATUTORY CHECKLIST REQUIRED MAY BE SUBJECT TO SECTION 58.5 RELATED FEDERAL LAWS AND AUTHORITIES

Categorically Excluded activities may include:

- Barrier Free Improvements
- Single Family Rehabilitation
- Acquisition/Improvements/Rehabilitation on public facilities without changes of greater than 20% (i.e. repaving streets with same material, reconstructing sewers, rebuilding curbs, replacing carpet etc.)
- Acquisition/Disposition of land/existing structures

### SECTION 58.36 = ENVIRONMENTAL ASSESSMENTS ENVIRONMENTAL ASSESSMENT REQUIRED NOT SUBJECT TO SECTION 58.5 RELATED FEDERAL LAWS AND AUTHORITIES

Environmentally Assessed activities may include:

- New Construction
- Economic Development
- Acquisition/Improvement/Rehab on public facilities with changes greater than 20%.
- Homeownership Assistance

### SECTION 58.37 = ENVIRONMENTAL IMPACT STATEMENT DETERMINATIONS MAJOR FEDERAL ACTION

- Required when the project is determined to have a potentially significant impact on the human environment.

# Environmental Review Requirements

## Environmental Review

- Required with the Annual Application
- Required with all reprogramming requests

## One Review Per Project

- If funded in multiple years (must submit each year)

# Project Description=Defining the Project

- Purpose of the proposed project
- Location
- Size of the parcel and buildings
- Benefits of and impact to the community
- Existing conditions
- Scope of work to be completed
- Number of homes or units (estimate if unknown)
- It is estimated that this activity will take up to five years to complete.

# Project Description Example

- The rehabilitation of Trepanier Hall will include repairs to elevators, replacement of security doors and roof exit doors, the installations of an interior/exterior entry points security system, mechanical updates to the heat system, air recovery system, bathrooms and kitchen, the installation of new sprinkler heads, the replacement of old windows with newer, energy efficient windows, energy efficient LED lights installed throughout the building, covering old worn floors with new flooring, and the addition of wall partitions to better utilize space.
- It is estimated that this activity will take up to five years to complete.

# Project Description Example

- To enhance neighborhoods by removing and replacing existing sidewalk that does not comply with current City safety standards. The sidewalks in noncompliant status create difficult and/or dangerous conditions for pedestrians.

Concrete flags will be identified for removal and replaced with new concrete sidewalks to proper grade and eliminate trip hazards. The concrete removed shall be disposed of in a manner consistent with all federal, state and local laws and regulations.

Due to the nature of the proposed sidewalk improvement processes of removing and replacing existing concrete sidewalks, there will be no adverse impact on the environment. It is estimated this project will take up to five years to complete.

The City had in the specs but not in the ERR there were many locations for tree root removal in addition to sidewalk replacement which would have a need for more invasive foundation groundwork. SHPO and THPO would have needed to have been contacted.

# Tree/Bush Removal – Ground Disturbance Endangered Species

- We are trying to stay away from any habitat disturbance at this time.
- If a tree needs to be taken down, you must contact our office beforehand, and we may need to come out and see it.
- Pictures have to be taken for the file.
- If the work is being done on an already manicured lawn, that is fine, we just need pictures and document the file stating just that.
- Depending on what we find, professional consultation may be needed.
- Hazardous tree removal will trigger iPac, but it does get expedited.
  - Be sure to let us know if it's a hazardous tree and if there is going to be ground disturbance.
- New iPac system being used with the Fish & Wildlife Service now with endangered species which may trigger a higher level of review.
- Ground disturbing activities may trigger THPO consultation.

# SHPO/Section 106 THPOs

- New guidance on Minor/Mobile Home repair SHPO/Section 106
  - Previous exemption form is now obsolete
- A memo will be sent to the CVTs who provide this service to their constituents
- Memo states any rehabilitation work done must be sent to SHPO for evaluation before the work can be done
  - Allow 30 days for SHPO to respond
- Any significant ground disturbance, THPOs will need to be contacted (this is done by the County)
  - For PY2024, section 106 checklist must be included with all tier II's; however, we do not have to notify any THPO's. (July 1, 2024 – June 30, 2025)
  - Traditionally, 30 days must be allowed for THPO's to respond
- Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulation, 24 CFR Parts 50 and 58; Issued February 8, 2016

# 500-Year-Old Floodplains

- FEMA flood zones are expanding to what is known as the 500-year floodplain.
- Anything that is in the 0.2-Percent-Annual-Chance Floodplain will now require flood insurance and/or 5 or 8 step process.
- We would like to stay away from these areas as always!
- HUD's final rule which was published, April 23, 2024, at [HUD's Final Rule](#) updates the FEMA floodplain maps and the 8-step process.
- You can watch the webinar here: [Webinar Series Part 1: Part 55 Overview and Compliance](#)

# RADON

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□ More to come

# ERR's good for **FIVE** years

- If you still have 2020 and older money out there, you will need to complete a new environmental review on the project. If a reprogramming has taken place, you are all set.
- HUD has changed the guidelines, and we must include that “It is estimated that this activity will take up to five years to complete” on each ERR.
- You can find this information on the finance report that is sent out monthly.
- You have to get your money spent in a timely manner!!
  - **The ERR(s) are due to me by 10/25/24**

# ERR – Exempt:

Listed in 24 CFR 58.34(a)

## Projects that do not affect environment

(must submit form & colored maps for each project)

- Code Enforcement
- Technical Assistance
- Public Services (no physical impact)
- Environmental & other planning studies
- Strategic Plans
- Engineering or Design Costs
- Purchase of tools & insurance

# Statutory Checklist

- Airport – Must include map(s)
  - The City of Berkley is not located within 15,000 feet of a military airport or 3,000 feet of a commercial airport. The nearest airport is Coleman Young International Airport, and it is approximately 8 miles away. The project does not involve the sale or acquisition of developed property.
- Coastal Barriers – Must include map
  - This project is not located in a CBRS Unit. Therefore, this project has no potential to impact a CBRS Unit and is in compliance with the Coastal Barrier Resources Act. There are no Coastal Barriers in Oakland County.
- Flood Insurance –
  - The project does not involve mortgage insurance, refinance, acquisition, repairs, rehabilitation, or construction of a structure, mobile home, or insurable personal property and does not require flood insurance. Flood plains will not affect this project.

# ERR - Categorically Excluded

## Subject To: 24 CFR 58.35(a)

### Minimal Effect on Environment

- ☐ Acquisition
- ☐ Remove Architectural Barriers
- ☐ Demolition
- ☐ Sidewalks
- ☐ Rehabilitation w/out changes of >20%
- ☐ Surface with same material w/out changes of >20%

**Statutory Checklist Required**

**Colored Maps and Documentation**



# ERR - Environmentally Assessed

**Non-Exempt or Categorically Excluded Projects must complete a Full EA – Majority of projects do not fall in this category**

- May have an effect on the environment
- Residential buildings when density is increased over 4 units or when land use changed
- Water
- Sewer
- Sidewalks
- Major Rehabilitation
- Most new construction, reconstruction, or demolition
- Whenever no exclusion applies

**Statutory Checklist Required**

**Colored Maps and Documentation**



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# ERR - Source Documentation

Use Federal, State, local oversight agency or recognized authoritative sources and verifiable documentation

- **Verifiable:** City/county land use plans, FEMA maps, zoning maps, USGS topo maps, historic registers, aerial photos, EPA, Noise Analysis, grading plans, asbestos surveys, wetland delineations, etc.
- **Relevant:** Field observations, photos, interviews, printed materials, letters, emails, phone logs, reports, studies, etc.
- **Do not use the words none, not applicable (N/A) etc.**

# Credible Websites

- EPA NEPAAssist – Look for toxic and hazardous locations  
<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>
- HUD Exchange – Related Federal Laws & Authorities  
<https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/>
- Endangered Species – Habitat Disturbance <https://ipac.ecosphere.fws.gov/>
- FEMA Floodplain  
<https://msc.fema.gov/portal/home>
- SHPO/Section 106  
<https://www.miplace.org/historic-preservation/programs-and-services/cultural-resource-management-and-planning/>
- WISER Training - <https://www.hudexchange.info/trainings/wiser/>  
Must have a HUD login to complete the WISER training

# Environmental Review Record

## **Bidding and construction of a project**

- May not begin nor funds obligated or expended until the ERR process has been completed and approved - OCNHD will not reimburse

## **ERR will vary in length and content**

- Depending upon the level of review required for the activity

# Environmental Review Record

**ERR is written evidence “administrative record” of review-decision making-action**

- ❑ One per project
- ❑ Reviewable to public/HUD/OCNHD
- ❑ Contains evaluations, proper HUD forms, findings, decisions, documentation, maps, resources, notices, permits and approvals
- ❑ Your proof of procedural compliance with Federal and State environmental laws and your defense against any environmental challenges
- ❑ File with application and/or reprogramming

# Environmental Review Record

**Person(s) completing ERR does not need to be a technical expert - should be credible in case it becomes necessary to defend the ERR and level of clearance**

- Person filling it out signs as the preparer
- OCNHD Environmental Officer/ Approver is Katie Tierney for Exempt CENST's and CEST's
- OCNHD Certifying Officer is Executive Coulter on all Environmental Assessment's/EA's



# **Contract Compliance**

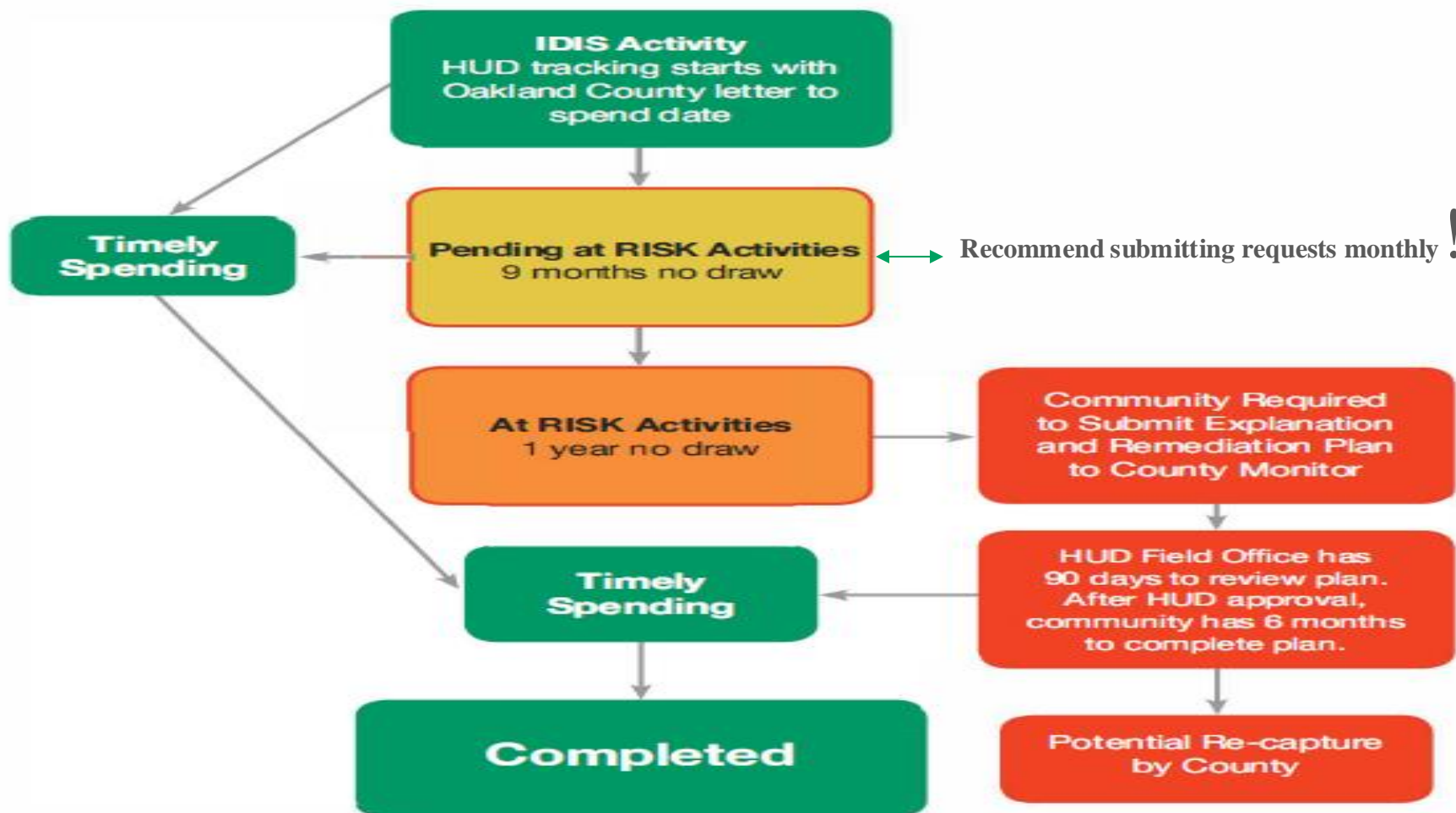
**Peter Essenmacher, Supervisor Contract Compliance**

# Contract Compliance

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- Spending Performance
- Environmental / SHPO / THPO
- SAM Registration / Debarment
- Equal Opportunity
- BABA
- Quarterly Subrecipient Reports

# HUD Spending Performance



# Spending Performance

- More detail on contractor invoices.
- Don't say "services rendered" or "per specifications" be more specific.
- For example: (100 lawns mowed @ \$25 = \$2500 billed)
- DBA – Count starts over every July 1 or when account is expended.
- DBA – Minor home repair = head of household = 1
- Financial reports are being mailed out on a regular basis. Might not be exactly what your reporting because of timing of reimbursement.
- Quarterly Reports will go out every 3 months along with the Financial Reports.

# Administrative Capacity

- Only apply for the number of projects you have capacity to expend within 18 months.
- For example: We strongly recommend only applying for two strong projects if that's what your staff can currently handle.

# Environmental Requirements

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- SHPO / THPO requirements
- Endangered Species - FWS

# SHPO Requirements

## HISTORIC PRESERVATION

### WHAT:

MI SHPO and THPO consultation, any project that includes rehabilitation level work or demolition should complete consultation prior to beginning work. It does not need to be 50 years old to have historical significance as it could have significance via other means than age (related to a specific famous/significant person, act, etc).

HUD Notice CPD-16-02 Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulation, 24 CFR Parts 50 and 58; Issued February 8, 2016

SHPO = State Historic Preservation Office • THPO = Tribal Historic Preservation Office  
ACHP = Advisory Council on Historic Preservation • SOI = Secretary of the Interior

# SHPO Requirements

## HISTORIC PRESERVATION

### WHO:

The use of a professional historical archaeologist/architect/etc. is not required by the ACHP or HUD for submission to the state SHPO.

**HOWEVER,** The submittal to the SHPO must be of professional level though. The ACHP has provided the following: “ The Section 106 regulations do not require submissions to be completed by historic preservation professionals who meet the SOI Professional Qualification Standards. This requirement is not stated in the regulations. “ What is required is that the submission itself must meet professional standards; i.e. the Section 106 regulations and related guidance. Documentation must be complete and sufficient to justify the final finding of effect. The SHPO can send back insufficient submittals but should not be rejecting them based upon not have a “professional” prepare them.

SHPO = State Historic Preservation Office • THPO = Tribal Historic Preservation Office  
ACHP = Advisory Council on Historic Preservation • SOI = Secretary of the Interior

# Environmental Requirements

Rehab vs. Maintenance – see HUD notice CPD-16-02

Endangered Species - FWS

Ground Disturbance

Habitat Destruction

Tree Removal – Note: If tree is a human hazard...we can expedite the review through the IPAC system

Ipac – Fish & Wildlife Services

There is a demolition submittal form online.

<http://www.mi.gov/shposection106>

# SAM Registration

<https://sam.gov/content/home>

- ❑ Pre-Federal Award Requirements
- ❑ Must have correct unique entity ID to receive federal award
- ❑ All municipalities must register in SAM
- ❑ **SAM registration due with CDBG application**



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

## The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](https://sam.gov) or the Federal Service Desk, [FSD.gov](https://fsd.gov). You can search for help at FSD any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

# SAM Registration

- ❑ Submit current SAM registrations with CDBG application
- ❑ When HUD grant agreements are received Contract Compliance will check debarment status
- ❑ If a municipality has an expired SAM registration, Contract Compliance will request an update
- ❑ Your SAM's registration must be current before CDBG award
- ❑ Oakland County Fiscal Services may contact you time to time for their own reporting

# SAM Contractor Debarment Check

## Subpart C - Debarment Verification

- All contractors must be checked for debarment **PRIOR** to award of contract using Federal Funds
- SAM = System for Award Management  
<https://www.sam.gov/content/home>

# SAM Debarment

<https://sam.gov/content/home>

Start @ Home Page

Select – “Search”

Select “All Domains” - “Entity Information” – “Exclusions”

Input “Contractor name”

Hit “Enter”

You should see “No matches found” - Print this page

Note: If a contractor with a similar name comes up – print that page to reference this isn’t your contractor.

If you have an Account - Go to “Entity Information” sign in  
Search “exclusions”

Note: there is a video tutorial

# Equal Opportunity

**ALL ADVERTISEMENTS** - Equal Opportunity Programs/ Activities

**HOUSING PROGRAMS -**

**ADVERTISEMENT FOR BIDS -**

This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

<https://www.oakgov.com/home/showpublicdocument/14479/638108677939700000>



# Build America Buy American BABA

- **Infrastructure Projects** using HUD funded
- Covered Materials
  - Iron & Steel
  - Manufactured products
    - windows/doors
    - Precast concrete steps
  - Construction Material
    - Non-ferrous Metals
    - Plastic/Polymer-based products
      - PVC
      - Composite building material
    - Glass
    - Fiber optic cable

- Lumber
- Engineered Wood
- Drywall
- Concrete, Aggregate and Asphalt
- Are not Covered material

## Waivers

Project <\$250,000  
Urgent Need (H&S)  
Until 11/23/27  
Project Specific  
De Minimis  
<5%CM  
Item is foreign only  
25% Increased cost

# BABA Checklist

- <https://files.hudexchange.info/resources/documents/Optional-Buy-America-Preference-Checklist.pdf>

# Reimbursement

- To be reimbursed for CDBG activities, the CVT must prepare and submit a request for reimbursement. Use the checklist to help ensure documents are complete and the reimbursement package contains all needed items for timely reimbursements.

# Reimbursement Check List

- ☐ Community Reimbursement Request letter is complete.
- ☐ On official letterhead
- ☐ Community abbreviation, date, and total funds requested at the top
  - ☐ Body of letter includes the total amount of reimbursement requested (this number matches the number on top of the form)
  - ☐ Table is complete and accurate with the following with each fund, account, and program year on a separate line:
    - ☐ Program Year for funds expended
    - ☐ Account name
    - ☐ Account number
    - ☐ Total amount expended for PY account
    - ☐ Total amount of funds remaining as a result of the request
- ☐ Checks payable portion is complete, accurate, and includes the address the check should be sent to
- ☐ Signature on bottom of letter
- ☐ Language at bottom of form verifying truth of document

# Reimbursement Check List

- A complete reimbursement package shall include the following:
  - Community reimbursement request letter (see above)
  - Activities must have occurred after the release of funds date for the program year expending
  - Invoice(s) from vendor or contractor (must be dated before the check)
    - Contract amounts over \$10,000 must include a completed bid tab form, listing vendor as lowest bidder.
    - Detailed invoice should match amount paid and contractor listed on check and bid tab
  - Copy of the check(s) copy paid to vendor (must be dated after the invoice from vendor)
  - Additional supporting information:
    - Public service activities:
      - Direct Benefit Activity (DBA) form (two pages) providing demographic data on the client(s) served

# Direct Benefit Activity Report DBA

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- <https://www.oakgov.com/home/showpublisheddocument/14417/638107789951930000>

# Reimbursement Checklist

- Public Service Contract between the community and the agency/vendor/contractor that is signed and covers the date(s) the service was rendered.
- Contract Extension when needed.
- Extension must be signed.
- Extension dates must begin immediately after the contract expired and have a defined end date.
- Davis Bacon projects need all documents submitted according to the pre-construction checklist (see attached also found on our website at <https://www.oakgov.com/community/neighborhood-housing-development/grants-funding/community-development-block-grants-cdbg-contractors>).

# Quarterly Subrecipient Report



<https://forms.office.com/g/TUWcGVLBMT>

# Home Improvement Contractors

- [Contractor Registration Packet](#)

# Q & A/NEXT STEPS

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## QUESTIONS?

## IMPORTANT DATES TO REMEMBER

### MONTHLY OFFICE HOURS

October 15 & November 19

### APPLICATION DUE

Friday, December 6, 2024

# STAFF CONTACT INFORMATION

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Peter Essenmacher, Supervisor, CDBG Compliance Unit

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248-858-0196

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