



2019 CDBG Competitive Process Funding Request Application

General Information

Project Title:

Applicant Information

Organization Name:

Organization Type: Non-Profit 501(c)(3) Government/Public Agency For-Profit Organization

Organization DUNS:

Preparer/Staff Contact Name: Title: Phone: Email:

Local Address: City: State: Zip:

Has the organization or any staff/representatives ever been Federally excluded or debarred from accessing Federal awards? Yes No

Implementing Organization Information

Is the applicant going to implement the proposed project? Yes No *If yes, the implementing organization information does not need to be completed.*

Organization Name:

Organization Type: Non-Profit 501(c)(3) Government/Public Agency For-Profit Organization

Organization DUNS:

Local Address: City: State: Zip:

Has the organization, any staff, or representatives ever been Federally excluded or debar from accessing Federal awards? Yes No

All applicants should complete the following questions

Does the implementing organization have experience with CDBG funding? If yes, please describe the project(s), funding totals, and outcomes: Yes No

Does the implementing organization have experience working with other HUD funding (HOME, ESG, and/or any other HUD-funded programs)? If yes, please detail this experience below. Yes No

If submitting MORE THAN ONE application: This application is ranked _____ of _____ .

Project Description

Project Title:

Project Cost

2019 Annual Competitive Process Funding Requested:

2019 Discretionary Process Funding Requested:

Total City of Dayton CDBG Funding Requested:

Total Funding Currently Secured for the Proposed Project:

Total Funding Applied for but Not Yet Awarded:

Total Funding Needed for Project Completion:

What is your contingency plan if your organization does not receive the requested CDBG funding?

What is your contingency plan if your organization does not receive the full amount of CDBG funding requested?

1. Please provide a detailed description of the proposed project.

2. What is the location of the project? Where is the service area? Be as specific as possible.

3. Project Site

We have site control - we own or are leasing the real property on which the proposed project will be located; or a legally binding agreement/option to buy/lease the real property has been executed.

We have identified the real property on which the proposed project will be located AND we have secured a verbal or binding agreement to buy/lease the real property (ie. Memorandum of Understanding).

We do not know where the proposed project will be located.

4. Provide a detailed description of the scope of the project.

5. List in detail the key staff positions in the proposed project and indicate their roles, specific responsibilities, and qualifications. Positions should be consistently titled and described across the application.

6. National Objective - Please select the CDBG National Objective that the proposed project meets.

Low and Moderate Income Areas/Persons/Housing/Jobs
Slum and Blight
Urgent Need

7. Eligible CDBG Activity - Please select the CDBG Eligible Activity that best describes the proposed project.

Acquisition or Disposition of Real Property	Relocation
Public Facilities and Improvements	Clearance/Demolition of Vacant & Abandoned Property
Infrastructure Construction and Improvements	Code Enforcement
Public Services	Special Economic Development Activities
Construction of New Housing (limited to CBDOs only)	Workforce Training and Development
Rehabilitation of Residential and Commercial Structures	Microenterprise Assistance
Removal of Architectural Barriers to Accessibility	Planning and Capacity Building
Homeownership Assistance	Historic Preservation
Interim Assistance	

8. If this proposed project is a Public Service Activity, will this project provide a new service or be an increase in the level of service provided? Yes No

9. Consolidated Plan Goal Areas - Please select the Consolidated Plan Goal Area(s) that the project will address.

Neighborhood Safety Measures
Demolition of Abandoned Structures
Infrastructure Improvements
Targeted Code Enforcement Efforts
Expand, Maintain, and Improve Affordable Housing
Economic Development Incentives
Workforce Training and Development
Youth & Senior Services
Reduce Homelessness and At-Risk Homelessness

10. Dayton City Commission Priority Areas - Please select the Commission Priority Area that the project will address, if applicable.

Apprenticeship Opportunities
Demolition Opportunities
Workforce Development Opportunities

Project Justification

11. What need will this project directly address?

12. What is the target population for this proposed project? Be as specific as possible.

13. What studies, plans, or other information were used to determine the need for this project (including Commission-approved neighborhood plans and feasibility studies)?

14. What statistical data was used to demonstrate the need or demand for the project?

15. How will the proposed project address the needs identified or build upon the assets of the target areas or populations to be served?

16. Describe how the proposed project addresses the specific Consolidated Plan goals identified above.

17. Describe how the proposed project addresses the specific Commission Priorities identified above.

Project Implementation *Please complete Attachment A - Work Plan & Implementation Schedule.*

18. What is the current status of the project?

19. What is the implementing agency's capacity to manage the planning and administration of projects of this nature? Please include the name and title of the project manager, and describe the internal controls possessed by this agency to adequately implement the project.

20. Please list any partners that have or will participate in the development, management, and/or implementation of the proposed project

Partner	Role

21. What are the intended outcomes of this proposed project? (Who are the intended beneficiaries? What does completion of the project look like?) Be as specific as possible.

22. How will the implementing organization measure the project's outcomes related to the CDBG activity, Consolidated Plan Goals, and Dayton City Commission Priority Areas identified above? (What indicators will be used to determine the outcome was completed? What tools will measure outcomes?) Be as specific as possible.

23. How will the applicant collect and maintain required beneficiary data, including but not limited to, race and ethnicity, family size and head of household, income, and service or benefit received?

Project Budget and Funding

Please complete Attachment B – Proposed Project Budget.

24. Has this proposed project been submitted through any other City, State, Federal, or private funding process?

25. Please provide an explanation of any in-kind support committed to the proposed project.

26. For capital improvement projects, please provide the annual costs associated with the maintenance of the improvement over the next eight years. Please describe how the applicant and/or implementing agency will fund the improvement's ongoing maintenance during this timeframe. **NOTE: All capital improvement projects must submit site plans, sketches, or photographs to support the project on 8 ½ x 11 paper.**

27. For projects requesting CDBG funding for operating expenses, please describe how the program will continue once the CDBG funding is exhausted.

28. Will the project generate revenue? Yes No

29. If yes, what is the anticipated date the project is expected to begin generating revenue?

30. Please explain how the project will generate revenue.

Accounting Records

Subrecipients are required to have accounting records that adequately identify the source and application of CDBG funds provided to them. The general standard is that all accounting records must be supported by source documentation. Supporting documentation is necessary to show that the costs charged against CDBG funds were incurred during the effective period of the subrecipient's agreement with the grantee, were actually paid out (or properly accrued), were expended on allowable items, and had been approved by the responsible official(s) in the subrecipient organization. New subrecipients may be required to submit source documentation with payment requests until it is determined that proper accounting systems are in place.

Subrecipients must adhere to all regulations pertaining to financial management detailed in 2 CFR 200.

31. Does the implementing agency have an accounting system that includes the source documentation detailed above? Yes No

Consultation Certifications

The
hereby certifies that is has consulted with the Department of Planning and Community Development before and
during the development of the _____ project.

The applicant certifies that, if instructed, the
was consulted during the development of the proposed project.

Further, the applicant certifies that the proposed project is an eligible expense under the CDBG program and
does not conflict with any adopted or approved City plan or departmental policy.

Signature of Applicant's Director or Chair

Date

Representative, Consulted City Department

Date

Implementation and Project Management Certification

The applicant certifies that it is a government entity/agency, non-profit 501 (c) (3), or private company with
experience in project management, and is in good standing with the State of Ohio. The applicant certifies that a
Certificate of Good Standing from the State of Ohio has been included with the completed application.

The applicant agrees to accept the responsibility of providing project management, implementation, and
administration in the event that the proposed project is funded.

The applicant understands that if funding is awarded to the applicant, an agreement between the applicant and
City of Dayton will be necessary to commit and/or disburse any funding awarded. Any costs incurred prior to the
execution of an agreement between the applicant and the City will not be eligible for reimbursement through the
City's CDBG program.

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Conflict of Interest and Procurement Certification

The applicant certifies that it is not in violation of, or has not participated, and will not participate, in the violation of the following Conflict of Interest and Procurement Policies:

24 CFR 570.611 and 24 CFR 576.57 (d) - Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that received CDBG, HOME or ESG amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e).

2 CFR 200.318 – 320 – Procurement and Codes of Conduct

All procurement must be conducted in a manner of full and open competition. The applicant must maintain procurement policies and procedures, and must follow one of the following methods of procurement detailed in 2 CFR 200.320: micro-purchase, small purchase procedures, sealed bids, competitive proposals, and noncompetitive proposals.

The Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standard of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Lobbying Certification

By signing and submitting this certification, the applicant certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

- (1) Contractor shall not use, and require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by OHCD to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of federal, state, or local government. The term "influence or attempt to influence" shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.
- (2) Contractor acknowledges that federal funds received from OHCD for individual program(s) have been provided pursuant to a federal grant, and shall comply with the laws set forth at 31 USC section 1352 (1989) and 24 CFR 87.
- (3) Contractor shall disclose any funds from any other source, which have been paid, by Contractor or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities". (OMB Circular 2 CFR part 200) Contractor understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.
- (4) Contractor shall require the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-agreements, subcontracts, sub-grants, and cooperative agreements exceeding \$100,000) and that all Subrecipient's shall certify and disclose accordingly.

This certification submitted to the City of Dayton Department of Planning and Community Development (P&CD) is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available, P&CD may terminate the contract for default and the Subrecipient will be responsible for any repayment resulting from this erroneous certification.

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

**Debarment, Suspension, Proposed Debarment, Ineligibility and Other
Responsibility Matters Certification**

- (1) By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - b. Have not within a three-year period preceding this award, have been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in #2 of the certification;
 - d. Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
 - e. Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
 - f. Will require that the language of this certification to be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipient's shall certify and disclose accordingly.
- (2) "Principals", for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity.
- (3) Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Civil Rights Act and Americans with Disabilities Act Compliance Certification

The applicant/implementing organization certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review.

The applicant certifies it has reviewed its projects, programs, and services for compliance with all applicable regulations contained in the Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Local Policies and Procedures Certification

The applicant certifies that it operates under current policies and procedures that, at a minimum, govern: local operation of the proposed project, management of beneficiary documentation, recordkeeping and retention, marketing and program information dissemination, confidentiality, grievances, procurement, and financial management. Additionally, the applicant certifies that it maintains rehabilitation standards, Lead Hazards compliance, Section 3 compliance, Davis-Bacon Compliance, relocation standards, and environmental review processes when applicable.

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CDBG Project Name:

Accuracy of Information and Costs

The applicant certifies that it has reviewed the enclosed CDBG discretionary capital project funding application for accuracy, correctness, and completeness. It further certifies that diligence was taken to ensure that the cost estimates and budget are comprehensive and based on sound estimates from reliable sources.

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Cancellation of Funding

The applicant understands that should the proposed project not be initiated within 3 months after receiving written notice to proceed, the project will be reevaluated with the possibility that funds allocated to the project may be recaptured. Any costs incurred as a part of the project may become the responsibility of the implementing agency.

Signature of Authorized Certifying Official/Representative

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CDBG Project Name:

Faith-Based Organization Certification

The applicant understands that any faith-based and secular non-profit organization, in good standing and meeting the criteria outlined in this application and corresponding documentation, is able to compete on an equal footing with other groups and organizations for HUD funding. The applicant understands that the following information pertains to HUD funding and religious practices:

"Organizations that receive direct HUD funds may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing, as a part of the program or services funded by HUD. Inherently religious activities must be offered separately, in time or location, from the programs, activities, or services supported by direct HUD funds.

"Additionally, and this is **very important**, participation in religious activities must be **voluntary** for your HUD-funded service beneficiaries. They should have no feeling or sense that their participation in inherently religious activities that are separate in time and/or place from HUD-funded activities, or even participation in something like prayer before a meal, is somehow required for them in order to receive HUD-funded services.

"Also, program beneficiaries must understand that they are free to participate or not, not only in your organization's religious activities, but in your organization's religious affiliation itself. That is, ***your HUD-funded services must be open to all who are eligible for them***, whether they are members of your church, denomination, or religion; or not."

The applicant acknowledges that the CDBG program prohibits discrimination on the basis of sex, race, national origin, religion, age, and disability and certifies that the proposed project must uphold the nondiscrimination policies of the CDBG program.

For more information, please visit: https://www.hud.gov/program_offices/faith_based/faq

Signature of Authorized Certifying Official/Representative

Date

Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Section 3 Compliance Certification

The Section 3 contract threshold for contractors and subcontractors is \$100,000. Projects subject to Section 3 requirements include, but are not limited to, housing rehabilitation (including lead-based paint hazard reduction and abatement, but excluding routine repair and replacement), housing construction, and other public construction.

Section 3 of the Housing and Community Development Act of 1968, as amended, 12 U.S.C. 1701, requires that, to the greatest extent feasible, opportunities for training and employment be given to low-and very low-income residents of the project area, and contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low-and very low-income persons residing in the metropolitan area in which the project is located.

The applicant agrees to comply with 24 CFR Part 135 and Section 3, when applicable. By entering into an agreement, the applicant and implementing agency certifies there are no contractual or other impediments preventing compliance with Part 135 regulations. Noncompliance with 24 CFR Part 135 may result in sanctions, contract termination, and debarment or suspension from future Federal contracts.

The applicant agrees to send to each labor organization or representative of workers with which there is a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, set forth the minimum number and job titles subject to hire, and detail available apprenticeship and training positions. The notice shall include the qualifications for these positions, the name and location of the person(s) taking applications for each position, and the anticipated date work shall begin.

The applicant agrees to include a Section 3 clause in every subcontract subject to compliance with 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable subcontract provision or Section 3 clause, upon finding that the subcontractor is in violation of 24 CFR Part 135. The applicant will not subcontract with any subcontractor that has been found in violation of 24 CFR Part 135.

The applicant will certify that any vacant employment positions, including training positions, filled (i) after the applicant is selected, but before the agreement is executed, and (ii) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the applicant's obligations under 24 CFR Part 135.

Work performed in connection with Section 3 covered Indian housing assistance must also comply with Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 USC 450e). Section 7(b) requires that to the greatest feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. The applicant agrees to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

This certification submitted to the City of Dayton Department of Planning and Community Development (P&CD) is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available, P&CD may terminate the contract for default and the Subrecipient will be responsible for any repayment resulting from this erroneous certification.

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Date

Name and Title of Authorized Certifying Official/Representative

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CDBG Project Name:

Real Property Certification

The standards described in this certification apply to real property within the owner's control, which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an owner's participation in the entitlement CDBG program or, until five years after the closeout of the grant from which the assistance to the property was provided per 24 CFR Part 270.505.

- (1) An owner may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the City provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:
 - a) The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or
 - b) The requirements in paragraph (b) of this certification are met.
- (2) If the City determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (1)(a) of this certification, it may retain or dispose of the property for the changed use if the City's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.
- (3) If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b)(4) or (5), as applicable, shall apply to the use of funds reimbursed.
- (4) Following the reimbursement of the CDBG program in accordance with paragraph (2) of this certification, the property no longer will be subject to any CDBG requirements.

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Name and Title of Authorized Certifying Official/Representative

Name of Applicant Organization:

CDBG Project Name:

Audit Requirement Certification

Subrecipient's of Community Development Block Grant (CDBG), Home Investment Partnership Funds (HOME) and Emergency Shelter Grant (ESG) funding that expend \$750,000 or more in total Federal financial assistance in a year are responsible for obtaining an independent audit in accordance with the Single Audit Act of 1984 and OMB Circular 2 CFR part 200 Subpart F. The computation of the total of such assistance includes all Federal funds received by the entire entity. For purposes of determining the amount of Federal assistance expended, all Federal assistance should be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.

If a Subrecipient expends less than \$750,000 per year in Federal financial assistance, it is exempt from Federal audit requirements. However, the Subrecipient must still have annual audits and records available for review by HUD or the County, and must comply with the CDBG Program audit requirements.

The undersigned attests that the listed applicant organization expended _____ in the past fiscal year (FY 2018) in Federal financial assistance as defined above, and therefore an audit in accordance with federal audit requirements IS IS NOT required.

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