

List of Attachments

Chapter 1: Project Administration

- Attachment 1-1: Performance Measures Forms (Public Facilities, Public Services, Economic Development and Housing)
- Attachment 1-2: Request for Approval of Evidentiary Materials and Release of Funds
- Attachment 1-3: Sample Public Hearing Notice

Chapter 2: Environmental Review

- Attachment 2-1: Sample Finding of Exemption
- Attachment 2-2: Sample Finding of Categorical Exclusion Not Subject to 24 CFR Part 58.5
- Attachment 2-3: Sample Finding of Categorical Exclusion Subject to 24 CFR Part 58.5
- Attachment 2-4: Statutory Checklist for Categorically Excluded Activities/Projects
- Attachment 2-5a: SHPO Cover Letter Instructions
- Attachment 2-5b: SHPO Cover Letter
- Attachment 2-6: Sample Notice of Intent to Request a Release of Funds
- Attachment 2-7: Sample Public Notice Distribution List
- Attachment 2-8: Sample Environmental Certification
- Attachment 2-9: Sample Environmental Review Status
- Attachment 2-10: Sample Flood Plains and Wetlands Early Public Notice
- Attachment 2-11: Sample Flood Plains and Wetlands Notice of Explanation
- Attachment 2-12: Sample Documentation Memorandum for Floodplain/Wetlands Eight-Step Process
- Attachment 2-13: Sample Format II: Environmental Assessment
- Attachment 2-14: Format II: Environmental Assessment - Users Guide
- Attachment 2-15: Sample Environmental Assessment Checklist
- Attachment 2-16: Sample Combined/Concurrent Notice Finding of No Significant Impact on the Environment (FONSI) and Notice of Intent to Request for Release of Funds (NOI/RROF)
- Attachment 2-17: Sample Environmental Review Record Checklist
- Attachment 2-18: Sample Re-evaluation Determination

Chapter 3: Financial Management

- Attachment 3-1: Sample Financial Management Checklist
- Attachment 3-2: Sample Request for Payment Form
- Attachment 3-3: Sample Authorized Signature Form
- Attachment 3-4: Sample Direct Electronic Transfer of Funds Form
- Attachment 3-5: Approval for Use Request
- Attachment 3-6: Repayment Report- Program Income/ Miscellaneous Revenue Report
- Attachment 3-7: Sample Revolving Fund Guidelines
- Attachment 3-8: Sample Economic Development Revolving Fund Guidelines

Chapter 4: Procurement

- Attachment 4-1: Sample Procurement Standards
- Attachment 4-2: Sample Grantee Section 3 Action Plan
- Attachment 4-3: Section 3 Report: HUD Form 60002
- Attachment 4-4: Sample Request for Qualifications (RFQ)
- Attachment 4-5: Sample Professional Services Evaluation
- Attachment 4-6: Sample Review Panel Selection Summary
- Attachment 4-7: Sample Request for Proposals
- Attachment 4-8: Sample Advertisement for Bids

Chapter 5: Contracting

- Attachment 5-1: Sample Contract for Professional Services—Part I
- Attachment 5-2: Sample Contract for Professional Services—Part II
- Attachment 5-3: Sample Subcontract Form
- Attachment 5-4a: Certification of Legally Binding Agreements
- Attachment 5-4b: Sample Legally Binding Agreement
- Attachment 5-4c: Legally Binding Agreement Exhibit 1 Standard Provisions
- Attachment 5-5: HUD Form 2516 - Contract and Subcontract Activity Report

Chapter 6: Labor Standards and Construction Management

- Attachment 6-1: Sample Request for Determination of Wage Rate
- Attachment 6-2: Sample State Prevailing Wage Request
- Attachment 6-3: HUD 4010, Federal Labor Standard Provisions

- Attachment 6-4: Goals for Minority Participation in the Construction Industry (from the U.S. Department of Labor Technical Assistance Guide for Federal Construction Contractors, Appendix E)
- Attachment 6-5: Sample Outline of a Pre-construction Conference
- Attachment 6-6: Commonly Asked Questions Concerning Equal Opportunity
- Attachment 6-7: Sample Contractor Employee Breakdown Form
- Attachment 6-8: Required Construction Site Posters
- Notice to All Employees (WH-1321)
 - Equal Employment Opportunity is the Law
 - Safety and Health Protection on the Job
 - Project Wage Rate Sheet (HUD-4720)
- Attachment 6-9: Sample Pre-Construction Report Format
- Attachment 6-10: Sample Notice to Proceed
- Attachment 6-11: Payroll Falsification Indicators
- Attachment 6-12: Payroll Form (WH-347)
- Attachment 6-13: Statement of Compliance
- Attachment 6-14: Record of Employee Interview Form (HUD 11)
- Attachment 6-15: Federal Labor Standards Complaint Intake Form (HUD 4731)
- Attachment 6-16: Sample Construction Oversight Checklist
- Attachment 6-17: Semi-Annual Labor Standards Enforcement Report (HUD 4710)
- Attachment 6-18: Section 5.7 Enforcement Report
- Attachment 6-19: Documentation of Restitution Employee Release
- Attachment 6-20: Kentucky Prevailing Wage Overtime Agreement

Chapter 7: Acquisition

- Attachment 7-1: Sample Acquisition Log of Contacts
- Attachment 7-2: Disclosures to Sellers with Voluntary, Arm's Length Purchase Offer (Sample)
- Attachment 7-3: Sample Acknowledgement of Acquisition and Relocation Rights and Benefits under the Uniform Relocation Act
- Attachment 7-4: Sample Notice to Owner
- Attachment 7-5: "When a Public Agency Acquires Your Property" brochure
- Attachment 7-6: Sample Notice of Intent to Acquire
- Attachment 7-7: Sample Statement of the Basis for the Determination of Just Compensation

- Attachment 7-8: Sample Notice of Intent Not to Acquire (as appropriate)
- Attachment 7-9: Sample Site Acquisition Chart
- Attachment 7-10: Short Form Appraisal Report for Easement Takings (Sample)
- Attachment 7-11: Guide for Preparing Appraisal Scope of Work
- Attachment 7-12: Sample Agreement for Appraisal Services
- Attachment 7-13: Sample Invitation to Accompany an Appraiser
- Attachment 7-14: Sample Review of Appraisal
- Attachment 7-15: Sample Written Offer to Purchase
- Attachment 7-16: Sample Statement of Settlement Costs
- Attachment 7-17: Real Property Acquisition Checklist (Sample)

Chapter 8: Relocation, Displacement, and One-for-One Replacement

- Attachment 8-1: Sample Guideform Notice to Prospective Tenants
- Attachment 8-2: URA Relocation Flow Chart with Trigger Dates
- Attachment 8-3: Sample Guideform Residential Antidisplacement and Relocation Plan
- Attachment 8-4: Sample Guideform General Information Notice—Residential Tenant That Will Not be Displaced
- Attachment 8-5: Sample Guideform General Information Notice—Residential Tenant to Be Displaced
- Attachment 8-6: Sample Household Case Record
- Attachment 8-7: Sample Guideform Notice of Eligibility for Relocation Assistance—Residential Tenant
- Attachment 8-8: Sample Guideform Notice of Nondisplacement to Residential Tenant
- Attachment 8-9: Relocation Assistance to Displaced Homeowners (HUD Brochure)
- Attachment 8-10: Relocation Assistance to Displaced Tenants from Their Homes (HUD Brochure)
- Attachment 8-11: Elderly Waiver for Relocation-Sample Form
- Attachment 8-12: HUD Form 52580 Section 8 Existing Housing Program Inspection Checklist
- Attachment 8-13: HUD Form 40061—Selection of Most Representative Comparable Replacement Dwelling for Purposes of Computing a Replacement Housing Payment
- Attachment 8-14: Sample Letter to Relocates in a Substandard Unit
- Attachment 8-15: Claim for Rental Assistance or Down payment Assistance
- Attachment 8-16: Sample Guideform Notice of Eligibility for Section 104(d) Relocation Assistance—Lower Income Residential Tenant, Section 8 Assistance Available

- Attachment 8-17: Sample Guideform Notice of Eligibility for Section 104(d) Relocation Assistance—Lower Income Residential Tenant, Section 8 Assistance Not Available
- Attachment 8-18: Summary of Major Differences Between 104(d) and URA Relocation Assistance
- Attachment 8-19: Sample 90-Day and 30-day Notice to Vacate
- Attachment 8-20: Tenant Assistance/Relocation Process Flow Chart
- Attachment 8-21: Residential Moving Expense and Dislocation Allowance Payment Schedule
- Attachment 8-22: Claim for Moving Costs and Related Expenses
- Attachment 8-23: Claim for Rental or Purchase Assistance under Section 104(d)
- Attachment 8-24: Sample Temporary Relocation Notice
- Attachment 8-25a: Sample General Information Notice (Non-residential)
- Attachment 8-25b: Sample Guideform Notice of Eligibility for Relocation Assistance Businesses
- Attachment 8-26: HUD 1043 CPD Information Booklet—Relocation Assistance to Displaced Businesses, Nonprofit Organizations, and Farms
- Attachment 8-27: Claim for Actual Reasonable Moving and Related Expenses—Businesses
- Attachment 8-28: Claim for Fixed Payment in Lieu of Payment for Actual Moving and Related Expenses—Businesses, Nonprofit Organizations and Farm Operations
- Attachment 8-29: Sample Grievance Procedures
- Attachment 8-30: One-for-One Replacement Summary Grantee Performance Report
- Attachment 8-31: Sample Relocation File Checklist

Chapter 9: Fair Housing and Equal Opportunity

- Attachment 9-1: Sample Fair Housing Resolution
- Attachment 9-2: Title VI Self-Survey and Statement of Assurance
- Attachment 9-3: Sample Equal Opportunity Checklist
- Attachment 9-4: Sample Section 504 Checklist
- Attachment 9-5: Sample Section 504 Self-Evaluation
- Attachment 9-6: Sample Section 504 Transition Plan
- Attachment 9-7: Sample Grievance Procedures for Complaints
- Attachment 9-8: Sample Fair Housing Complaint Information
- Attachment 9-9: Sample Policy of Non-Discrimination on the Basis of Disability Status
- Attachment 9-10: Local Government Employment Work Force Analysis

Chapter 10: Housing

- Attachment 10-1: Counseling Report, Homeowner Maintenance/Life Skills Education
- Attachment 10-2: Sample Rating and Ranking Criteria Advertisement and Sample Rating and Ranking Criteria for Voluntary Programs
- Attachment 10-3: Sample Program Guidelines
- Attachment 10-4: Sample Real Estate Mortgage
- Attachment 10-5: Sample Promissory Note
- Attachment 10-6: Sample Applicant Release to Obtain Verification of Income
- Attachment 10-7: Part 5 (Section 8) Annual Household Income Calculation Form
- Attachment 10-8: Sample Homeowner Authorization for Agency to Act as Agent for Homeowner
- Attachment 10-9: Sample Grievance Procedures
- Attachment 10-10: Sample CDBG Rehabilitation Assistance Application
- Attachment 10-11: “Protect Your Family from Lead in Your Home” Pamphlet
- Attachment 10-12: Verification of Receiving Lead-Based Paint Pamphlet
- Attachment 10-13: Sample Work-Write Up and Cost Estimate Form
- Attachment 10-14: Lead Safe Housing Rule Briefing Packet
- Attachment 10-15: Lead Safe Housing Requirements Screening Worksheet Parts 1-4
- Attachment 10-16: HUD EPA Notice and Guidance
- Attachment 10-17: Sample Notice of Lead Hazard Evaluation
- Attachment 10-18: Sample Notice of Presumption
- Attachment 10-19: Sample Rehabilitation Granting Agreement
- Attachment 10-20: Sample Contract Package for Rehabilitation
- Attachment 10-21: Sample Notice to Proceed
- Attachment 10-22: Sample Pre-Construction Conference Checklist
- Attachment 10-23: Sample Notice of Acceptance of Work
- Attachment 10-24: Sample Certification of Inspection
- Attachment 10-25: Sample Change Order Request
- Attachment 10-26: Sample Notice of Lead Hazard Reduction Activities
- Attachment 10-27: Sample Contract Termination and Release of Lien Form
- Attachment 10-28: Project Benefit Profile by Person and by Household
- Attachment 10-29: Sample Certification of 60 Day Follow-up Inspection
- Attachment 10-30: Sample Rehabilitation Program File Checklist
- Attachment 10-31: Sample Development Plan

Attachment 10-32: Sample Short Form Development Plan for Voluntary Rehabilitation/Reconstruction

Chapter 11: Economic Development

Attachment 11-1: Sample Employee Survey Form

Attachment 11-2: Sample Employee Characteristics Summarization

Attachment 11-3: Sample Legally Binding Agreement

Attachment 11-4: Sample Resolution of Authority

Attachment 11-5: Sample Certification of Legally Binding Agreements and Loan/Lease Documentation

Attachment 11-6: Job Classifications for Performance Measures

Chapter 12: Amendments and Monitoring

Attachment 12-1: Request for Project/Budget Amendment Form

Chapter 13: Project Close Out

Attachment 13-1: Sample Project Close Out Public Hearing Advertisement

Attachment 13-2: KCDBG Program Project Completion Report (PCR) and Instructions