



## MEMO

**To:** Mayor Corcoran and Commissioners.

**From:** Tom Bergman, Community Development Director

**Date:** April 8, 2026

Meeting Date: April 27, 2026

**Re:** Resolution Approving CDBG Application for MSHDA MI Neighborhood 3.0 Grant for Housing Rehabilitation Project.

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### Background

The City of Ironwood has applied for the MSHDA MI-Neighborhood Grant program for housing rehabilitation for ten properties in the city. We have received the designation memo from MSHDA for \$304,878.00 (\$250,000 project funding and \$54,878.00 administration funding) to replace siding, roofing, and other exterior rehabilitation elements. As part of the application process, we are required to go through the CDBG application. This requires a public hearing to hear public comment on the application and a resolution committing the City to the requirements of the Community Development Block Grant process.

Attached to this memo is the resolution for the project. The houses for the project will be selected through an application process similar to our current CDBG Mi Neighborhood 1.0 grant.

### Recommendation

Approve Authorizing Resolution Approving Application for a Community Development Block Grant (CDBG) for housing rehabilitation and authorizing submittal of the Mi Neighborhood 3.0 Grant Application to the Michigan State Housing Development Authority (MSHDA).

## RESOLUTION # 026-006

### **Authorizing Resolution Approving Application for a Community Development Block Grant (“CDBG”) for housing rehabilitation and authorizing submittal of the MI Neighborhood 3.0 Grant Application to the Michigan State Housing Development Authority (MHSDA)**

At a Regular Meeting of the Ironwood City Commission, held on April 27, 2026, in the Commission Chambers of the Municipal Memorial Building, Ironwood, Michigan, the following Resolution was offered by Commissioner \_\_\_\_\_ supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the City of Ironwood supports the submission of an application to Michigan State Housing Development Authority (MHSDA) for a Community Development Block Grant for exterior housing rehabilitation; and,

**WHEREAS**, MSHDA has invited the City to submit an application for a CDBG for implementation of the Project, which the Project is the rehabilitation of ten low to moderate income houses; and,

**WHEREAS**, the City has prepared a grant application formally requesting grant assistance through the CDBG Program, for the implementation of the Project (the “Application”); and,

**WHEREAS**, after a Notice of Public Hearing was published in the Ironwood Daily Globe on April 16, 2026, and a public hearing was held by the City Commission on April 27, 2026, to consider the Application and to take public comment on the Application, and that the City has completed the public participation requirements required by law,

#### **NOW THEREFORE, BE IT RESOLVED THE FOLLOWING:**

1. That the funding request made by the City to MSHDA for the City of Ironwood Housing Rehabilitation Project is for a grant in the amount of \$304,878.00 (\$250,000 project cost and \$54,878.00 administrative cost).
2. The City of Ironwood is not committing matching funds for the grant.
3. The proposed project is consistent with the City of Ironwood Community Development Plan and City of Ironwood Comprehensive Plan.
4. All activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion will be occupied by low- or moderate-income households.
5. No project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Specialist.
6. The City, through the office of the City Manager, is hereby authorized to submit the application (and all attachments) and all other information requested by the MSHDA to the MSHDA for CDBG award.

7. The person authorized to sign the Michigan CDBG Application, and all attachments, and all further documentation that may be requested or required by the MSHDA in connection with the Application is the Mayor.
8. The person authorized to sign the Grant Agreement on behalf of the City, and all amendments is the Mayor.
9. The Person authorized to sign FSR Payment Requests is the City Manager.
10. The Person authorized to be the Certifying Officer is the Mayor.
11. The Person authorized to be the Certifying Officer to sign the National Environmental Policy Act (NEPA) Environmental Review is the City Manager.

Upon roll call vote, the following votes were recorded:

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

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Kim S. Corcoran, Mayor

I, Jennifer L. Jacobson, the duly appointed City Clerk of the City of Ironwood, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the City Commission of the City of Ironwood at its Regular Meeting on September 8, 2025.

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Jennifer L. Jacobson, City Clerk



## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

**SUBMISSION DEADLINE IS 09/17/2025 at 11:59:59 pm EST**

Units of General Local Government (UGLG) must complete the CDBG Application the appropriate activity specific supplements in their entirety and submit them with the required attachments.

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	<b>City of Ironwood</b>
2	ADDRESS, CITY, STATE, ZIP	<b>213 S. Marquette St.</b>
3	FEDERAL ID #	<b>38-6004566</b>
4	UNIQUE ENTITY IDENTIFIER (UEI) #	<b>72</b>
5	MSHDA ORG #	<b>06/30</b>
6	FISCAL YEAR END (mm/dd)	<b>6/30/2026</b>
7	UGLG TYPE	<input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Land Bank
8	UGLG CONTACT NAME	<b>Tim Erickson</b>
9	UGLG CONTACT EMAIL	<a href="mailto:ericksont@ironwoodmi.gov">ericksont@ironwoodmi.gov</a>
10	UGLG CONTACT PHONE	<b>(906) 932-5050 ext. 125</b>

B	REGIONAL HOUSING
1	<p>Check the Housing Partnership Region your project is located in:</p> <p><input checked="" type="checkbox"/> <b>A. Western Upper Peninsula</b> - Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon</p> <p><input type="checkbox"/> <b>B. Central Upper Peninsula</b> - Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft</p> <p><input type="checkbox"/> <b>C. Eastern Upper Peninsula</b> - Chippewa, Luce, Mackinaw</p> <p><input type="checkbox"/> <b>D. Northwest</b> - Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford</p> <p><input type="checkbox"/> <b>E. Northeast</b> - Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon</p> <p><input type="checkbox"/> <b>F. West Michigan</b> - Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Muskegon, Oceana, Osceola, Ottawa</p> <p><input type="checkbox"/> <b>G. East Central Michigan</b> - Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Saginaw</p> <p><input type="checkbox"/> <b>H. East Michigan</b> - Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, Tuscola</p> <p><input type="checkbox"/> <b>I. South Central</b> - Clinton, Eaton, Ingham</p> <p><input type="checkbox"/> <b>J. Southwest</b> - Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren</p> <p><input type="checkbox"/> <b>K. Southeast</b> - Hillsdale, Jackson, Lenawee, Livingston, Monroe, Washtenaw</p>
2	<p>Within which County is the project located?</p> <p><b>Gogebic</b></p>

3	<p>How does your project fit with the Regional Housing Plan goals? Indicate the Goal number (Regional Housing Plans can be accessed on the MSHDA website: <a href="#">Statewide Housing Plan.</a>)</p> <p><b>Development Goal 4.1:</b> Increase the supply of the full spectrum of housing that is affordable and attainable to Michigan residents.</p> <p><b>Goal 4.2:</b> Reduce and offset the cost of construction to increase supply while maintaining high standards of quality.</p> <p><b>Rehabilitation and Preservation Goal 4.4:</b> Increase the rehabilitation and/or preservation of housing stock.</p>
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<b>C</b>	<p><b>COMMUNITY DEVELOPMENT NARRATIVE</b></p> <p>Title I of the Federal Housing and Community Development Act of 1974, as amended, requires Units of General Local Government (UGLG) applying for funds to provide a brief narrative on how the proposed project aligns with or impacts their locally adopted plans.</p> <p>To satisfy this requirement, UGLGs must complete the questions in this section. Applicants may reference a locally adopted plan, such as a Master Plan or Community Improvement Plan; however, all questions must be answered. If the UGLG's locally adopted plan(s) do not specifically address the questions provided, supplemental information should be included to demonstrate how the proposed project fulfills the objectives of an existing plan.</p>
1	<p><b>Community Development and Housing Needs Assessment</b></p> <p>Provide an assessment of the community development and housing needs within the UGLG's jurisdiction, including the specific needs of low- and moderate-income residents. The assessment must address both community development and housing needs, regardless of the funding category under which assistance is being requested.</p> <p><b>The City of Ironwood has an aging housing stock that is in desperate need of repair. We have extensive data through the creation of our Strategic Housing Plan which was completed in 2025. The City is currently updating it's master plan which has housing related goals based on data received from extensive public input. Rehabilitation of existing housing stock was identified as a priority goal in these plans.</b></p>
2	<p><b>Planned Short-Term Activities (1–2 Years)</b></p> <p>Summarize planned short-term activities (lasting one to two years) that will address the identified community development and housing needs within the UGLG's jurisdiction.</p> <p><b>Identify housing resources to help address housing rehabilitation and neighborhood revitalization. Implement new programs like local rehab programs, TIF programs, and other affordable housing initiatives to encourage development and redevelopment.</b></p>
3	<p><b>Planned Long-Term Activities (2+ Years)</b></p> <p>Provide a summary of planned long-term activities (lasting two years or more) designed to address the identified community development and housing needs within the UGLG's jurisdiction.</p> <p><b>Participate in a local housing rehab program in partnership with state and federal resources to address neighborhood housing conditions. Continue to fund rehabilitation activities for all housing types. Encourage neighborhood and community revitalization through ongoing and consistent housing investment.</b></p>
4	<p><b>Impact of the Proposed CDBG Activities</b></p>

	<p>Based on the identified needs, describe the anticipated impact of the proposed CDBG activities. Explain how activities complement the short-term and long-term activities outlined in the previous sections and contribute to the overall development goals of the UGLG.</p> <p><b>CDBG will help the City of Ironwood to directly impact neighborhood revitalization by providing funding resources for properties that need rehabilitation in our community. CDBG funding is a primary mechanism to fulfil the City of Ironwood’s short term and long term housing goals.</b></p>
5	<p><b>Plan for Minimizing and Addressing Displacement</b> Describe the strategy for minimizing displacement caused by grant-assisted activities and the approach for assisting individuals who are actually displaced. Reference your locally adopted Residential Anti-Displacement Plan as applicable or develop a new plan.</p> <p><b>Displacement is not an anticipated outcome of CDBG funded programs. If needed, the City would implement its anti-displacement policy in accordance with CDBG funded requirements.</b></p> <p><b>Consistent with the goals and objectives of activities assisted under the Act, the City of Ironwood will take the following steps to minimize the displacement of persons from their homes:</b></p> <p><b>A. Coordinate code enforcement with rehabilitation and housing assistance programs.</b> <b>B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.</b> <b>C. Establish facilities to house persons who must be relocated temporarily during rehabilitation.</b></p>

D PROJECT MANAGEMENT OVERVIEW	
1	<p>Activity Type(s): <b>Check all that apply</b></p> <p><input checked="" type="checkbox"/> Homeowner Rehabilitation      <input type="checkbox"/> Manufactured Housing  <input type="checkbox"/> Housing Infrastructure              <input type="checkbox"/> Reconstruction  <input type="checkbox"/> Unoccupied Rental Rehabilitation</p> <p>A corresponding <b>Application Supplement must be attached for each selected activity</b>, detailing specific implementation strategies.</p>
2	<p><b>Administrative Services</b> Select one:</p> <p><input checked="" type="checkbox"/> Employees of the UGLG will administer the program.  <input type="checkbox"/> CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Federal procurement compliance is required. The UGLG must request and receive authorization from MSHDA prior to signing an administration contract or incurring administrative costs.  <input type="checkbox"/> Non-CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Name of third party, if known:</p>
3	<p><b>Procurement of Third-party Administrator</b></p> <p><input type="checkbox"/> Applicable                              <input checked="" type="checkbox"/> Not Applicable</p> <p>If applicable, explain the process to be used for procuring the third-party administrator.</p>

	N/a
4	<p><b>Activity Oversight &amp; Administration</b> Describe how the UGLG will provide oversight across all selected activities, ensuring compliance with program requirements. Use <b>Form 13-A “Grant Management Plan”</b> from Chapter 13 of the <a href="#">MSHDA CDBG Policy Manual</a> as a guide when outlining your response. Include:</p> <ul style="list-style-type: none"> <li>a) The structure for managing program administration and oversight.</li> <li>b) Roles and responsibilities of staff, contractors, or agencies in ensuring successful implementation.</li> <li>c) How the UGLG will manage key regulatory requirements including Environmental Review.</li> <li>d) Strategies for monitoring activities and addressing compliance issues.</li> </ul> <p><b>The City of Ironwood Community Development Department will be responsible for program administration and oversight. Tim Erickson will be designated as the program administrator, Tom Bergman will oversee the department, and Dennis Hewitt will be responsible for building inspections and bid spec creation. Paul Anderson, City Manager will be an authorized signer. Licensed and insured residential building contractors will be responsible for rehabilitation activities. The City of Ironwood will have dedicated Community Development staff to complete regulatory requirements including Tier I and Tier II Environmental Reviews. Staff will use the CDBG Grant Manual, MSDA website, and HMR Project workbook to monitor activities and compliance issues.</b></p>

<b>E</b>	<b>BUDGET – Reflect costs to be incurred after application submission only.</b>					
	<b>ACTIVITY</b>	<b>TOTAL # OF UNITS</b>	<b>CDBG FUNDS</b>	<b>LEVERAGE/MATCH FUNDS</b>		<b>TOTAL PROPOSED BUDGET</b>
				<b>UGLG</b>	<b>OTHER SOURCES</b>	
	Homeowner Rehab	10	\$ 250,000	\$ 0	\$ 0	\$ 250,000
	Infrastructure (Housing)					
	Reconstruction					
	Unoccupied Rental Rehab					
	Manufactured Housing					
	Administration		54,878			54,878
	<b>TOTAL</b>		<b>\$ 304,878</b>	<b>\$</b>	<b>\$</b>	<b>\$ 304,878</b>

<b>F</b>	<b>CAPACITY AND IMPLEMENTATION</b>	
1	<p><b>Organization and Staff Capacity</b> Describe the organizational capacity, staff composition, and grants management experience of the UGLG and, if applicable, its third-party administrator. If known, attach resumes or job descriptions for key staff.</p> <p><b>Description:</b> <b>The City of Ironwood has decades of experience administering Federal, State, and other miscellaneous grants. Tim Erickson has been in the Community Development Department for 12 years and has administered multiple homeowner rehab grants and is currently administering CDBG Mi Neighborhood Grant. Dennis Hewitt, the City’s Building Official has been with the City for over 30 years.</b></p>	
2	<p><b>Grant History</b> List all housing and community development grant awards received by the UGLG and/or its third-party administrator in the past five years, including all State awarded grants. Provide the status of each, such as:</p> <ul style="list-style-type: none"> <li>a) Application Pending (include prospective CDBG applications)</li> </ul>	

	<p>b) Approved  c) Monitoring  d) Completed Successfully  e) Completed with Findings</p> <p><b>NDD-2023-72-MIN-02 – Monitoring</b>  <b>HDF-2024-72-NEP – Completed Successfully</b>  <b>HDF-2023-72-NEP – Completed Successfully</b>  <b>HDF-2022-72-NEP – Completed Successfully</b>  <b>HDF-2021-72-NEP – Completed Successfully</b>  <b>HDF-2020-72-NEP – Completed Successfully</b></p>
3	<p><b>Implementation Strategy</b>  Describe what makes the UGLG uniquely positioned for successful implementation of the selected programs. Explain the planned approach to execution.</p> <p><b>The City of Ironwood has a dedicated Community Development Department to ensure compliant successful completion of this grant.</b></p>
4	<p>Check <b>each</b> item and certify below that the UGLG:</p> <p><input checked="" type="checkbox"/> (a) Understands that all activities undertaken must meet the Federal/state/local code, whichever is stricter.</p> <p><input checked="" type="checkbox"/> (b) Understands that required zoning must be approved for Manufactured Housing, Infrastructure (Housing), Reconstruction, and Unoccupied Rental Rehabilitation activities, and specific sites/addresses must be pre-identified prior to UGLG application submission. No specific sites/addresses need to be pre-identified prior to UGLG submission for Homeowner Rehabilitation activities.</p> <p><input checked="" type="checkbox"/> (c) Understands that all activities must be completed, invoiced and all expenditures completed and processed with the MSHDA grants management system by the end of the Grant term. Invoices must be submitted at least quarterly.</p> <p><input checked="" type="checkbox"/> (d) Understands that this CDBG funding is not replacement funding; and can only serve as a matching resource for another state and/or federal Program with MSHDA pre-approval.</p> <p><input checked="" type="checkbox"/> (e) Understands that MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA). This submission is not a binding agreement and the notice of selection under this Notification does not guarantee project funding. <b>No project expenses may be incurred, nor contracts signed, for any work that will occur after the application is submitted, unless MSHDA provides formal written authorization. Failure to obtain this approval may jeopardize grant funding.</b></p> <p><input checked="" type="checkbox"/> (f) Understands that the UGLG is required to be in compliance and good standing with MSHDA and all other State and Federal Agencies.</p> <p><input checked="" type="checkbox"/> (g) Agrees to adhere to federal, state and local rules and regulations including, but not limited to, HUD, CDBG, MSHDA, MI Neighborhood, CHILL and CDBG Policy Manual, program rules, regulations, policies, procedures, Grant Agreement, reporting requirements, and the completion of closeout public hearing, monitoring, and grant closeout.</p>

<b>G</b>	<p><b>COMPLIANCE REQUIREMENTS</b></p> <p>The following MSHDA CDBG Program Compliance Documents are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated. Refer to the <a href="#">CDBG Policy Manual</a> for details.</p>
<b>MUST BE LABELED AND SUBMITTED WITH APPLICATION</b>	
1	<p><input type="checkbox"/> Proof of funding attached for total project costs, including all leverage/match funds.</p> <p><b>OR</b></p> <p><input checked="" type="checkbox"/> Proof of funding not applicable. No leverage/match funds.</p>
2	<p><input checked="" type="checkbox"/> <b>Public Hearing Documentation</b></p> <p><b>Purpose:</b> To ensure public awareness and input regarding proposed CDBG-funded activities.</p> <p><b>Submission Requirements:</b></p> <ol style="list-style-type: none"> <li>a) Public Hearing Publication Affidavit and Public Hearing Meeting Minutes must be provided.</li> <li>b) Notice must be published in a local or applicable newspaper at least five calendar days before the hearing. The first day counted is the day after publication.</li> </ol> <p><b>Public Hearing Notice Must Include:</b></p> <ol style="list-style-type: none"> <li>a) Total available funding for the proposed project.</li> <li>b) Eligible activities and the estimated amount allocated for low- and moderate-income (LMI) households.</li> <li>c) Plans to minimize displacement and provide benefits to displaced persons, if applicable.</li> <li>d) Information on the UGLG’s performance in prior CDBG programs, if applicable.</li> </ol> <p>Refer to <a href="#">MSHDA CDBG Policy Manual</a> Chapter 3 – Notice of Public Hearing (Sample 3-A).</p> <p><b>Proof of Public Notice:</b> Applicants must submit an affidavit or a copy of the full newspaper page showing the publication date and notice details.</p> <p><b>Public Hearing Purpose:</b></p> <ol style="list-style-type: none"> <li>a) Inform citizens of project objectives, activities, locations, and funding allocation.</li> <li>b) Provide the opportunity for public review and comments on the application.</li> <li>c) Include the anticipated application submission date and details on where and when the application can be reviewed.</li> </ol> <p><b>Submission Timeline:</b></p> <ol style="list-style-type: none"> <li>a) Draft meeting minutes may be submitted with the application.</li> <li>b) Once approved, public hearing minutes and an attendance roster must be submitted to MSHDA before grant award.</li> </ol>
3	<p><input checked="" type="checkbox"/> <b>CDBG Authorizing Resolution</b></p> <p><b>Purpose:</b> To designate the <b>authorized official</b> responsible for the CDBG application, grant administration, and NEPA Environmental Review Certifying Officer.</p> <p><b>Submission Requirements:</b></p> <ul style="list-style-type: none"> <li>• Authorizing Resolution (Form 2-A from Chapter 2 of the <a href="#">MSHDA CDBG Policy Manual</a>) must be submitted with the application.</li> </ul>

	<ul style="list-style-type: none"> <li>The highest elected official is responsible for signing grant documents unless delegated through the resolution.</li> </ul> <p><b>Instructions:</b></p> <p>Grantees are required to submit an Authorizing Resolution (2-A) designating their authorized official. By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, these responsibilities may be delegated to another official (elected or hired) through the use of the Authorizing Resolution. The Authorizing Resolution should be completed prior to submitting the application or signing grant related documents and is often in tandem with the public hearing for the overview of the proposed project.</p> <p>At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review instructions in the Environmental Review chapter.</p> <p>An adopted CDBG Authorizing Resolution will, at a minimum, contain the following:</p> <ol style="list-style-type: none"> <li>1. Identification of the proposed project.</li> <li>2. Identification of the funding request and the commitment of the UGLG’s matching funds.</li> <li>3. Statement that the proposed project is consistent with the UGLG’s community development plan as described in the Application.</li> <li>4. Statement that all activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion:       <ol style="list-style-type: none"> <li>a. 100% will be occupied by low- or moderate-income households <b>[for projects that include Homeowner Rehabilitation, Reconstruction, and Manufactured Housing activities]</b> AND/OR</li> <li>b. 51% or more will be occupied by low- or moderate- income households <b>[for projects that include Housing Infrastructure and Unoccupied Rental Rehabilitation activities]</b></li> </ol> </li> <li>5. Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by MSHDA.</li> <li>6. Local authorization to submit the Michigan CDBG Application.</li> <li>7. Identification, by title, of the UGLGs authorized person to sign the Application and all attachments.</li> <li>8. Identification, by title, of the UGLGs authorized person to sign the Grant Agreement and all amendments.</li> <li>9. Identification, by title, of the UGLGs authorized person to sign Payment Requests.</li> <li>10. Identification, by title, of the UGLGs authorized person as the National Environmental Policy Act (NEPA) Environmental Review Certifying Officer.</li> </ol> <p>An Authorizing Resolution template is available in the CDBG Policy Manual Chapter 2 – Application and Award Process (2-A Authorizing Resolution).</p>
4	<p><b>Copy of the applicant’s current Procurement Policy.</b> The Procurement Policy must meet 2 CFR Part 200 standards (see Procurement Policy section of the CDBG Policy Manual, Chapter 11 – Procurement).</p>
<p><b>NOTE: THE FOLLOWING ITEMS ARE SUBMITTED AFTER APPLICATION APPROVAL</b></p>	
<p><b>MUST BE SUBMITTED PRIOR TO GRANT AGREEMENT EXECUTION</b></p>	
5	<p>Annual Profile Review. IGX Grant Management System instructions will be provided upon award.</p>

	Complete and return 2-E Authorized Signature Designation Review CDBG Policy Manual Chapter 2 – Application and Award Process
<b>MUST BE SUBMITTED PRIOR TO INCURRING ANY PROJECT COSTS (CDBG or non-CDBG)</b>	
6	NEPA Environmental Review. Review CDBG Policy Manual Chapter 7 – Environmental Review
<b>MUST BE SUBMITTED WITHIN 60 DAYS OF GRANT AGREEMENT EXECUTION</b>	
7	Local Program Guidelines. Complete the Program Guidelines TEMPLATE Review CDBG Policy Manual Chapter 2 – Application and Award Process (2-C Program Guidelines)

<b>H</b>	<b>CERTIFICATION BY THE UGLG</b> <input checked="" type="checkbox"/> <b>I have read and certify Section H below.</b>
	<p>The UGLG states that the person identified in the Authorizing Resolution certifies the following:</p> <ol style="list-style-type: none"> <li>1. Possesses legal authority to submit a grant application.</li> <li>2. Shall comply with 570.486(a) Citizen Participation Requirements of a Unit of General Local Government, including: <ol style="list-style-type: none"> <li>a. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;</li> <li>b. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;</li> <li>c. Furnish citizens information, including but not limited to: <ol style="list-style-type: none"> <li>i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income).</li> <li>ii. The range of activities that may be undertaken with the CDBG funds.</li> <li>iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and</li> <li>iv. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488.</li> </ol> </li> <li>d. Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups.</li> <li>e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.</li> <li>g. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.</li> </ul> <p>3. Has in a timely manner:</p> <ul style="list-style-type: none"> <li>a. Furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced.</li> <li>b. Published public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.</li> <li>c. Held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and</li> <li>d. Made the proposed application available to the public.</li> </ul> <p>4. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284 and will affirmatively further fair housing.</p> <p>5. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs.</p> <p>6. Has developed a community development plan or community development narrative that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;</p> <p>7. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds 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 such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);</p>
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	<p>8. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions.</p> <p>9. 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 entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;</p> <p>10. 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 a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;</p> <p>11. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.</p> <p>12. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.</p>
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<b>I</b>	<b>STATEMENT OF ASSURANCES</b> <input checked="" type="checkbox"/> <b>I have read Section I and assure the following:</b>
	<p>The UGLG states that the person identified in the Authorizing Resolution assures the following:</p> <ol style="list-style-type: none"> <li>1. Compliance with financial management and audit requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.</li> <li>2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statues and implementing rules and regulations.</li> <li>3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.</li> <li>4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).</li> <li>5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.</li> <li>6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.</li> <li>7. Compliance with the Citizen Participation Plan (24 CFR Part 570.486 (A)) and implementing regulations.</li> <li>8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations,</li> </ol>

	<p>excerpts, and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.</p> <p>The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.</p>
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<b>J</b>	<p><b>CHOICE LIMITING ACTION ACKNOWLEDGEMENT</b></p> <p><input checked="" type="checkbox"/> I acknowledge that engaging in choice-limiting activities prior to submitting the Request for Release of Funds (RROF) and Certification and receiving authorization, may jeopardize this project’s eligibility for funding. Such actions may result in disqualification from CDBG funding and/or require repayment of CDBG funds already expended.</p>
	<p>In accordance with 24 CFR Part 58, neither the recipient nor any participant in the project—including public or private nonprofit organizations, for-profit entities, or their contractors—may commit or expend federal or non-federal project funds prior to approval of the Environmental Review Request for Release of Funds (RROF) and Certification, and subsequent authorization from MSHDA, unless explicitly allowed under 24 CFR Part 58.</p> <p>Examples of prohibited choice-limiting actions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Acquisition of land or property</li> <li>• Demolition activities</li> <li>• Closing on loans</li> <li>• Signing contracts</li> <li>• Beginning site prep, construction or rehabilitation work</li> </ul>

<b>K</b>	<p><b>CERTIFICATION BY AUTHORIZED SIGNATORY</b></p> <p>The individual signing below is either the highest elected official or has been duly authorized through an Authorized Resolution. By signing, they certify that:</p> <ol style="list-style-type: none"> <li>1. All required fields in this application have been completed and reviewed.</li> <li>2. The Certifications and Assurances included herein have been reviewed and acknowledged.</li> <li>3. No project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, and written authorization to incur costs has been provided by MSHDA.</li> <li>4. To the best of their knowledge, the information provided in this application is accurate and current.</li> <li>5. The UGLG agrees to comply with all applicable HUD, CDBG, and MSHDA rules, regulations, policies, procedures, and reporting requirements.</li> <li>6. All entities involved in the implementation of the proposed project will also comply with these rules and regulations throughout the grant administration process.</li> </ol>	
	SIGNATURE	
1	NAME	Kim Corcoran
2	TITLE	Mayor

3	PHONE	(906) 932-5050
4	DATE	<b>4/27/2026</b>



## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUPPLEMENT – HOMEOWNER REHABILITATION

**SUBMISSION DEADLINE IS AT 11:59:59 PM EST 120 DAYS AFTER THE DESIGNATION MEMO IS FULLY EXECUTED.**

Complete the CDBG Application and applicable Application Supplement(s) in full. Include all required attachments before submitting.

Please review the application to ensure that all fields of information, checkboxes and additional documents requested are addressed prior to submission. When answering the questions, please label all subfactors within the narrative, i.e., a), b), c), d).

A	APPLICANT INFORMATION	
1	APPLICANT NAME	City of Ironwood

Please review each question carefully to ensure the response includes all required factors.

B	ACTIVITY SUMMARY
	Added: Please note that oversight and monitoring responsibilities must remain with the applicant. This includes key functions such as reviewing payment requests, approving assistance applications, submitting Environmental Reviews, and completing IGX submissions.
1	<p><b>Program Design &amp; Administration</b> Describe the overall structure of the homeowner rehabilitation program, including:</p> <ul style="list-style-type: none"> <li>a) Activity-specific roles and responsibilities of staff, contractors, or partnering agencies.</li> <li>b) Program parameters, including maximum assistance amounts, eligible repairs, and any homeowner contribution requirements.</li> <li>c) Targeting strategies, such as income thresholds, geographic focus areas, or outreach methods to ensure equitable access.</li> </ul> <p><b>A) City of Ironwood staff will be responsible for applicant intake, building inspection, facilitating contracts and bid proposals, and general grant administration. Rehabilitation will be done through licensed and insured residential building contractors.</b></p> <p><b>B) Each unit has a maximum assistance of \$25,000. Eligible repairs include, siding, roofing, aluminum soffit, fascia, window and door wrappings, chimney, entrance stairs and rails. Homeowners are expected to fund any amount above \$25,000.</b></p> <p><b>C) Households must be at or below 80% AMI. The geographic focus is the City of Ironwood. The City of Ironwood will advertise the program through the local newspaper, City website, and Facebook.</b></p>
2	<p><b>Participant &amp; Site Selection</b> Explain how program participants and properties will be selected, including:</p> <ul style="list-style-type: none"> <li>a) Eligibility criteria for homeowners and properties.</li> <li>b) Application process, including required documentation and evaluation methods.</li> <li>c) Prioritization strategies, such as targeting the most urgent rehabilitation needs or specific demographic groups (e.g., seniors, people with disabilities).</li> </ul>

	<p>In order to be eligible for funding households must be 80% AMI or below. Properties shall have homeowners insurance coverage.</p> <p><b>Homeowners will be invited to apply for the program by filling out an initial intake application. Applicants will be evaluated based on the type of improvement needs, the overall condition of the property, and the likelihood of project success. Roofing projects with multiple scope items will be prioritized over roofing only projects.</b></p>																																												
3	<p><b>Contractor Selection &amp; Construction Oversight</b> Describe the process for managing rehabilitation activities, including:</p> <ul style="list-style-type: none"> <li>a) Contractor procurement and selection criteria (competitive bidding, qualifications, experience requirements).</li> <li>b) Construction oversight, including project timelines, progress monitoring, and compliance checks.</li> <li>c) Inspection procedures, including initial property assessments, progress evaluations, and final project signoffs.</li> </ul> <p><b>The City of Ironwood will invite all local licensed and insured contractors to submit a proposal. The lowest competitive proposal shall be selected by the homeowner. Construction oversight and compliance checks shall be conducted by the City’s Building Inspector Dennis Hewitt. Project timelines and Progress monitoring shall be overseen by Tim Erickson Community Development Assistant. The properties will all be inspected and assessed by the City of Ironwood Building Inspector.</b></p>																																												
4	<p><b>Leveraged Resources</b> Identify the amount and source of any leveraged resources and explain how they will be used (Note: this information should correlate with the numbers provided in the Budget Section (E) of the Application)</p> <p><b>There are no leveraged resources. In the event that rehabilitation proposals are over \$25,000, the homeowner will be required to fill the financial gap.</b></p>																																												
<b>C TIMELINE</b>																																													
	<p>Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.</p> <table border="1" data-bbox="321 1268 1382 1875"> <thead> <tr> <th colspan="4" style="background-color: #e1eef6;">TIMELINE</th> </tr> <tr> <th style="background-color: #e1eef6;">Completed by</th> <th style="background-color: #e1eef6;">Task</th> <th style="background-color: #e1eef6;">Start Date</th> <th style="background-color: #e1eef6;">End Date</th> </tr> </thead> <tbody> <tr> <td>Applicant</td> <td>Grant Agreement Executed</td> <td>10/31/2026</td> <td>10/31/2026</td> </tr> <tr> <td>Applicant</td> <td>Procure Third-Party Administrator</td> <td>N/a</td> <td>N/a</td> </tr> <tr> <td>Applicant</td> <td>Procure Environmental Review consultant</td> <td>N/a</td> <td>N/a</td> </tr> <tr> <td>Applicant</td> <td>Complete Tier I Environmental Review</td> <td>11/1/2026</td> <td>11/31/2026</td> </tr> <tr> <td>Applicant</td> <td>Complete Program Guidelines</td> <td>12/1/2026</td> <td>12/31/2026</td> </tr> <tr> <td>Applicant</td> <td>Sites/Participants Selected (Tentative, pending successful Tier II ER and Verification of Eligibility)</td> <td>1/1/2027</td> <td>1/31/2027</td> </tr> <tr> <td>Applicant</td> <td>Complete Tier II Environmental Review</td> <td>2/1/2027</td> <td>2/28/2027</td> </tr> <tr> <td>Applicant</td> <td>Contractor Procurement</td> <td>3/1/2026</td> <td>3/31/2027</td> </tr> <tr> <td>Applicant</td> <td>Construction Period</td> <td>4/1/2027</td> <td>9/15/2028</td> </tr> </tbody> </table>	TIMELINE				Completed by	Task	Start Date	End Date	Applicant	Grant Agreement Executed	10/31/2026	10/31/2026	Applicant	Procure Third-Party Administrator	N/a	N/a	Applicant	Procure Environmental Review consultant	N/a	N/a	Applicant	Complete Tier I Environmental Review	11/1/2026	11/31/2026	Applicant	Complete Program Guidelines	12/1/2026	12/31/2026	Applicant	Sites/Participants Selected (Tentative, pending successful Tier II ER and Verification of Eligibility)	1/1/2027	1/31/2027	Applicant	Complete Tier II Environmental Review	2/1/2027	2/28/2027	Applicant	Contractor Procurement	3/1/2026	3/31/2027	Applicant	Construction Period	4/1/2027	9/15/2028
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	Applicant	Final Inspection(s) Completed	9/16/2028	9/31/2028
	Applicant	100% Disbursement of Funds/Final Reports	10/1/2028	10/31/28
<p>Timeline Description:</p> <p><b>The start date of the grant is 10/31/2026 with an end date of 10/31/2028.</b></p>				



**MI Neighborhood CDBG Funding Designation Memorandum**

Applicant Name: \_\_\_\_\_

Total CDBG Award Amount: \$ \_\_\_\_\_

Funds Source(s): CDBG

Total Leveraged Funds Commitment: \$ \_\_\_\_\_

Leveraged Funds Source(s): \_\_\_\_\_

Total Project Funds (CDBG+Leverage): \$ \_\_\_\_\_

**CDBG FUNDING DESIGNATED:** Enter information for all that apply:

**A. Reconstruction** \$ \_\_\_\_\_

# OF TOTAL UNITS BEING CONSTRUCTED: \_\_\_\_\_ # OF TOTAL UNITS MSHDA FUNDED: \_\_\_\_\_

# For-Sale Homebuyer Units: \_\_\_\_\_ # Tenant Rental Units: \_\_\_\_\_ # VISITABLE: \_\_\_\_\_

Project Description:

**B. Homeowner Rehabilitation** \$ \_\_\_\_\_

# OF TOTAL UNITS BEING REHABBED: \_\_\_\_\_ # OF TOTAL UNITS MSHDA FUNDED: \_\_\_\_\_

# Owner Occupied Units: \_\_\_\_\_ # Tenant Rental Units: \_\_\_\_\_ # VISITABLE: \_\_\_\_\_

Project Description:

**C. Unoccupied Rental Rehabilitation** \$ \_\_\_\_\_

# OF TOTAL UNITS BEING REHABBED: \_\_\_\_\_ # OF TOTAL UNITS MSHDA FUNDED: \_\_\_\_\_

# OF LMI UNITS SERVED: \_\_\_\_\_ # Owner Occupied Units: \_\_\_\_\_ # Tenant Rental Units: \_\_\_\_\_

Project Description:

**D. Infrastructure (Housing) \$ \_\_\_\_\_**

# OF TOTAL UNITS SERVED/DEVELOPED: \_\_\_\_\_ # OF LMI UNITS SERVED/DEVELOPED: \_\_\_\_\_

Project Description:

**E. Manufactured Housing \$ \_\_\_\_\_**

# OF TOTAL UNITS BEING PURCHASED: \_\_\_\_\_ # OF TOTAL UNITS MSHDA FUNDED: \_\_\_\_\_

Project Description:

**TOTAL MSHDA ADMINISTRATION FUNDING DESIGNATION: \$ \_\_\_\_\_**

*MSHDA Administration funding request maximum amount cannot exceed 18% (except for Manufactured Housing capped at 5%) of the MSHDA Component Funding requested amount. All administration is reimbursed based on documented and itemized program planning and administration costs.*

1. All MI Neighborhood assisted activities must occur within the approved site boundaries and all assisted units must assist program income qualified households at or below 80% Area Median Income. In addition, all CDBG assisted rental units must follow rent limit restrictions for the county being served, and at least 51% of residential units in the assisted building(s) must be rented to low- or moderate-income households. Income and rent limits are posted on our website for reference.

**2. Regional Areas Served (refer to map):**

A	D	G	J	M
B	E	H	K	N
C	F	I	L	O

**3. List boundaries within above selected region(s) that will be served, as appropriate:**

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4. Regional Areas are **rural** urban

5. Counties Served:

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6. CDBG Funding Source Contingencies:

This Designation Memo establishes the designation of Community Development Block Grant (CDBG) funds for the applicant. The purpose of this designation is to provide the unit of general local government (UGLG) with an opportunity to complete and submit a full CDBG application by May 9, 2026.

**This designation is contingent upon the following conditions:**

1. Availability of funds from the U.S. Department of Housing and Urban Development (HUD).
2. Completion of any applicable additional action items outlined in section #6 above.
3. Submission and approval of the CDBG application.
4. Fulfillment of the required public engagement process.
5. Passage of a resolution by the local government’s legislative body authorizing the application submission to MSHDA.

**Important Compliance Notice:** No choice-limiting actions or activities may be undertaken during this designation period. Funding is not officially awarded until a grant agreement has been fully executed. Additionally, no costs may be incurred prior to receiving written authorization and an environmental release from MSHDA.

If the CDBG application is not submitted to **MSHDA-CDBG@michigan.gov** by May 9, 2026, this Designation Memo will be rescinded.

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**Acceptance of Designation:** *As a designated MSHDA MI Neighborhood Program CDBG applicant, my organization acknowledges this funding designation and agrees to complete the full application process and all required steps by May 9, 2026.*

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Applicant Authorized Signer – Printed Name

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Applicant Authorized Signer – Signature

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Date

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MSHDA – Printed Name

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MSHDA – Signature

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Date