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| ENGINEERING/ARCHITECTURAL COSTS CERTIFICATION |
| I certify that our local government will pay all of the engineering/architectural costs associated with the implementation of this CDBG-CV program. These costs will include but not be limited to basic design, resident inspection, testing, staking. etc.  **A resolution adopted by our local government is attached which identifies the firm hired and the proposed amount of their contract.**    Signature of Chief Elected Official Date |

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| ADMINISTRATIVE COSTS CERTIFICATION |
| I certify that our local government will pay all of the administrative costs associated with the implementation of this CDBG-CV program; such costs will include, but not be limited to audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the CDBG-CV program. The documentation to support this is included in this application in accordance with the instructions.  The local government will utilize an administrative consultant to administer the CDBG-CV Program. The proposed consultant is . Attached is a copy of the required resolution by the local government.  The local government will utilize its own staff for the purpose of administering the CDBG-CV Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.    Signature of Chief Elected Official Date |

INSTRUCTIONS

## Engineering/Architectural Costs Certification

This form must be completed by those applicants that will pay all of the engineering/architectural costs associated with the implementation of the CDBG-CV Program. Such costs may include, but not be limited to, basic design, resident inspection, testing, staking, etc. However, property surveying can be paid with grant funds even if the applicant receives the rating points for paying the engineering costs.

To substantiate that the local government will pay the engineering costs associated with the CDBG-CV Program, this form must be completed and signed by the chief elected official. **A copy of the resolution passed by the local government identifying the engineering/architectural firm hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government, (except property surveying costs). The applicant will not receive these points if the required information is not included in the application.**

For those applicants that receive the points for paying engineering costs (and are successful in receiving a grant), if there is an under-run in their project costs, the grantee will not be allowed to re-budget those monies for the purpose of reimbursing the local government for any engineering costs associated with the CDBG-CV Program.

## Administrative Costs Certification

This form must be completed by those applicants that will pay all of the administrative costs associated with the implementation of the CDBG-CV Program. To receive the points associated with this factor, the form must be completed and signed by the chief elected official and the corresponding documentation must be included in the application. Such administrative costs may include, but not be limited to, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, etc. It is not allowable for grantees to re-budget monies for the purpose of reimbursing the local government for any administrative costs associated with the CDBG-CV Program if an under-run in project costs occurs. **The applicant will not receive these points if the required information is not included in the application.**

An applicant may intend to utilize the services of an administrative consultant, to utilize local staff, or to utilize both. The certification must identify which circumstances apply by marking one or both boxes. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. **A copy of the resolution passed by the local government identifying the administrative consultant hired and the proposed amount of the contract must be included in the application**. That resolution should also state that local funds will be used to pay the administrative consultant fees and any other administrative costs incurred by the local government.

If the local government maintains full-time permanent staff for the sole purpose of administering CDBG-CV or other federal programs, such staff must have proved its capacity to administer CDBG-CV or other federal programs through previous program administration. A sheet should be attached that identifies the staff person(s) who will be responsible for program administration, their job title or position, and a brief listing of their previous experience in administering CDBG-CV or other federal programs. A copy of the resolution passed by the local government stating that local funds will be used to pay all administrative costs incurred by the local government must be included in the application.