2020 CDBG Special Conditions Guide

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Viewing your Grants

- Follow the "External Users Logging into Recipient Portal" instructions to view your grants: https://opportunity.nebraska.gov/wp-content/uploads/2020/11/External-User-Guide-Post-Award.pdf

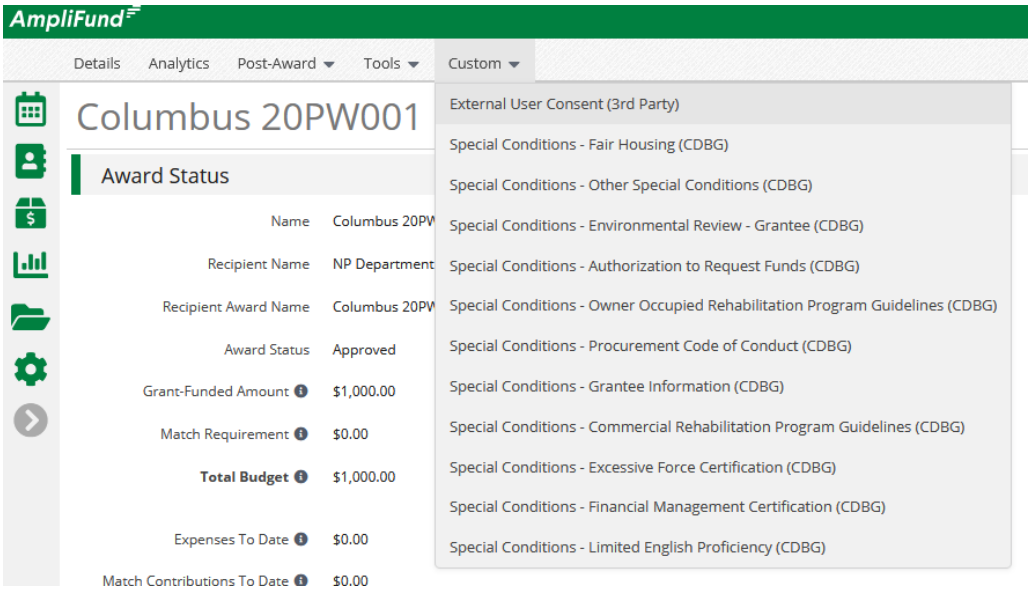
Adding Users

- Local Unit of Government Staff Members: https://opportunity.nebraska.gov/wp-content/uploads/2020/11/How-to-Add-Users-in-the-Recipient-Portal.pdf

- External Users: https://opportunity.nebraska.gov/wp-content/uploads/2020/12/External_User-Request_to_Add_to_Recipient_Portal.pdf

Completing the Special Conditions forms

- To complete the special conditions forms, click on the word "Custom" to display the special conditions forms that need to be completed.



- Select the "Special Condition" form you need to complete. See the following pages for additional instructions on how to complete each form.

- Once **all** special conditions have been completed within AmpliFund, please send an email to your Program Representative.

File Upload Naming Instructions

When uploading files associated with your special conditions, use the following naming structure:

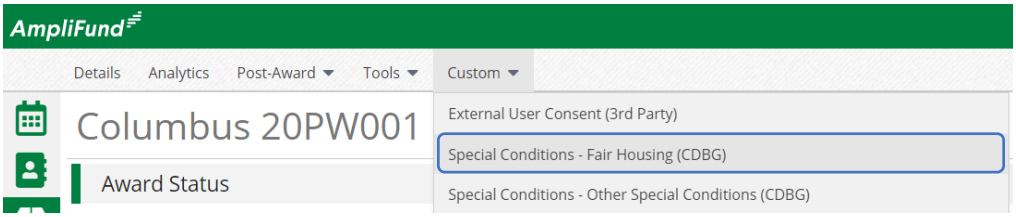
Local Unit of Government Name_Grant #_Type of Special Condition

NOTE: Do not include the phrase "City of" or "Village of"

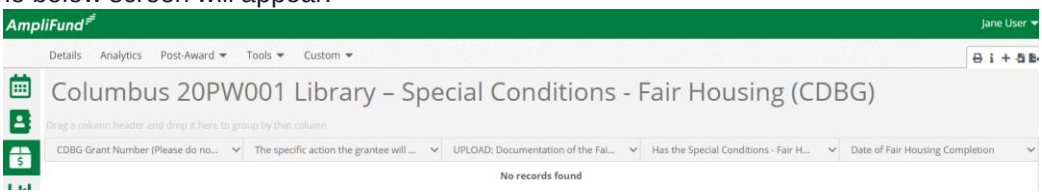
Special Condition	Document	Example
Fair Housing	Proposed Fair Housing Letter	*Columbus_20PW001_Fair Housing Proposed*
Authorization to Request Funds	Authorization to Request Funds	*Columbus_20PW001_Authorization*
Procurement Code of Conduct	Procurement Code of Conduct	*Columbus_20PW001_Procurement-Code*
Excessive Force	Excessive Force	*Columbus_20PW001_Excessive Force*
Financial Management Certification	Financial Management Certification	*Columbus_20PW001_Financial Certification*
Limited English Proficiency	4 Factor Analysis and LAP	*Columbus_20PW001_LEP*
OOR Program Guidelines	Program Guidelines	*Columbus_20HO001_OOR Guidelines*
	Program Guidelines Checklist	*Columbus_20HO001_OOR Guidelines Checklist*
Commercial Rehabilitation Program Guidelines	Program Guidelines	*Columbus_20DTR001_Commercial Guidelines*
Grantee Information	Certification Administrator Letter	*Columbus_20PW001_Certified Administrator*
Environmental Review		
	Project Description	*Columbus_20PW001_ERR Project Description*
	Determination Level of Review	*Columbus_20PW001_ERR DLR*
	HUD Environmental Assessment (EA)	*Columbus_20PW001_ERR EA*
	Notice of Finding of No Significant Impact (FONSI) & Request Release of Funds (RROF)	*Columbus_20PW001_ERR FONSI-RROF*
	RROF / Certification Form	*Columbus_20PW001_ERR RROF Certification*
	8 Step Process for Compliance with Floodplain Management	*Columbus_20PW001_ERR 8 Step Process*
	Timing Summary Worksheet	*Columbus_20PW001_ERR Timing worksheet*
	Certification of Continued Environmental Compliance Form	*Columbus_20PW001_ERR Continued Compliance*
	Finding of Exempt Activity Form	*Columbus_20PW001_ERR Exempt*
	24 CFR 58.6 – Other Requirements	*Columbus_20PW001_ERR 58.6*
	Finding of CENST Activity Form	*Columbus_20PW001_ERR CENST*
	CEST Statutory Checklist	*Columbus_20PW001_ERR CEST*
	Notice of Intent to Request Release of Funds (Site Specific)	*Columbus_20PW001_ERR NOI-RROF Site*
	Notice of Intent to Request Release of Funds (Tiered)	*Columbus_20PW001_ERR NOI-RROF Tier*

Special Conditions – Fair Housing

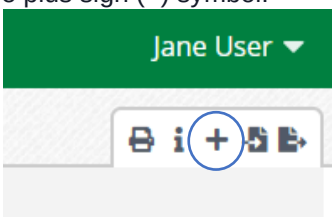
- Select the "Special Conditions – Fair Housing" form from the "Custom" drop down menu.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



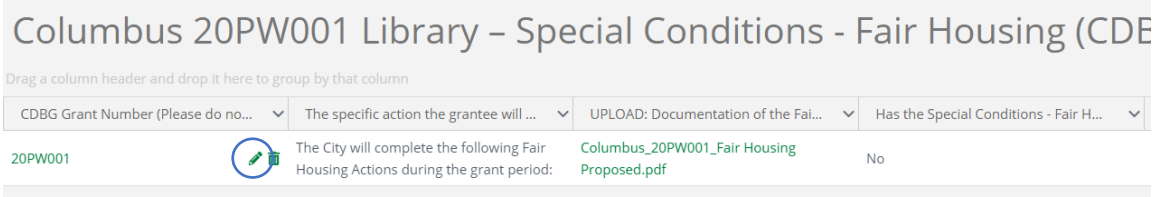
- A new form will appear, the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001).*
  - The specific action the grantee will undertake during the grant period to meet the Special Conditions requirement:
    - *Enter the action(s) that will be completed.*
  - UPLOAD: Documentation of the Fair Housing Action:
    - *This is a letter from the Chief Elected Official to the Nebraska Department of Economic Development identifying the proposed Fair Housing Actions that will occur during the grant period and identifies the Fair Housing representative. This letter is on letterhead. Refer to Chapter 5 of the CDBG Administration Manual for more information (pages 5-11).*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Fair Housing Proposed*

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

  - Has the Special Conditions-Fair Housing (CDBG) form been completed and is it now ready for submission?
    - Answer "Yes", if the required fields above are finalized.
    - Answer "No", if the required fields are not complete.
  - Date of Completion
    - Enter the date that the form was completed and is available to be reviewed by the Department.

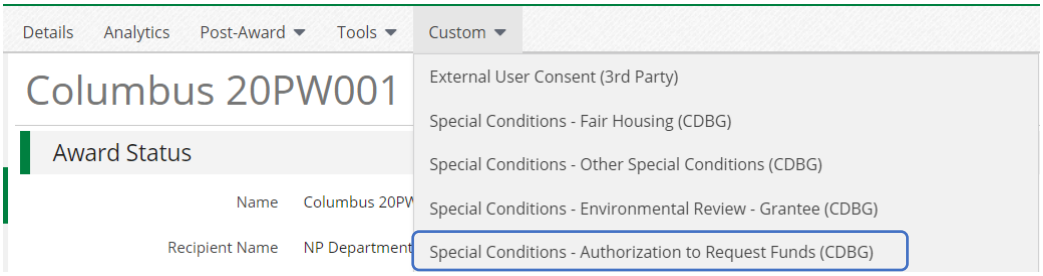
- Once the Required Fields (indicated by a *) are filled out, the user can now click the “Create” button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

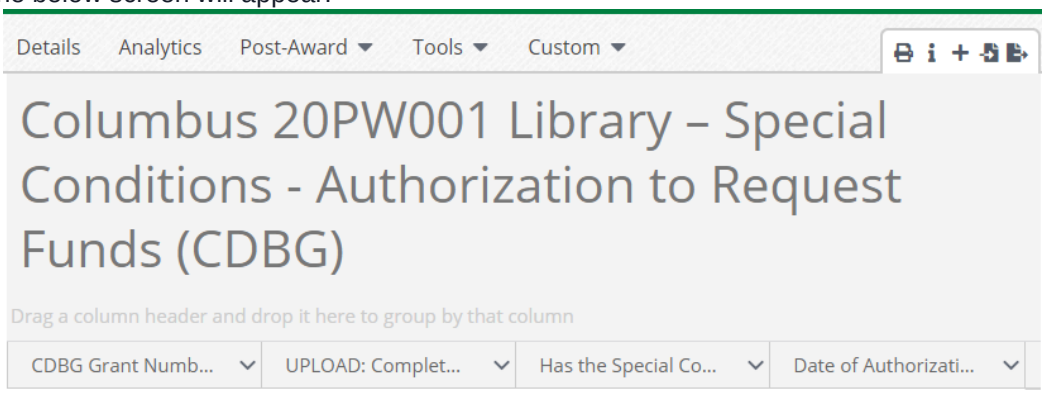


Special Conditions – Authorization to Request Funds

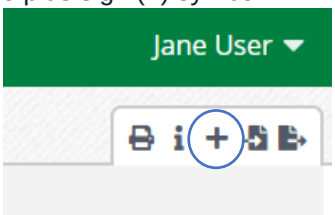
- Select the "Special Conditions – Authorization to Request Funds" form from the "Custom" drop down menu.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



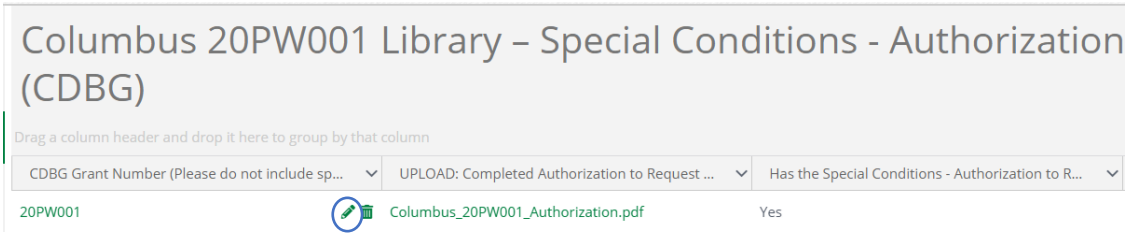
- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
  - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - 1st Authorized Person: First Name, Last Name, Title
  - 2nd Authorized Person: First Name, Last Name, Title
  - UPLOAD: Completed Authorization to Request Funds:
    - *This is template form, which must appear on the local unit of government's letterhead, that identifies two of the local unit of government's representatives authorized to request funds from the Department. The names on the uploaded form must match the names entered in the text boxes of this form. If it is not on letterhead, the signatures must be notarized.*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Authorization*
  - Date Authorization was Signed:
    - Enter the date the last individual signed the form.

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Authorization to Request Funds (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

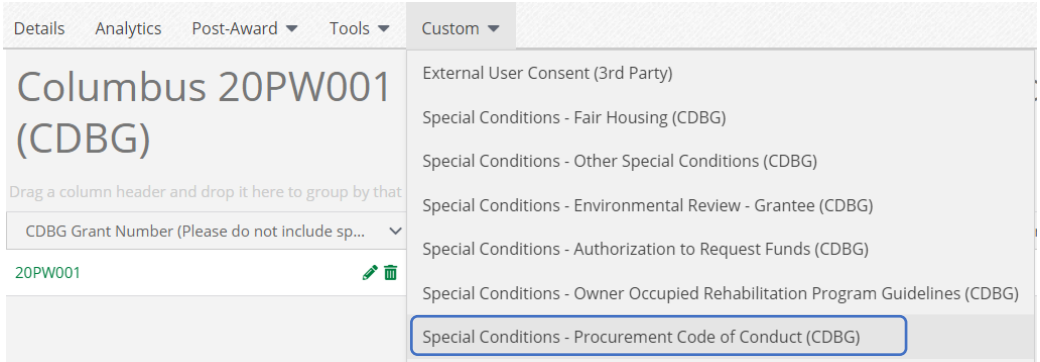
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.



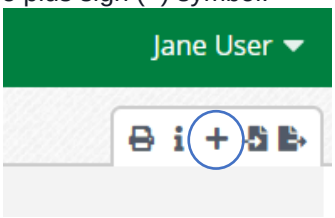
Special Conditions – Procurement Code of Conduct

- Select the "Special Conditions – Procurement Code of Conduct" form from the "Custom" drop down menu.



- The below screen will appear.

- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Procurement Code of Conduct:
    - *The grantee must submit documentation to the Department evidencing adoption of appropriate procurement standards in compliance with provisions of federal law including, but not limited to, 24 C.F.R. Part 85, 24 C.F.R. §570.489, and 2 C.F.R. §§200.318 through 200.326 (with emphasis on the provisions in 2 C.F.R. §200.322 regarding procurement of recovered materials). Such procurement standards must include written standards of conduct covering conflicts of interest and governing the actions of the Grantee's employees engaged in the selection, award, and administration of contracts.*

      The Department has created a template identifying the required procurement procedures and code of conduct language. Grantees may use this template or submit the local procurement procedures and code of conduct language in place that meet these requirements.

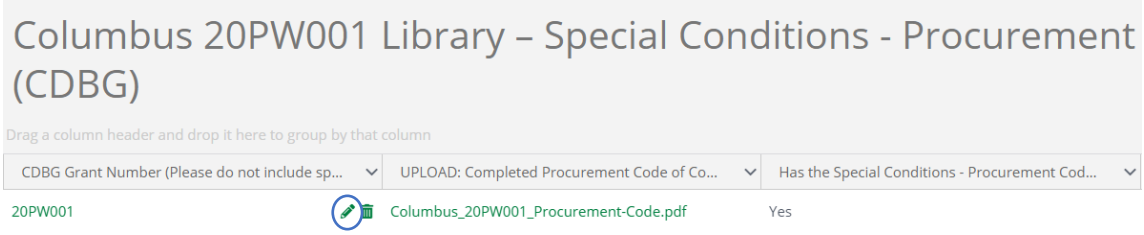
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Procurement-Code*
  - Date of Adoption:
    - Enter the date of adoption.

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Procurement Code of Conduct (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

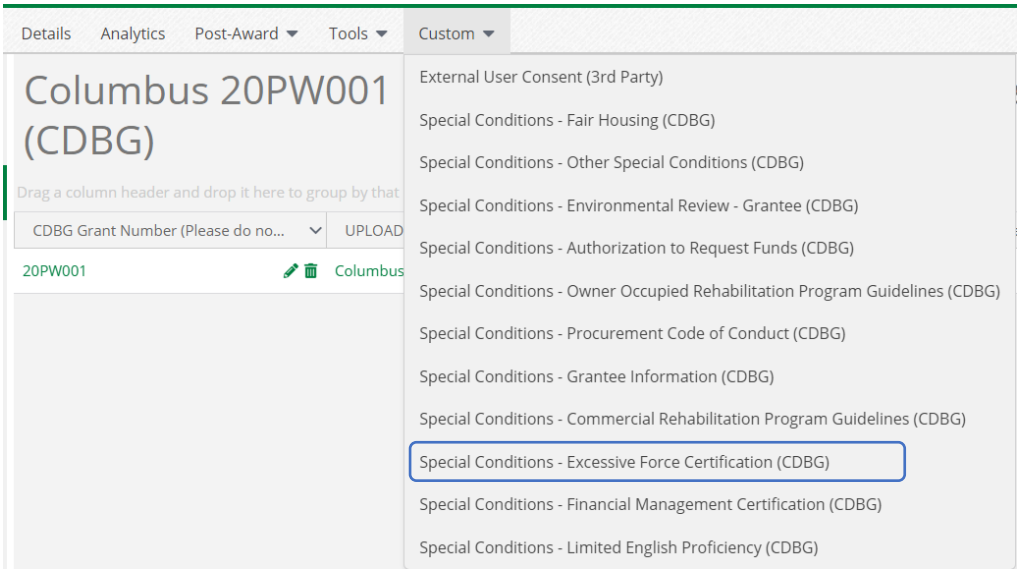
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.



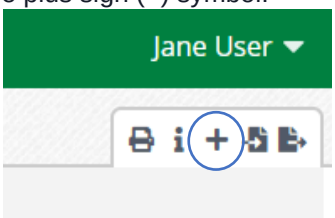
Special Conditions – Excessive Force

- Select the "Special Conditions – Excessive Force" form from the "Custom" drop down menu.



- The below screen will appear.

- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Procurement Code of Conduct:
    - *The Grantee must provide documentation that it has adopted a policy to prohibit the use of excessive force by local law enforcement agencies against any individual engaged in nonviolent civil rights demonstrations.*

      The Department has created a template for grantees to use. This template should be on the local unit of government's letterhead.

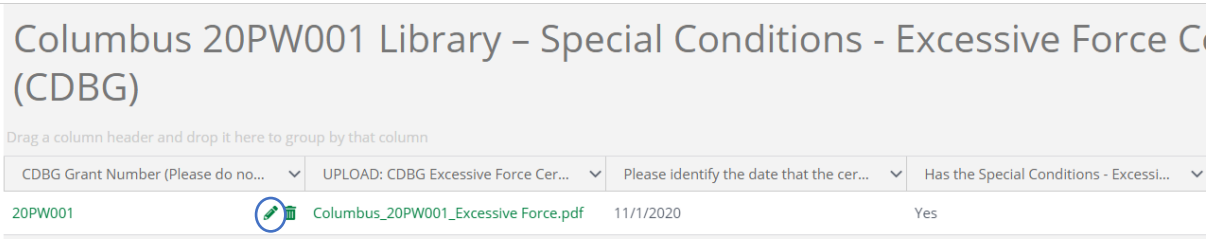
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Excessive Force*
  - Please identify the date that the certification was made:
    - Enter the date of certification.

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Excessive Force Certification (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

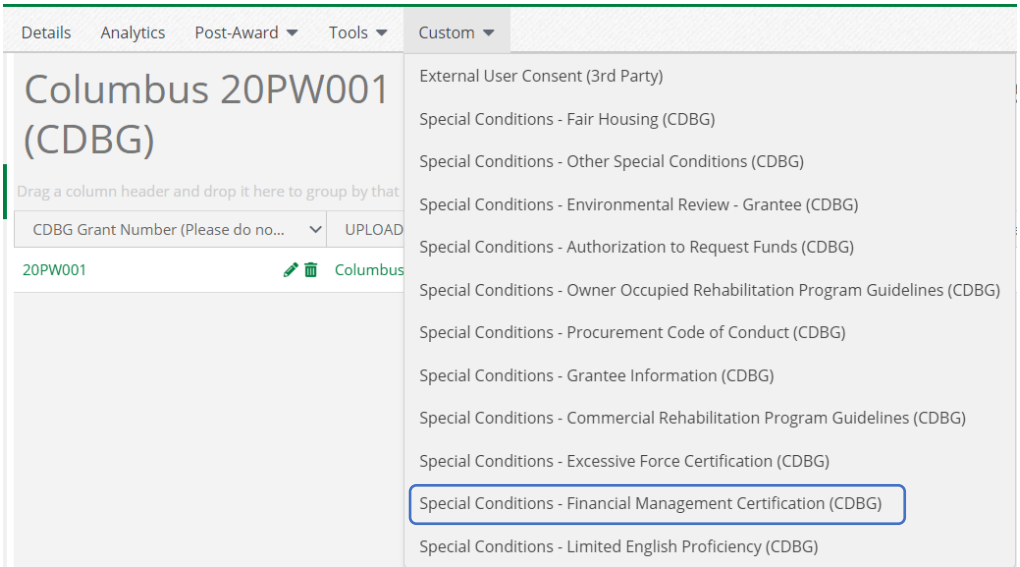
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.



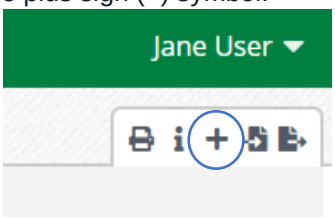
Special Conditions – Financial Management Certification

- Select the "Special Conditions – Financial Management Certification" form from the "Custom" drop down menu.



- The below screen will appear.

- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Completed Financial Management Certification:
    - *The Grantee must submit documentation evidencing completion of all financial management system requirements and execution of the financial management certification form provided by the Department.*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Financial Certification*
  - Date Signed:
    - Enter the date the Chief Elected Official signed the form

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

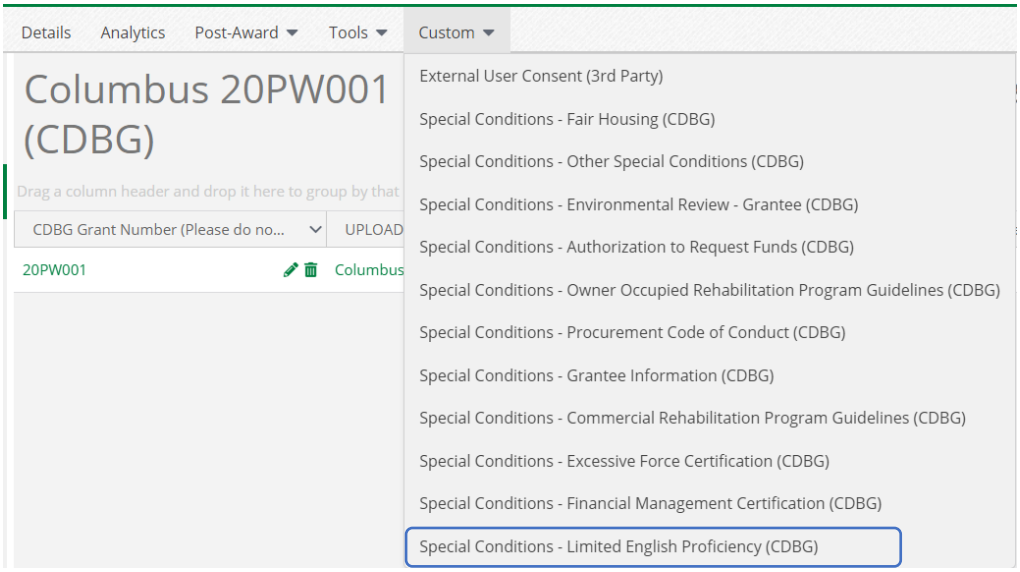
- Has the Special Conditions-Financial Management Certification (CDBG) form been completed and is it now ready for submission?
  - Answer “Yes”, if all the required fields above are finalized.
  - Answer “No”, if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

- Once the Required Fields (indicated by a *) are filled out, the user can now click the “Create” button, located near the lower right-hand corner.

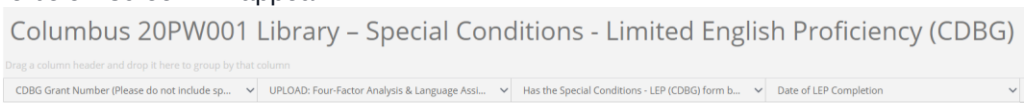
- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

Special Conditions – Limited English Proficiency

- Select the "Special Conditions – Financial Management Certification" form from the "Custom" drop down menu.



- The below screen will appear.



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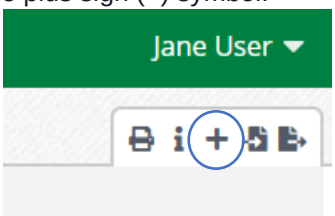


- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Four-Factor Analysis & Language Assistance Plan:
    - *The Grantee must submit documentation evidencing completion of its responsibilities to ensuring meaningful access to the Project activities and services for persons with Limited English Proficiency ("LEP") as required by Title VI of the Civil Rights Act of 1964; Executive Order 13166; and HUD's final "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient (LEP) Persons", which was published in the Federal Register on January 22, 2007 and which became effective on March 7, 2007 ("HUD LEP Guidance").*

      The Department has made a template available to complete this requirement.

    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_LEP*

- After conducting your four-factor analysis, was it necessary to complete a language assistance plan:
  - Identify “Yes”
  - Identify “No”

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

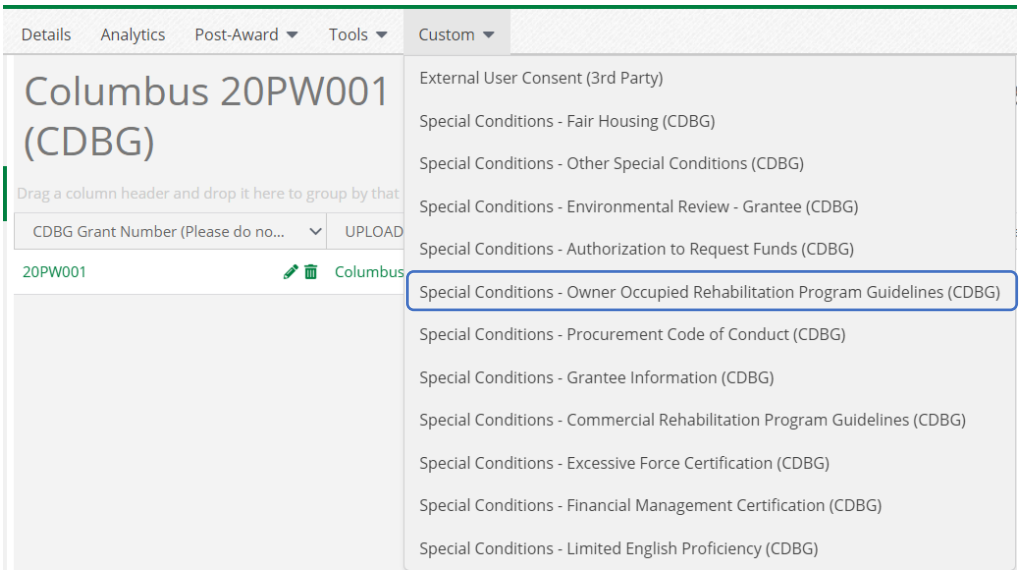
- Has the Special Conditions-LEP(CDBG) form been completed and is it now ready for submission?
  - Answer “Yes”, if all the required fields above are finalized.
  - Answer “No”, if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

- Once the Required Fields (indicated by a *) are filled out, the user can now click the “Create” button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

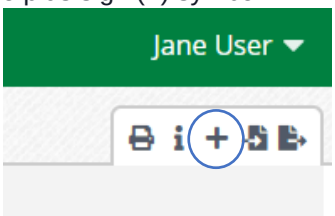
Special Conditions – Owner Occupied Rehabilitation Program Guidelines

- Select the "Special Conditions – Owner Occupied Rehabilitation Program Guidelines" form from the "Custom" drop down menu. This form is only completed by grantees within the Owner Occupied Rehabilitation funding opportunity.



- The below screen will appear.

- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Owner Occupied Rehabilitation Program Guidelines:
    - *Upload the grantees Owner Occupied Rehabilitation Program Guidelines.*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_OOR Guidelines*
  - UPLOAD: Owner Occupied Rehabilitation Program Guidelines Checklist:
    - *Upload the grantees Owner Occupied Rehabilitation Program Guidelines Checklist.*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*

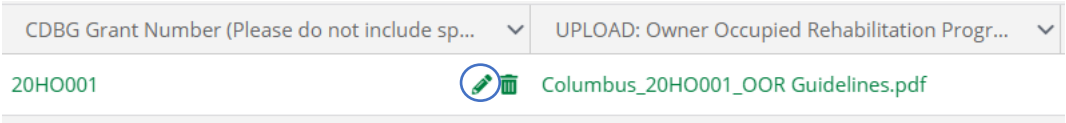
- ***Example**: Columbus_20HO001_OOR Guidelines Checklist*

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Owner Occupied Rehabilitation Program Guidelines (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

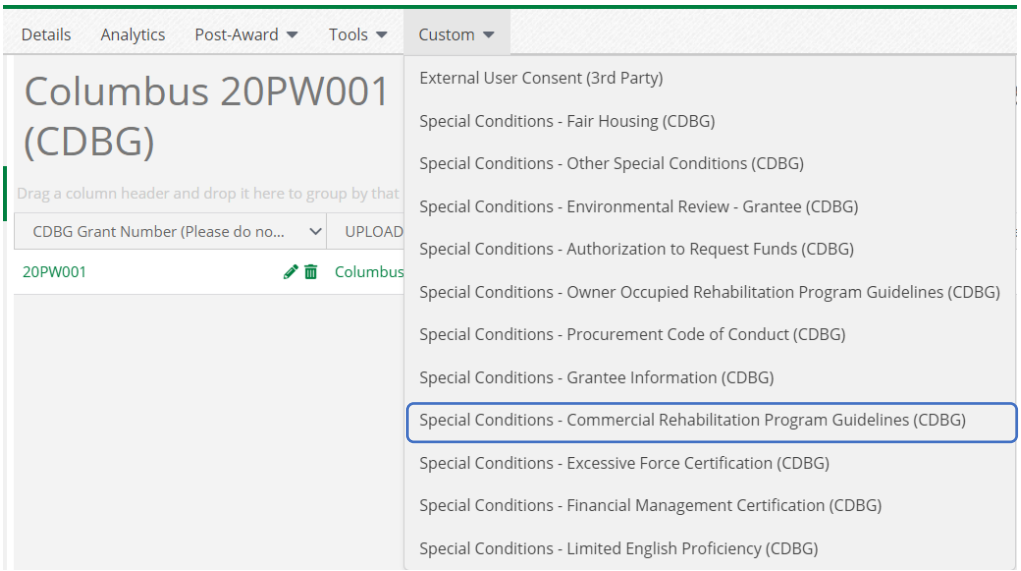
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

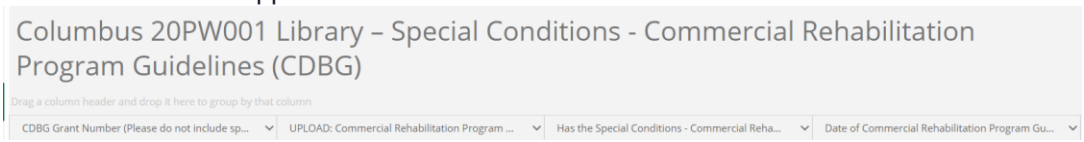


Special Conditions – Commercial Rehabilitation Program Guidelines

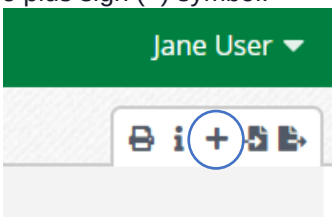
- Select the "Special Conditions – Commercial Rehabilitation Program Guidelines" form from the "Custom" drop down menu. This form is only completed by grantees who are completing a Commercial Rehabilitation Activity within the Downtown Revitalization funding opportunity.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



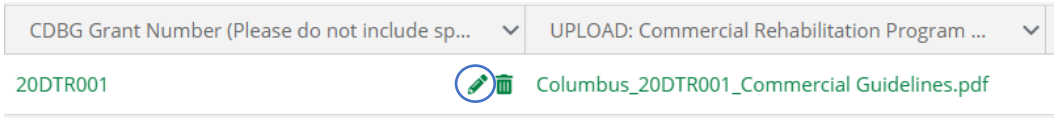
- A new form will appear and the following fields need to be completed:
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
  - UPLOAD: Commercial Rehabilitation Program Guidelines:
    - *Upload the grantee's Commercial Rehabilitation Program Guidelines and the completed checklist.*
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20DTR001_Commercial Guidelines*

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Commercial Rehabilitation Program Guidelines (CDBG) form been completed and is it now ready for submission?
  - Answer “Yes”, if all the required fields above are finalized.
  - Answer “No”, if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

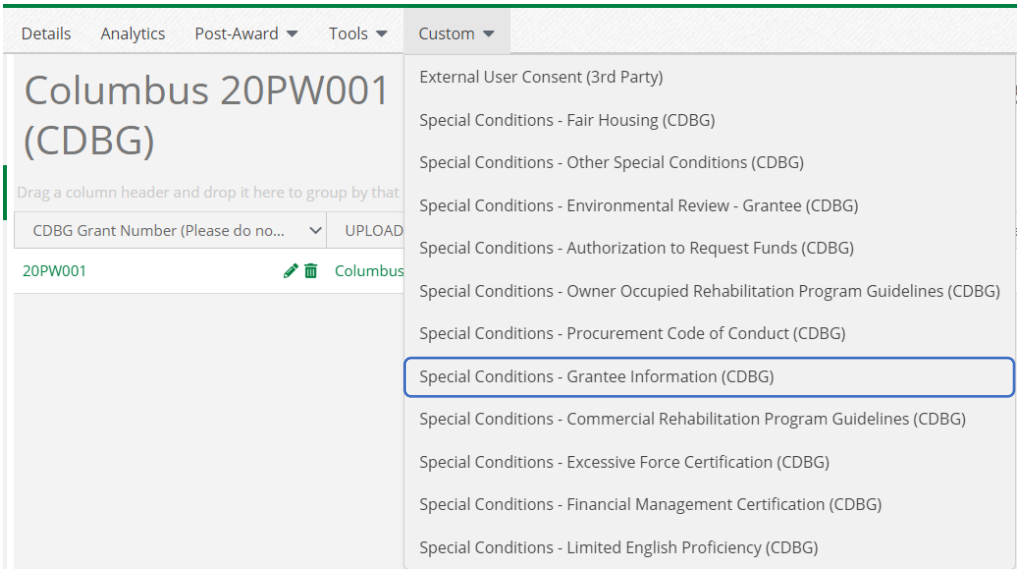
- Once the Required Fields (indicated by a *) are filled out, the user can now click the “Create” button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

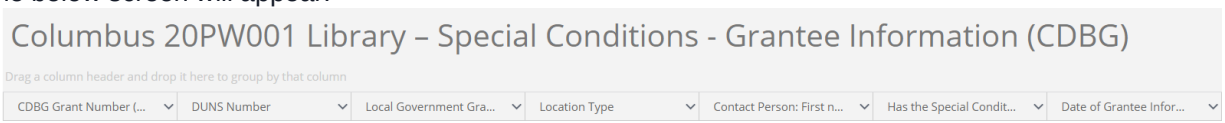


Special Conditions – Grantee Information

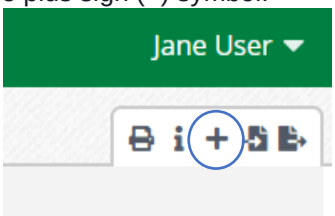
- Select the "Special Conditions – Grantee Information" form from the "Custom" drop down menu.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear and the following fields need to be completed:
  - Grantee Information
    - CDBG Grant Number:
      - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
    - Federal Tax ID Number
    - DUNS Number
    - Local Government Grantee: Only include the local unit of government's name, example Columbus. Do not include "City of" or "Village of".
    - Location Type: Identify if the local unit of government is a "City", "Village" or "County
    - County: Identify all the counties that the local unit of government is within
    - Address Line 1: Enter the Street Address
    - Address Line 2: Enter the PO Box Address
    - City:
    - State:
    - Postal Code:
    - Title (Chief Elected Official): Identify if the Chief Elected Official is a "Mayor", "Chairperson", or "City Manager"
    - Chief Elected Official: First Name, Last Name, Email
    - Clerk: First Name, Last Name, Email, Phone Number

- Local Government CDBG Contact
  - Complete the contact information for the individual who will be the primary contact at the local unit of government to answer questions.
  - Items to complete: First Name, Last Name, Title, Address Line 1 (Street Address), Address Line 2 (PO Box Address), City, State, Zip Code, Phone Number, and Email.
- Limited English Proficiency (LEP) Representative
  - Complete the contact information for the individual who is the LEP representative. This should align with the individual identified within the Four Factor Analysis.
  - Items to Complete: First Name, Last Name, Phone Number, Email.
- Fair Housing Representative
  - Complete the contact information for the individual who is the Fair Housing representative. This should align with the individual identified within the Special Condition-Fair Housing.
  - Items to Complete: First Name, Last Name, Phone Number, Email.
- Section 504 Coordinator
  - Does the local unit of government employ 15 or more persons?
    - Answer Yes – if the local unit of government employs 15 or more persons and enter the contact information for the Section 504 Coordinator (First Name, Last Name, Email, and Phone Number).
    - Answer No – if the local unit of government does not employ 15 or more persons.
- CDBG Certified Administrator
  - Firm:
    - If the CDBG Administrator is a City Employee: City Employee
    - If the CDBG Administrator is hired by the local unit of government and is an employee of an organization: spell out the full name of the organization and if there is an abbreviation to refer to the organization place in parenthesis.
      - Example: Nebraska Department of Economic Development (DED)
  - Contact Information: Complete the following fields First Name, Last Name, Address Line 1 (Street Address), Address Line 2 (PO Box Address), City, State, Postal Code, Phone Number, Email.
  - Certification Status: (Refer to Chapter 2 of the CDBG Administration Manual or the correspondence from the Department to determine if you are conditionally certified or certified). If still unclear, reach out to the CDBG Training Coordinator, Alison Kumbier (alison.kumbier@nebraska.gov), to determine your status.
    - Conditionally Certified
    - Certified
  - Certified Date: Enter the date you were initially certified by the Department. If you let your certification expired in the past, use the most recent date you were certified.
  - Date Expires: Enter the date your certification expires.
    - This date is listed in the correspondence from the Department or can be found on the Nebraska CDBG Certified Administrators list: https://opportunity.nebraska.gov/wp-content/uploads/2019/05/CDBG_Cert_Admin_December_15_2020.pdf
  - UPLOAD: Letter from Chief Elected Official identifying CDBG Certified Administrator:
    - *Upload documentatio*n that the grantee has selected a CDBG Certified Administrator. This includes a letter (on letterhead) from the Chief Elected Official identifying the CDBG Certified Administrator and the procurement method utilized.
    - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*
    - ***Example****: Columbus_20PW001_Certified Administrator*
- Other Person(s) to receive copies of all correspondence
  - If applicable to your grant, identify additional individuals who should be included on the status of the grant.

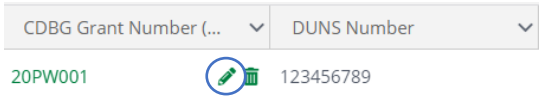
- Additional Contacts
  - If applicable to your grant, identify additional individuals who should be included on the status of the grant.

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Grantee Information (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

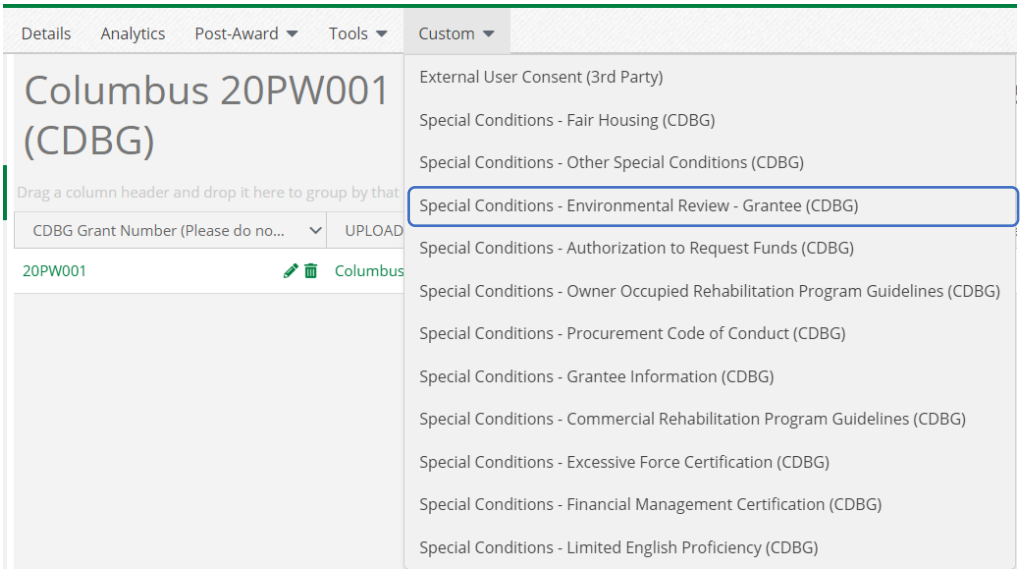
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

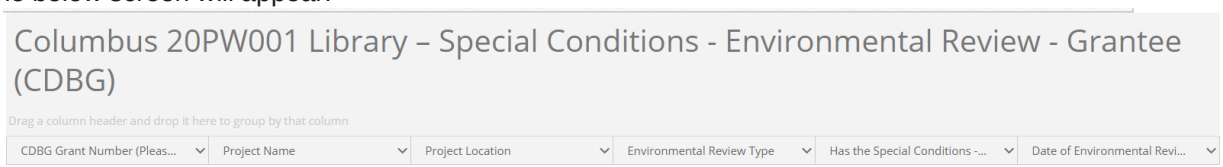


Special Conditions – Environmental Review

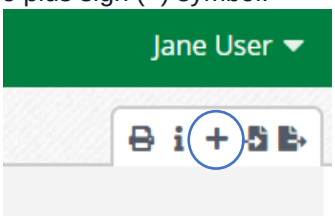
- Select the "Special Conditions – Environmental Review" form from the "Custom" drop down menu.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear, and the following fields need to be completed for **all** CDBG Grants:
  - **Project Information**
    - CDBG Grant Number: *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001)*
    - Project Name: Enter the Project Name
    - Program Year: Enter the year 2020.
    - Project Location:
      - If you know the specific address for the project, input the address.
      - If the project address is not known or is within multiple areas of the community, enter the community name.
  - **ERR Description**
    - Project Description: Provide 1 or 2 sentences describing the proposed activities
    - UPLOAD: Full Project Description
      - The Full Project Description needs to address all of the items identified in Chapter 6 of the CDBG Administration Manual (page 6).
      - *When uploading files associated with your special conditions, use the following naming structure:* ***Local Unit of Government Name_Grant #_Type of Special Condition****. Do not include the phrase "City of" or "Village of"*

        - ***Example**: Columbus_20PW001_ERR Project Description*

    - **Environmental Review Preparer Information**
        - Identify the First Name, Last Name, and Title of the Environmental Review Preparer
    - **Responsible Entity**
        - Identify the First Name, Last Name, and Title of the Responsible Entity (Chief Elected Official)
    - **Uploaded and Signed Determination of Level of Review**
        - Environmental Review Type: Identify the Environmental Review Type associated with your project
        - UPLOAD: Signed and Completed Determination of Level of Review
            - This document should be signed in blue and scanned in color.
            - *When uploading files associated with your special conditions, use the following naming structure: **Local Unit of Government Name_Grant #_Type of Special Condition**. Do not include the phrase "City of" or "Village of"*
            - ***Example**: Columbus_20PW001_ERR DLR*
        - Date Environmental Review Preparer Signed – DLR
            - Enter the date signed
        - Date Responsible Entity Certifying Officer Signed – DLR
            - Enter the date signed

- **Based on the Determination of Level of Review, the grantee will complete <u>one</u> of the Environmental Review types in full:**

    - **Exempt from NEPA Review**
        - Does the project need to complete the Exempt Environment Review Record?
            - Select Yes, if this is the type of review needing to be completed
            - Select No, if this is not the type to be reviewed.
        - Exempt from NEPA checklist upload: Upload signed Finding of Exempt Activity form signed (with blue ink) by both the preparer and the Responsible Entity.
        - 24 CFR 58.6 - Other Requirements Upload – Exempt: Upload the signed 24 CFR 58.6 – Other Requirements form signed (with blue ink) by both the preparer and the Responsible Entity.
        - Date Environmental Review Preparer Signed – Exempt
            - Enter the date signed
        - Date Responsible Entity Certifying Officer Signed – Exempt
            - Enter the date signed

    - **Categorically Excluded Not Subject To (CENST)**
        - Does the project need to complete the CENST Environment Review Record?
            - Select Yes, if this is the type of review needing to be completed
            - Select No, if this is not the type to be reviewed.
        - Categorically Excluded NOT Subject Checklist upload: Upload signed Finding of CENST Activity form signed (with blue ink) by both the preparer and the Responsible Entity.
        - 24 CFR 58.6 - Other Requirements Upload – CENST: Upload the signed 24 CFR 58.6 – Other Requirements form signed (with blue ink) by both the preparer and the Responsible Entity.
        - Date Environmental Review Preparer Signed – CENST
            - Enter the date signed
        - Date Responsible Entity Certifying Officer Signed – CENST
            - Enter the date signed

- **Categorically Excluded Subject To (CEST)**
  - Does the project need to complete the CEST Environment Review Record?
    - Select Yes, if this is the type of review needing to be completed
    - Select No, if this is not the type to be reviewed.
  - Categorically Excluded Subject to Statutory Checklist:
    - Upload the signed (with blue ink) Statutory Checklist only.
  - UPLOAD: CEST Statutory Checklist related attachments/exhibits:
    - Upload the Attachments/Exhibits referenced within the Statutory Checklist.
  - 24 CFR 58.6 - Other Requirements Upload – CEST:
    - Upload the signed 24 CFR 58.6 – Other Requirements form signed (with blue ink) by both the preparer and the Responsible Entity.
  - Does this project convert to exempt?
    - Select Yes: If after completing the statutory checklist the grantee finds that environmental review record converts to exempt.
    - Select No: If after completing the statutory checklist, the environmental review record remains a CEST
  - If Yes, Upload Exempt Form:
    - Upload the signed (with blue ink) Finding of Exempt Activity form by both the preparer and the Responsible Entity.
  - Is the notice of Intent of Request a Release of Funds (Site Specific) required for this project?
    - Select Yes
    - Select No
  - Notice of Intent to Request Release of Funds (Site Specific):
    - Upload documentation demonstrating that the Notice of Intent to Request Release of Funds was published or posted.
  - Is the Notice of Intent to Request a Release of Funds (Tiered Reviews) required for this project?
    - Select Yes
    - Select No
  - Notice of Intent to Request a Release of Funds (Tiered Reviews):
    - Upload documentation demonstrating that the Notice of Intent to Request Release of Funds was published or posted.
  - Is the RROF/Certification Form required for this project?
    - Select Yes
    - Select No
  - RROF/Certification Form:
    - Upload the signed (in blue ink) by the responsible entity.
  - Date DED accepts RROF/Certification Form:
    - The original copy needs to be provided to the Department. Grantees should email their program representative a copy of this completed form and indicate that the original signed form has been mailed to DED. The date entered is the date that the grantee emailed their program representative.
  - Is the 8 Step Process for Compliance required for this project?
    - Select Yes
    - Select No
  - Date 8 Step Process Signed – CEST:
    - Upload the completed documentation associated with the 8 Step Process. This includes the 8 Step Process Form, Supporting Documentation, Publication/Posting of the Early Public Notice, Publish/Posting the Notice of Explanation
  - Is the Certification of Continued Environmental Compliance required for this project?
    - Select Yes

        - Select No
    - Certification of Continued Environmental Compliance: Upload the completed Certification of Continued Environmental Compliance. **NOTE:** Contact your program representative to determine if this is applicable to submit.
    - Timing Summary Worksheet(s) – CEST: Upload the completed Timing Summary Worksheet.
    - Tier II Template: Upload the Tier II Template that is specific to your grant project that will be used during the implementation of the project. The Department has a general Tier II template to use.
    - Date Environmental Review Preparer Signed – CEST
        - Enter the date signed
    - Date Responsible Entity Certifying Officer Signed – CEST
        - Enter the date signed

- **Environmental Assessment (EA)**
    - Does the project need to complete the EA Environment Review Record?
        - Select Yes, if this is the type of review needing to be completed
        - Select No, if this is not the type to be reviewed.
    - HUD Environmental Assessment:
        - Upload the signed (with blue ink) HUD Environmental Assessment only.
    - UPLOAD: HUD Environmental Assessment related attachments/exhibits:
        - Upload the Attachments/Exhibits referenced within the HUD Environmental Assessment.
    - Notice of Finding of No Significant Impact (FONSI) & Request Release of Funds (RROF):
        - Upload documentation demonstrating that this was published or posted.
    - RROF/Certification Form:
        - Upload the signed (in blue ink) by the responsible entity.
    - Date DED accepts RROF/Certification Form:
        - The original copy needs to be provided to the Department. Grantees should email their program representative a copy of this completed form and indicate that the original signed form has been mailed to DED. The date entered is the date that the grantee emailed their program representative.
    - Is the 8 Step Process for Compliance required for this project?
        - Select Yes
        - Select No
    - Date 8 Step Process Signed – EA:
        - Upload the completed documentation associated with the 8 Step Process. This includes the 8 Step Process Form, Supporting Documentation, Publication/Posting of the Early Public Notice, Publish/Posting the Notice of Explanation
    - Timing Summary Worksheet(s) – EA:
        - Upload the completed Timing Summary Worksheet.
    - Certification of Continued Environmental Compliance:
        - Upload the completed Certification of Continued Environmental Compliance. **NOTE:** Contact your program representative to determine if this is applicable to submit.
    - Date Environmental Review Preparer Signed – EA
        - Enter the date signed
    - Date Responsible Entity Certifying Officer Signed – EA
        - Enter the date signed

- **Environmental Impact Statement (EIS)**

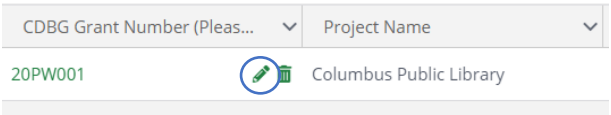
- Does the project need to complete the EIS Environment Review Record?
  - Select Yes, if this is the type of review needing to be completed. If this is selected, contact your program representative immediately.
  - Select No, if this is not the type to be reviewed.

NOTE: The Form Completion Section must be completed for each special condition item. This informs the Department if this special condition is currently being drafted or if it is final and ready to be reviewed. The Department will only be reviewing forms that are finalized.

- Has the Special Conditions-Environmental Review (CDBG) form been completed and is it now ready for submission?
  - Answer "Yes", if all the required fields above are finalized.
  - Answer "No", if all the required fields are not complete.
- Date of Completion
  - Enter the date that the form was completed and is available to be reviewed by the Department.

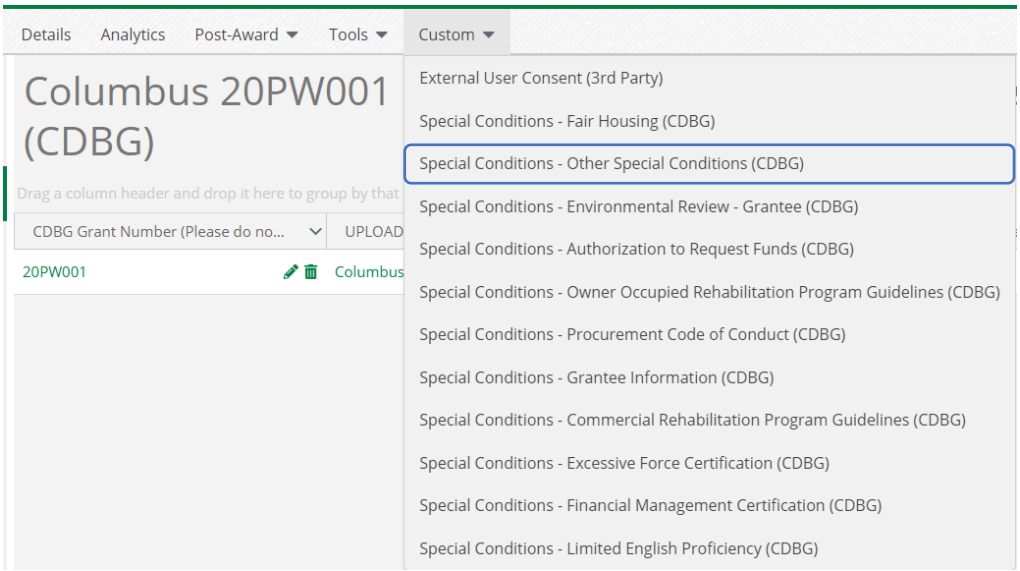
- Once the Required Fields (indicated by a *) are filled out, the user can now click the "Create" button, located near the lower right-hand corner.

- If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

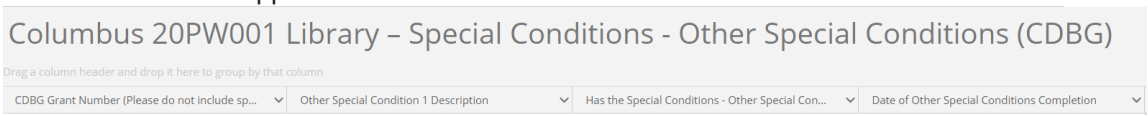


Special Conditions – Other Special Conditions

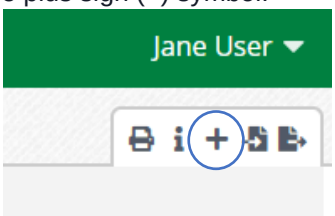
- Select the "Special Conditions – Environmental Review" form from the "Custom" drop down menu. **NOTE:** This special condition will only appear if you have additional documents identified within the contract that need to be completed.



- The below screen will appear.



- A new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



- A new form will appear,
  - CDBG Grant Number:
    - *Enter your grant number, this will be on the Notice of Approval Letter and within the contract.* ***Do not use dashes or hyphens*** *(Example: 20PW001).*
  - Other Special Condition 1 Description:
    - Enter a Description of the item that will be uploaded. This should correlate with the language within the contract.
  - UPLOAD: Other Special Condition 1:
    - Upload the requested documentation.