

# **CDBG-R SUBMISSION TEMPLATE** **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated [SF-424](#).

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

# **THE CDBG-R SUBSTANTIAL AMENDMENT**

Jurisdiction(s): <u>City of Gary</u>	CDBG-R Contact Person: Jacquelyn Hunter Address: 839 Broadway, Gary, IN 46402 Telephone: 219-881-5075
Jurisdiction Web Address: <u>www.gary.in.us</u> <ul style="list-style-type: none"><li>• (URL where CDBG-R Substantial Amendment materials are posted)</li></ul>	Fax: 219-881-5075 Email: <u>jdragohunter@ci.gary.in.us</u>

## **ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS**

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

**B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)**

***Activity 1***

- (1) Street Improvements: Repair of Streets in Low/Mod areas of the City (Midtown-Downtown-Emerson ) Areas. The program will be targeted in areas where future or current development will occur.
- (2) Activity Narrative: The City of Gary's Street Improvement project through CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:
  - Preserving and creating jobs and promoting economic recovery - A special emphasis will be on attempting to fill the majority of jobs by Gary Residents;
  - Assisting those most impacted by the recession – Gary's has one of the highest unemployment rates in the State of Indiana;
  - Providing investments needed to increase economic efficiency - Improving streets will attract more homeowners and businesses, hence having a positive effect on the tax base;
  - Investing in infrastructure will provide long-term economic benefits – The condition of the Streets and deferred maintenance of roads has been a consistent deterrent for investors;
  - Minimizing or avoiding reductions in essential services; Street Improvement dollars through CDBG-R will provide a relief and help free up City resources to be used for other essential services;
  - Fostering energy independence – Improved roads will lead to better driving conditions- less stopping to avoid pot-holes - Decreases in tire pressure from colliding with pot-holes – Decreased tire pressure leads to more energy (gas) being consumed than required.
- (3) Jobs Created: (The Streets Improvement Project is expecting to create 25 full-time construction jobs, 5 part-time construction jobs and retention of 10 full-time construction jobs.
- (4) Additional Activity Information: (The Street Improvement Project will create safer roads and increase potential economic opportunities for the City of Gary. Aging streets and other infrastructure has been a longtime nemesis for the community. Improved streets will help attract investors.
- (5) Responsible Organization: (The City of Gary – Department of Community Development will implement the CDBG-R activity. The office is located at 839 Broadway, Gary, IN. Jacquelyn Drago-Hunter is the Director and Administrator for the project.

## *Activity 2*

(1) Public Facility Improvement: The Hudson Campbell Fitness Center (Owned and Operated By the Local Park Department) is located in a Low/Mod areas of the City (Downtown-Emerson). The facility is located in an areas which has been targeted for future or current development.

(2) Activity Narrative: The City of Gary's Public Facility Improvement of the Hudson Campbell Fitness Center project through CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery - A special emphasis will be on attempting to fill the majority of jobs by Gary Residents;
- Assisting those most impacted by the recession – Gary's has one of the highest unemployment rates in the State of Indiana;
- Providing investments needed to increase economic efficiency - Improving public facilities will attract more homeowners and businesses, hence having a positive effect on the tax base;
- Investing in infrastructure will provide long-term economic benefits – The condition of the public facilities and deferred maintenance has been a consistent deterrent for investors;
- Minimizing or avoiding reductions in essential services; Public Facility Improvement dollars through CDBG-R will provide a relief and help free up City resources to be used for other essential services;
- Fostering energy independence – Improved facilities will lead to better energy efficiencies and independence. To the extent possible, energy efficiency and green technology will be utilized with this public facility improvement project. This will aid in energy independence.

(3) Jobs Created: (This Public Facility Improvement Project is expecting to create 5 full-time construction jobs.

(4) Additional Activity Information: (The Improvement Project will create improved infrastructure in the City of Gary. Improved facilities increase potential economic opportunities for the City of Gary. Aging infrastructure has been a longtime nemesis for the community. Improved facilities will help attract investors.

(5) Responsible Organization: (The City of Gary – Department of Community Development will implement the CDBG-R activity in conjunction with the Park and Recreations Department. The office is located at 839 Broadway, Gary, IN. Jacquelyn Drago-Hunter is the Director and Administrator for the project.

***C. PUBLIC COMMENT***

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Response: The Proposed CDBG-R Substantial Amendment was published via the local newspaper and posted on the City of Gary's Website for 7 calendar days for public comment.

As of the date of submittal, no comments have been made by the public on this amendment.

# CDBG-R Substantial Amendment Grantee Checklist

*For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.*

## Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): <u>City of Gary</u> Lead Agency: <u>Community Development</u> Jurisdiction Web Address: <u>www.gary.in.us</u> <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: Jackie Hunter Address: 839 Broadway, Gary, IN Telephone: 219-881-5075 Fax: 219-881-5085 Email: jdragohunter@ci.gary.in.us
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

The elements in the substantial amendment required for the CDBG recovery funds are:

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes x No  Verification found on page **Attached Spreadsheet**

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes x No  Date Spreadsheet was emailed: **06/05/09**

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,  
 Yes x No  Verification found on page(s) **1 of Spreadsheet**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes x No  Verification found on page(s) **1 of Spreadsheet**
- the CDBG national objective citation,  
 Yes x No  Verification found on page(s) **1 of Spreadsheet**

**B. CDBG-R INFORMATION BY ACTIVITY**

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,  
Yes x No  Verification found on page(s) 3 and 4
- projected number of jobs created for each activity,  
Yes x No  Verification found on page(s) 3 and 4
- whether an activity will promote energy efficiency and conservation,  
Yes x No  Verification found on page(s) 3 and 4
- the name, location, and contact information for the entity that will carry out the activity,  
Yes x No  Verification found on page(s) 3 and 4
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes x No  Verification found on page (s) No Admin Dollars will be used
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes x No  Verification found on page (s) No Public Serv. Dollars will be used
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes x No  Verification found on page (s) 3 and 4

**C. PUBLIC COMMENT PERIOD**

Was the proposed action plan amendment published via the jurisdiction’s usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes x No . Verification found on page(s) 5 and website

Is there a summary of citizen comments included in the final amendment?

Yes x No  Verification found on page(s) 5 - No citizen submitted any comments on amendment

**D. CERTIFICATIONS**

The following certifications are complete and accurate:

- |                                           |       |                             |
|-------------------------------------------|-------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes x | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes x | No <input type="checkbox"/> |
| (3) Drug-free Workplace                   | Yes x | No <input type="checkbox"/> |
| (4) Anti-lobbying                         | Yes x | No <input type="checkbox"/> |
| (5) Authority of jurisdiction             | Yes x | No <input type="checkbox"/> |

- |                                                              |       |                             |
|--------------------------------------------------------------|-------|-----------------------------|
| (6) Consistency with plan                                    | Yes x | No <input type="checkbox"/> |
| (7) Section 3                                                | Yes x | No <input type="checkbox"/> |
| (8) Community development plan                               | Yes x | No <input type="checkbox"/> |
| (9) Following a plan                                         | Yes x | No <input type="checkbox"/> |
| (10) Use of Funds                                            | Yes x | No <input type="checkbox"/> |
| (11) Excessive Force                                         | Yes x | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                | Yes x | No <input type="checkbox"/> |
| (13) Lead-based paint procedures                             | Yes x | No <input type="checkbox"/> |
| (14) Compliance with laws                                    | Yes x | No <input type="checkbox"/> |
| (15) Compliance with ARRA                                    | Yes x | No <input type="checkbox"/> |
| (16) Project selection                                       | Yes x | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments                | Yes x | No <input type="checkbox"/> |
| (18) Buy American provision                                  | Yes x | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes x | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI                                   | Yes x | No <input type="checkbox"/> |
| Optional Certification                                       |       |                             |
| (21) Urgent Need                                             | Yes x | No <input type="checkbox"/> |

***D. STATE CERTIFICATIONS***

The following certifications are complete and accurate:

- |                                                              |                              |                             |
|--------------------------------------------------------------|------------------------------|-----------------------------|
| (1) Affirmatively furthering fair housing                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace                                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying                                            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of State                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3                                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (9) Consultation with Local Governments                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds                                            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force                                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (13) Compliance with laws                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with ARRA                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Project selection                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (16) Timeliness of infrastructure investments                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (17) Buy American provision                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (19) 70% of CDBG-R for LMI                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Optional Certification                                       |                              |                             |
| (20) Urgent Need                                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |