



TRAINING FOR TOMORROW GUIDELINES

State of Missouri

Community Development Block Grant (CDBG) Program

Training for Tomorrow Application Guidelines

Congress approved the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009 (Public Law 110-329), which appropriated \$6.5 billion in CDBG funds for necessary expenses related to disaster relief, long-term recovery, and restoration of infrastructure, housing and economic revitalization in areas affected by hurricanes, flooding and other natural disasters that occurred during 2008, for which the President declared a major disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency assistance Act.

Issue: Economic recovery requires the availability of a trained workforce to meet the demands of new business location and existing business expansion.

Opportunity: The Department of Economic Development Business and Community Services Division is making funding available in a one-time allocation to support the “Training for Tomorrow” program for Missouri Community Colleges. This memo is provided as guidance to help facilitate the application and distribution of those funds in a timely and efficient manner.

What is Training for Tomorrow: An investment of funding to increase the capacity of the Missouri Community Colleges to develop new¹ and expanded² programs designed to retrain and re-employ Missourians in middle-skill occupations that will help drive the economic recovery.

New Programming is: that which is new to the school and new to the area served.

Expanded Programming is: Existing programming at the school but is suffering from lack of ability to meet student demand and industry demand.

Training for Tomorrow as an Eligible CDBG Activity: Public Law 110-329 allows for the eligible use of CDBG funds for planning and capacity building. The law also recognizes planning and capacity building in areas eligible areas affected by the disaster as presumed to meet a “national objective”; a requirement of the program funds.

Funding pool: \$12 million total in a one-time competitive funding round.

Fund source: The “Second Supplemental” Disaster Recovery Community Development Block Grant (CDBG), Public Law 110-329, approved September 30, 2008 for necessary expenses related to economic revitalization in areas affected by natural disasters during 2008.

Eligible Applicants: County governments in which the President declared a major disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (all counties except DeKalb, Clinton, Caldwell, Clay, Jackson, Lafayette, Henry, and Benton) in which a Community College maintains an office or school may apply **on behalf of** the Community College. Community Colleges may not apply directly to the DED. A County government sponsor is required.

¹ New programming must be new to the school and new to the area served.

² Requests for expanded programming must include detailed proof of student demand and industry demand.

Eligible Reimbursable Costs: All costs related to increasing the capacity of the community college and to the new and expanding development of programs as outlined in the budget and detailed in the grant award. The funds may not be used to replace existing salaries or to pay existing overhead. The funds must be matched with detailed invoices. Any use of outside agents or professional services for which a fee for service is incurred must follow CDBG procurement and contracting standards. Reasonable travel, printing, and other administrative and office costs are eligible, if directly related to the activities described in the grant award.

CDBG application maximum: There is no maximum per application amount for this funding. Awards will be based in part on the number of persons needing access to the skill set or curriculum which is provided as a function of known and projected business demand and known and projected workforce supply. Applicants should leverage all available local funds and other state and/or federal funding.

Administration maximum: No administration allowance is available using CDBG funds. Applicants and Community Colleges may claim the costs of administrative oversight as an in-kind match to the grant.

Application Process: The sponsoring County government makes the application to the Department of Economic Development using the prescribed application form and by the prescribed deadline date and applies “on behalf of” the Community College. Completion of the application is a collaborative effort between the County government and the Community College.

Application Form: A separate companion form to this set of Guidelines is available on the Department website at www.ded.mo.gov.

Application Deadline Date: Applications must be **postmarked no later than: Monday, February 15, 2010**. One original signed and three fully completed copies of the application must be submitted by the deadline date in order to be considered for funding. Applications must be mailed or delivered to:

Missouri Department of Economic Development
Attn: CDBG Training for Tomorrow Program
301 West High Street, HST Suite 680
P.O. Box 118
Jefferson City, MO 65102

Application Restrictions: Colleges may only receive one grant award. The funds may only be used to support activities necessary to support capacity building and may not be used for bricks and mortar projects.

Application Award: Awards will be announced publicly and new grantees will be notified in writing.

Re-cap of Training for Tomorrow Funding Opportunity:

- The state will announce the availability of funds.
- The application and guidelines will be made available on the web.

- The deadline date for application will be posted.
- Applications will be received by the deadline date at DED.
- Applications will be reviewed by a team of BCS and DWD staff and recommendations for awards made.
- Successful grants will be announced.

Post Award Administrative Procedures:

- “New grantee training” will be provided via a “webinar” to introduce County and Community College staff to the requirements of the CDBG Program.
- A CDBG administrative manual is available on the website at <http://www.missouridevelopment.org/topnavpages/Research%20Toolbox/BCS%20Programs/Community%20Development%20Block%20Grant/CDBG%20Administrative%20Manual.html>
- The CDBG Program uses prescribed forms for grant transactions. Samples of all forms are found in the Administrative Manual.
- Upon award, the DED will execute a Funding Approval and Grant Agreement with the County, naming the Community College as a sub-recipient. The Funding Approval and Grant Agreement will describe the scope of the project and the total amount of the award.
- All funds flow from the DED to the County upon submission of a Request for Funds. The County disburses to the Community College. Disbursements are made upon receipt of a detailed invoice.
- An operating agreement must be executed between the County and the Community College that describes roles and responsibilities (fund flow, recordkeeping) related to the grant award.
- The County must achieve a written “Release of Funds” from the DED, before any funds are transferred.
- No costs may be incurred prior to the “Release of Funds” date.

Application Evaluation: The DED Division of Business and Community Services staff and the Division of Workforce Development staff will review, evaluate and recommend awards for the use of the funds from the eligible applicant pool.

Proposal Criteria: The priorities for funding include, but are not limited to:

- “Well planned activities” represented by: a detailed description of the capacity building actions required to develop new programming;
- “Need” represented by: a proven market demand for the new programming;
- “Local Collaboration represented by: the identification of partners with business and industry to assist in program design;
- “Consistency of effort” represented by: proof of alignment with local economic recovery efforts;
- “Final product” represented by: the creation or addition of specific high demand career pathways; and
- “Beneficiaries” represented by: a detailed implementation plan for program use.

Questions may be directed to Sallie Hemenway, Business and Community Services at 573-522-4173 or sallie.hemenway@ded.mo.gov or, Andy Papen, CDBG at 573-751-3600 or andy.papen@ded.mo.gov .



“TRAINING FOR TOMORROW” APPLICATION



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
Application – Training for Tomorrow

1. Applicant Identification	
A. NAME (COUNTY ONLY):	
B. MAILING ADDRESS:	
C. CITY, STATE, ZIP CODE:	
D. CHIEF OFFICIAL OF (A):	E. TITLE OF (D):
F. TELEPHONE OF (D):	G. FAX OF (D):
H. FISCAL YEAR END OF (A):	
2. Application Preparer	
A. NAME:	
B. MAILING ADDRESS:	
C. CITY, STATE, ZIP CODE:	
D. NAME OF AGENCY:	
E. TELEPHONE:	F. FAX:
3. Sub-Applicant Identification (Community College)	
A. NAME (ENTITY):	
B. MAILING ADDRESS:	
C. CITY:	
D. CHIEF OFFICIAL OF (A):	
E. TITLE OF (D):	
F. TELEPHONE OF (D):	G. FAX:
4. Other Information for Reporting Purposes	
A. SERVICE AREA OF COMMUNITY COLLEGE	
B. STATE REPRESENTATIVE & DISTRICT NUMBER:	
C. STATE SENATOR AND DISTRICT NUMBER:	
5. Project Type	
<input type="checkbox"/> CAPACITY BUILDING	
6. Project Beneficiaries	
A. NUMBER OF POTENTIAL STUDENTS PROPOSED TO ULTIMATELY BE SERVED BY PROJECT:	
7. National Objective (for CDBG)	
<input type="checkbox"/> PRESUMED TO MEET LOW AND MODERATE INCOME	
8. Cost Data	
A. CDBG FUNDS REQUESTED:	

B. LOCAL CASH FUNDS:
C. LOCAL IN-KIND FUNDS:
D. OTHER STATE/FEDERAL FUNDS PROPOSED:
E. PRIVATE FUNDS
F. TOTAL PROJECT COST:

9. Narrative Questions – attach responses to questions using additional pages – mark each question appropriately

9.a. Describe in detail the planning and capacity building activities to be undertaken including citing the specific goals necessary to develop new programming.
9.b. Describe and document the market demand for the new programming proposed.
9.c. Identify business and industry partners who will assist in program design.
9.d. Document alignment with local economic recovery efforts.
9.e. Identify specific high demand career pathways to be created or added (How do the activities proposed as part of this application fit into overall career pathways?)
9.f. Provide a detailed implementation plan and timeline for program use.
9.g. Provide an explanation for curriculum development that may in any way compete with existing service providers and a reason for inclusion in this application.

10. Project Description Summary

In the space below, provide a brief description of the need(s) of the project and the proposed actions to address the need(s). **This page may be provided to the media and your elected state and federal legislators for informational purposes.**

A. APPLICANT:

B. PROJECT TITLE:

C. GEOGRAPHICAL AREA OF PROJECT (INDICATE GENERAL BOUNDARIES, UNLESS THE PROJECT BENEFITS THE APPLICANT'S ENTIRE JURISDICTION):

D. DESCRIPTION OF NEED(S) AND PROJECT IMPACT – BE SPECIFIC AND DETAILED (USE ADDITIONAL SHEETS IF NECESSARY):

E. DESCRIPTION OF PROPOSED ACTIONS TO ADDRESS THE NEED(S) – BE SPECIFIC AND DETAILED (USE ADDITIONAL SHEETS IF NECESSARY):

Certification:

I, the undersigned, certify that the information found in this application, is factual and complete. I have the authority to submit this proposal on behalf of the County of _____ in my capacity as _____. I understand that if the is selected for funding, a grant agreement shall be executed and that further certifications, including a local ordinance approving the application and agreement shall be required.

Name _____ Date _____

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
Application – Training for Tomorrow

PLEASE ROUND TO THE NEAREST \$100

I. PLANNING/CAPACITY BUILDING	A. CDBG FUNDS	B. APPLICANT'S CASH FUNDS (INCLUDES LOANS)	C. APPLICANT'S NON-CASH RESOURCES (IN-KIND)	D. OTHER STATE/FEDERAL	E. PRIVATE (CASH) FUNDS	F. TOTAL
1. Labor costs (beyond existing salary expenses)						
2. Professional Services (must be procured)						
3. Supplies (postage, printing, etc)						
4. Travel						
5. Other						
5. SUB - TOTAL						
III. ADMINISTRATION (2.5% of project costs)						
1. GRANT ADMINISTRATION						
3. TOTAL ADMINISTRATION						
IV. TOTAL ALL ACTIVITIES						

REQUIRED HUD FORMS TO BE COMPLETED BY APPLICANT (COUNTY)

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
STATEMENT OF ASSURANCES

The applicant hereby assures and certifies that:

- (a) It possesses legal authority to apply for the grant, and execute the proposed program.
- (b) Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and direction, and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- (c) It has facilitated or will facilitate citizen participation by:
 - (1) Providing citizens with an opportunity to participate in the determination of priorities in community development and housing needs;
 - (2) Providing adequate notices for one or more public hearings;
 - (3) Holding one or more hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application;
 - (4) Providing for citizen participation when considering amendments to community development program;
 - (5) Providing for citizen participation in the planning and assessment of the community development program including the development of a performance report and the submission of views to the state; and
 - (6) Actions comparable to Section 104(a)(2) of the Act, as described by the State.
- (d) Its chief executive officer or other officer of applicant approved by the State:
 - (1) consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA insofar as the provisions of such Federal law apply to the Missouri Community Development Block Grant Program;
 - (2) is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- (e) The Community Development Block Grant program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; or includes activities which the grantee certifies are designed to meet other community development needs having a particular urgency as specifically explained in the application.
- (f) It will comply with the regulations, policies, guidelines, and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the application, acceptance, and use of Federal funds under this document.
- (g) It will comply with:
 - (1) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
 - (2) Davis-Bacon Act (46 U.S.C. 2786a) with respect to prevailing wage rates (except where exempted under the law);
 - (3) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
 - (4) Federal Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq. requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (h) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, including, but not limited to, the requirement that a grant recipient must repay to the State, upon sale of the CDBG-funded real property to a non-eligible entity, a pro-rata portion of the proceeds of the sale, as set forth in the CDBG Administrative Manual.
- (i) It will comply with:
 - (1) Title VI of the Civil Rights Act of 1964 (Pub. Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the

applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

- (2) Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing; the financing of housing, and the provisions of brokerage services;
 - (3) Executive Order 12259, Leadership and Coordinator of Fair Housing in Federal Programs, requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;
 - (4) Section 109 of the Housing and Community Development Act of 1974 (ACT) as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, religion, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to any such program activity.
 - (5) Titles I through V of the Americans with Disabilities Act of 1990;
 - (6) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;
 - (7) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24CFR Part 130 and 41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; shall take affirmative actions to insure fair treatment in employment, upgrading, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship; and
 - (8) Policies required by the State to affirmatively further fair housing, derived from section 808(e)(5) of the Fair Housing Act (Title VIII of the Civil rights Act of 1968 (Pub. Law 90-284), as amended, and subsequent legislation.
- (j) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower-income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located. Contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project, employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to low income persons.
- (k) It will:
- (1) To the greatest practical extent under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
 - (2) Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488
- (l) It will:
- (1) Comply with Title II, of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 49 CFR Part 24 and 24 CFR Part 570.488;
 - (2) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended, and HUD implementing regulations at 24 CFR 570.488 to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, handicap, familial status or source of income.
 - (3) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the

range of choices available to such persons will not vary on account of their race, color, religion, handicap, familial status, or source of income.

- (4) Inform affected persons of the relocation assistance, policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488.
- (m) It will abide by the terms and conditions of the Department of Economic Development's Conflict of Interest Program Policy as adopted March 1, 1987, and any additions thereto for all activities paid for or assisted by Community Development Block Grant funds.
- (n) It will comply with the Anti-kickback Copeland Act of 1934, 18 U.S.C. Sec. 874 and 40 U.S.C. Sec. 276(a), which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
- (o) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
- (p) It will give the State, HUD and Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the grant.
- (q) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing with the EPA.
- (r) It will comply with the flood insurance purchase of the Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. Law 903-234, 87 Part 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (s) It will, in connection with its performance of environmental assessment under the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S. C. 469-1, et seq.) by:
 - (1) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36CFR Part 800.8) by proposed activity; and
 - (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- (t) It will comply with:
 - (1) The National Environmental Policy Act of 1969 (42 U.S. C. Sec. 4321 et seq.) and 24 CFR Part 58;
 - (2) Executive Order 11988, Floodplain Management;
 - (3) Executive Order 11990, Protection of Wetland;
 - (4) The Endangered Species Act of 1973, as amended, (16 U.S.C. Sec. 1531 et seq.);
 - (5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Sec. 661 et seq.);
 - (6) The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. Sec. 1271);
 - (7) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Sec. 30(f) et seq.);
 - (8) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b) and Title X of the Housing and Community Development Act of 1992;
 - (9) Sections 700.300 – 324 of RSMo concerning lead paint hazards;
 - (10) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);
 - (11) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C.S. 1251 et. seq.);
 - (12) The Clean Water Act of 1977 (Public Law 95-217);
 - (13) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Sec. 6901 et seq.);
 - (14) Section 519 of Public Law 101-144, the 1990 HUD Appropriations Act, prohibiting use of excessive force by jurisdictional law enforcement in response to nonviolent civil rights demonstrations, and prohibiting physical barring of entrance or exit to a facility subject to the nonviolent civil rights demonstrations;
 - (15) Section 1352, Title 31, U.S.C. if awarded funds in excess of \$100,000;
 - (16) The Single Audit Act of 1984, amended 1996, Public Law 98-502, and OMB Circular A-133;
 - (17) Cranston-Gonzales National Affordable Housing Act (Section 906 and 912);
 - (18) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.

- (u) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
- (v) It will minimize displacement of persons as a result of activities assisted with federal assistance.
- (w) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under section 106 or with amounts resulting from a guarantee under section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the grantee certified to the Secretary of such State, as the case may be, that it lacks sufficient funds received under section 106 to comply with the requirements of clause (i).
- (x) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this Title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).

SIGNATURE, CHIEF ELECTED OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CERTIFICATION REGARDING SECTION 3 UTILIZATION

(APPLICABLE ONLY IF REQUESTING \$200,000 OR MORE IN CDBG FUNDS)

(An individual Form M is required for each jurisdiction in a multi-jurisdictional application.)

The City/County of _____ hereby certifies as an applicant for funding under the Missouri Community Development Block Grant program, that it will adhere to the goals and objectives of Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, which provides that “economic opportunities” (employment, job training, contracting, etc.) generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward the following target groups:

Section 3 Residents, defined and prioritized as:

- Low and Very Low-Income (LMI) persons residing in public housing within the grantee’s jurisdiction;
- Other Low and Very Low-Income Persons residing in the project area, based on HUD’s current Section 8 income limits for the county or Metropolitan Statistical Area (MSA) in which the project is located.

Section 3 Business, defined and prioritized as:

- A business that indicates it will provide specific economic opportunities for Section 3 residents located within the grantee’s jurisdiction;
- A business that is at least 51% owned by Section 3 residents;
- A business whose current permanent, full-time employees include at least 30% Section 3 residents, or employees who were Section 3 residents within three years of the date of first employment;
- A business that provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of the contract to Section 3 business.

If selected to receive program funding as a result of this application, the City/County of _____ commits to achieving a target performance goal of 30% benefit to Section 3 residents and business from CDBG-generated economic opportunities, through active recruitment and direct solicitation within the project area (non-metropolitan county or MSA) done in a fashion consistent with existing Federal, State, and local laws and regulations. It is further understood that Section 3 performance and reporting requirements will apply to all businesses awarded contracts of \$100,000 or above as a result of CDBG funding for this project.

SIGNATURE, CHIEF ELECTED OFFICIAL

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

(An individual Form N is required for each jurisdiction in a multi-jurisdictional application.)

REQUIRED BY ALL APPLICANTS FOR FY2006 FUNDING UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

The City/County of _____ will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended.

All replacement housing will be provided within three years of the demolition or conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City/County of _____ will make public and submit, to the CDBG program, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provisions of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104(d) replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The City/County of _____ will provide relocation assistance, as described in Section 570.488, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the City/County of _____ will take the following steps to minimize the displacement of persons from their homes:

**** (describe actions planned to minimize displacement)**

Based on initial review of project, the following occupied dwellings (by address) will be demolished or converted with grant funds:

**** (insert address of dwellings proposed for demolition or conversion)**

As chief elected official of the City/County of _____, I hereby certify that the above plan was officially adopted on the _____ day of _____, 20_____.

SIGNATURE, CHIEF ELECTED OFFICIAL

DATE

****The blanks indicated above MUST have a relevant statement included even if no displacement is planned.**

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FAIR HOUSING RESOLUTION FOR COUNTIES

CDBG Model Fair Housing Resolution for Counties

PUBLIC NOTICE

The Commissioners of _____ County as recipient of a Community Development Block Grant, have on the _____ day of _____, 20____, adopted this "Fair Housing Resolution" in compliance with the 1988 Fair Housing Amendments Act:

FAIR HOUSING RESOLUTION

The County of _____, being aware of the manner in which the public welfare is promoted through fair housing, which provides for accommodations irrespective of race, color, religion, sex, handicap, familial status, or national origin, does hereby resolve to support fair housing within its jurisdiction by:

- A. Appointing or recruiting an executive official of the County as Fair Housing Officer to coordinate the implementation of this Fair Housing Resolution;
- B. Acquiring and disseminating information concerning citizen and individual rights under Missouri State and Federal statutes in the area of fair housing;
- C. Responding to allegations, complaints, or evidence of discriminatory practices in housing by accumulating information, cooperating with citizens who wish to exercise their rights under any law which enforces fair housing through conference and conciliation if possible, and by making referral to the appropriate authorities for legal proceedings if efforts fail to resolve said complaints;
- D. Maintaining records including copies of correspondence, memoranda, etc., which pertain to alleged violation of fair housing laws, and document that all of the above steps have been taken.

APPROVED BY THE GOVERNING BODY OF THE COUNTY OF _____, STATE OF MISSOURI, THIS DAY OF _____, 20 _____.

COUNTY COMMISSIONER

ATTEST

COUNTY CLERK

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
EXCESSIVE FORCE RESOLUTION

EXCESSIVE FORCE RESOLUTION

A resolution establishing rules and regulations regarding the use of excessive force during non-violent civil rights demonstrations, including physically barring access to a facility or location which is the subject of such demonstration, and providing penalties for violations thereof. In the *City/County* of _____, Missouri, as follows:

ARTICLE I

Section 1: The *City/County* hereby adopts and will enforce this policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations. The *City/County* also prohibits the physical barring of any entrance or exit to such a facility and will enforce all applicable State laws in this regard.

ARTICLE II

Section 1: Any person charged with a violation of any provision of this resolution will be served by the *City/County* with written notice stating the nature of the violation.

Section 2: Any person convicted of this violation shall be guilty of a misdemeanor, and shall be fined an amount not to exceed one hundred (100) dollars for each violation. Each day on which such violation occurs shall be deemed to be a separate offense.

Section 3: Any person violating any of the provisions of this resolution shall become liable to the *City/County* for any expense, loss, or damage occasioned the *City/County* by reason of such violation.

ARTICLE III

Passed and adopted by the *City Council/County Commission* of the *City/County* of _____, State of Missouri, on *(month/day/year)*.

Mayor/Presiding Commissioner

Attest:

City/County Clerk

Note: This is intended for use as a sample. Articles I and III are the only required sections of the resolution. Article II is provided exclusively for example purposes.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT DISCLOSURE REPORT (PAGE 1 OF 3)

PART I – APPLICANT/GRANTEE INFORMATION	
1. APPLICANT/GRANTEE NAME:	
2. ADDRESS:	
3. CITY/STATE/ZIP:	
4. FEDERAL EMPLOYEE IDENTIFICATION NUMBER:	
5. PHONE:	
6. INDICATE WHETHER THIS IS AN: <input type="checkbox"/> INITIAL REPORT <input type="checkbox"/> UPDATED REPORT	
7. PROJECT ASSISTED/TO BE ASSISTED – FISCAL YEAR:	
8. TYPE OF PROJECT:	
9. <input type="checkbox"/> COMPETITIVE GRANT <input type="checkbox"/> NON-COMPETITIVE GRANT/LOAN	
10. AMOUNT REQUESTED/RECEIVED:	
11. PROGRAM INCOME TO BE USED WITH ITEM 10 ABOVE:	
12. TOTAL OF ITEMS 10 AND 11:	
PART II – THRESHOLD DETERMINATION	
1. IS THE AMOUNT LISTED IN ITEM 12 ABOVE MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. HAVE YOU RECEIVED OR APPLIED FOR OTHER HUD ASSISTANCE (THROUGH PROGRAMS LISTED IN ATTACHMENT A OF THE INSTRUCTIONS) WHICH, WHEN ADDED TO ITEM 12 (PART 1), IS MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>IF THE ANSWER TO EITHER 1 OR 2 OF PART II IS "YES," THEN THE REMAINDER OF THIS REPORT MUST BE COMPLETED.</p> <p>IF THE ANSWER TO BOTH 1 AND 2 OF PART II IS "NO," THEN THE REMAINDER OF THIS REPORT IS NOT REQUIRED TO BE COMPLETED, BUT THE FOLLOWING CERTIFICATION MUST BE EXECUTED.</p> <p>I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.</p>	
TYPED NAME (CHIEF ELECTED OFFICIAL):	
SIGNATURE, CHIEF ELECTED OFFICIAL:	DATE:

HUD FORMS TO BE COMPLETED BY SUB-APPLICANT (COMMUNITY COLLEGE)

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
STATEMENT OF ASSURANCES

The subapplicant hereby assures and certifies that:

- (y) It possesses legal authority to apply for the grant, and execute the proposed program.
- (z) Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and direction, and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- (aa) It has facilitated or will facilitate citizen participation by:
 - (7) Providing citizens with an opportunity to participate in the determination of priorities in community development and housing needs;
 - (8) Providing adequate notices for one or more public hearings;
 - (9) Holding one or more hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application;
 - (10) Providing for citizen participation when considering amendments to community development program;
 - (11) Providing for citizen participation in the planning and assessment of the community development program including the development of a performance report and the submission of views to the state; and
 - (12) Actions comparable to Section 104(a)(2) of the Act, as described by the State.
- (bb) Its chief executive officer or other officer of applicant approved by the State:
 - (3) consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA insofar as the provisions of such Federal law apply to the Missouri Community Development Block Grant Program;
 - (4) is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- (cc) The Community Development Block Grant program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; or includes activities which the grantee certifies are designed to meet other community development needs having a particular urgency as specifically explained in the application.
- (dd) It will comply with the regulations, policies, guidelines, and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the application, acceptance, and use of Federal funds under this document.
- (ee) It will comply with:
 - (5) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
 - (6) Davis-Bacon Act (46 U.S.C. 2786a) with respect to prevailing wage rates (except where exempted under the law);
 - (7) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
 - (8) Federal Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq. requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (ff) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, including, but not limited to, the requirement that a grant recipient must repay to the State, upon sale of the CDBG-funded real property to a non-eligible entity, a pro-rata portion of the proceeds of the sale, as set forth in the CDBG Administrative Manual.
- (gg) It will comply with:
 - (9) Title VI of the Civil Rights Act of 1964 (Pub. Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the

applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

- (10) Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing; the financing of housing, and the provisions of brokerage services;
 - (11) Executive Order 12259, Leadership and Coordinator of Fair Housing in Federal Programs, requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;
 - (12) Section 109 of the Housing and Community Development Act of 1974 (ACT) as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, religion, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to any such program activity.
 - (13) Titles I through V of the Americans with Disabilities Act of 1990;
 - (14) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;
 - (15) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24CFR Part 130 and 41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; shall take affirmative actions to insure fair treatment in employment, upgrading, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship; and
 - (16) Policies required by the State to affirmatively further fair housing, derived from section 808(e)(5) of the Fair Housing Act (Title VIII of the Civil rights Act of 1968 (Pub. Law 90-284), as amended, and subsequent legislation.
- (hh) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower-income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located. Contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project, employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to low income persons.
- (ii) It will:
- (3) To the greatest practical extent under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
 - (4) Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488
- (jj) It will:
- (5) Comply with Title II, of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 49 CFR Part 24 and 24 CFR Part 570.488;
 - (6) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended, and HUD implementing regulations at 24 CFR 570.488 to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, handicap, familial status or source of income.
 - (7) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the

range of choices available to such persons will not vary on account of their race, color, religion, handicap, familial status, or source of income.

- (8) Inform affected persons of the relocation assistance, policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488.
- (kk) It will abide by the terms and conditions of the Department of Economic Development's Conflict of Interest Program Policy as adopted March 1, 1987, and any additions thereto for all activities paid for or assisted by Community Development Block Grant funds.
- (ll) It will comply with the Anti-kickback Copeland Act of 1934, 18 U.S.C. Sec. 874 and 40 U.S.C. Sec. 276(a), which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
- (mm) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
- (nn) It will give the State, HUD and Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the grant.
- (oo) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing with the EPA.
- (pp) It will comply with the flood insurance purchase of the Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. Law 903-234, 87 Part 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (qq) It will, in connection with its performance of environmental assessment under the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S. C. 469-1, et seq.) by:
 - (3) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36CFR Part 800.8) by proposed activity; and
 - (4) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- (rr) It will comply with:
 - (19) The National Environmental Policy Act of 1969 (42 U.S. C. Sec. 4321 et seq.) and 24 CFR Part 58;
 - (20) Executive Order 11988, Floodplain Management;
 - (21) Executive Order 11990, Protection of Wetland;
 - (22) The Endangered Species Act of 1973, as amended, (16 U.S.C. Sec. 1531 et seq.);
 - (23) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Sec. 661 et seq.);
 - (24) The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. Sec. 1271);
 - (25) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Sec. 30(f) et seq.);
 - (26) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b) and Title X of the Housing and Community Development Act of 1992;
 - (27) Sections 700.300 – 324 of RSMo concerning lead paint hazards;
 - (28) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);
 - (29) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C.S. 1251 et. seq.);
 - (30) The Clean Water Act of 1977 (Public Law 95-217);
 - (31) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Sec. 6901 et seq.);
 - (32) Section 519 of Public Law 101-144, the 1990 HUD Appropriations Act, prohibiting use of excessive force by jurisdictional law enforcement in response to nonviolent civil rights demonstrations, and prohibiting physical barring of entrance or exit to a facility subject to the nonviolent civil rights demonstrations;
 - (33) Section 1352, Title 31, U.S.C. if awarded funds in excess of \$100,000;
 - (34) The Single Audit Act of 1984, amended 1996, Public Law 98-502, and OMB Circular A-133;
 - (35) Cranston-Gonzales National Affordable Housing Act (Section 906 and 912);
 - (36) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.

- (ss) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
- (tt) It will minimize displacement of persons as a result of activities assisted with federal assistance.
- (uu) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under section 106 or with amounts resulting from a guarantee under section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the grantee certified to the Secretary of such State, as the case may be, that it lacks sufficient funds received under section 106 to comply with the requirements of clause (i).
- (vv) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this Title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).

SIGNATURE, CHIEF OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUB-APPLICANT'S CERTIFICATION ON LOBBYING RESTRICTIONS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards (at all tiers, including contracts under grants, loans, and cooperative agreements, subcontracts, and sub-grants) over \$100,000, and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME OF SUB-APPLICANT

SIGNATURE, CHIEF OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CERTIFICATION REGARDING SECTION 3 UTILIZATION

(APPLICABLE ONLY IF REQUESTING \$200,000 OR MORE IN CDBG FUNDS)

The City/County of _____ hereby certifies as an applicant for funding under the Missouri Community Development Block Grant program, that it will adhere to the goals and objectives of Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, which provides that “economic opportunities” (employment, job training, contracting, etc.) generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward the following target groups:

Section 3 Residents, defined and prioritized as:

- Low and Very Low-Income (LMI) persons residing in public housing within the grantee’s jurisdiction;
- Other Low and Very Low-Income Persons residing in the project area, based on HUD’s current Section 8 income limits for the county or Metropolitan Statistical Area (MSA) in which the project is located.

Section 3 Business, defined and prioritized as:

- A business that indicates it will provide specific economic opportunities for Section 3 residents located within the grantee’s jurisdiction;
- A business that is at least 51% owned by Section 3 residents;
- A business whose current permanent, full-time employees include at least 30% Section 3 residents, or employees who were Section 3 residents within three years of the date of first employment;
- A business that provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of the contract to Section 3 business.

If selected to receive program funding as a result of this application, the City/County of _____ commits to achieving a target performance goal of 30% benefit to Section 3 residents and business from CDBG-generated economic opportunities, through active recruitment and direct solicitation within the project area (non-metropolitan county or MSA) done in a fashion consistent with existing Federal, State, and local laws and regulations. It is further understood that Section 3 performance and reporting requirements will apply to all businesses awarded contracts of \$100,000 or above as a result of CDBG funding for this project.

SIGNATURE, CHIEF OFFICIAL

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
 SUB-APPLICANT DISCLOSURE REPORT (PAGE 1 OF 3)

PART I – APPLICANT/GRANTEE INFORMATION	
1.	APPLICANT/GRANTEE NAME:
2.	ADDRESS:
3.	CITY/STATE/ZIP:
4.	FEDERAL EMPLOYEE IDENTIFICATION NUMBER:
5.	PHONE:
6.	INDICATE WHETHER THIS IS AN: <input type="checkbox"/> INITIAL REPORT <input type="checkbox"/> UPDATED REPORT
7.	PROJECT ASSISTED/TO BE ASSISTED – FISCAL YEAR:
8.	TYPE OF PROJECT:
9.	<input type="checkbox"/> COMPETITIVE GRANT <input type="checkbox"/> NON-COMPETITIVE GRANT/LOAN
10.	AMOUNT REQUESTED/RECEIVED:
11.	PROGRAM INCOME TO BE USED WITH ITEM 10 ABOVE:
12.	TOTAL OF ITEMS 10 AND 11:
PART II – THRESHOLD DETERMINATION	
1.	IS THE AMOUNT LISTED IN ITEM 12 ABOVE MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO
2.	HAVE YOU RECEIVED OR APPLIED FOR OTHER HUD ASSISTANCE (THROUGH PROGRAMS LISTED IN ATTACHMENT A OF THE INSTRUCTIONS) WHICH, WHEN ADDED TO ITEM 12 (PART 1), IS MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER TO EITHER 1 OR 2 OF PART II IS "YES," THEN THE REMAINDER OF THIS REPORT MUST BE COMPLETED.</p> <p>IF THE ANSWER TO BOTH 1 AND 2 OF PART II IS "NO," THEN THE REMAINDER OF THIS REPORT IS NOT REQUIRED TO BE COMPLETED, BUT THE FOLLOWING CERTIFICATION MUST BE EXECUTED.</p> <p>I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.</p>	
TYPED NAME (CHIEF OFFICIAL):	
SIGNATURE, CHIEF OFFICIAL:	DATE:

