

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): City of Elk Grove	CDBG-R Contact Person: Sarah Bontrager
Jurisdiction Web Address: http://www.egplanning.org	Address: 8401 Laguna Palms Way Elk Grove, CA 95758
	Telephone: 916-231-3354
	Fax: 916-627-4800
	Email: sbontrager@elkgrovecity.org

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)

(1) Activity Name: **Elk Grove Adult Community Training Facility Improvements (\$82,000)**

(2) Activity Narrative:

Elk Grove Adult Community Training (EGACT) serves developmentally disabled adults, and aims to “*provide for the equality, dignity, and fulfillment of the rights of all program participants through a community-based program providing opportunities for individual choice in community and vocational environments*”. To continue to provide educational opportunities to program participants, the City wishes to help EGACT (a) remove and replace two old wooden handicap accessible ramps with concrete ramps which conform to ADA handicap accessibility requirements; and (b) repair damaged and rotted siding and weatherproof four campus buildings.

The creation of the one-stop services center will meet the requirements of Title XII of Division A and Section 1602 of the American Recovery and Reinvestment Act. Below is a brief narrative on how the project will meet each of the CDBG-R goals:

- *Preserving and creating jobs and promoting economic recovery.* The facility improvements will allow EGACT to continue to provide educational opportunities to the developmentally disabled in facilities that are both APA compliant and structurally safe. EGACT employs approximately 50 people and provides services for approximately 130 program participants. The facility improvements will not only create/maintain jobs for current employees, but will also promote economic recovery by making job and life skills training available in the City. Further, jobs will be created/maintained through the acquisition of materials, construction, planning, permitting, and labor.
- *Assisting those most impacted by the recession.* The facility improvements will allow EGACT to continue to operate and serve persons impacted by the recession, especially developmentally disabled adults who have a difficult time finding a job even in times of economic prosperity. Further, non-profit organizations such as EGACT, whom typically depend on government assistance and in-kind contributions, are finding it difficult to keep staffing levels at current levels while keeping up with needed facility maintenance. Finally, construction-related workers, particularly in California, have seen some of the most dramatic job losses. These facility improvements will keep teachers and construction-related workers employed will continue to provide jobs-skills education to developmentally disabled adults.
- *Providing investment needed to increase economic efficiency.* By making investments in the EGACT program and its facilities, developmentally disabled adults will continue to learn skills and training that will make them more valuable to the job market. Through education and training, individuals and businesses alike will benefit.
- *Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits.* The facility will provide a long-term benefit to current and prospective program participants, especially those who are physically handicapped, by increasing facility access, and by preserving the structural integrity of the facility’s buildings.

- *Minimizing or avoiding reductions in essential services.* Many non-profit agencies are facing declining government and private funding, causing them to consider service reductions at a time when people are most in need. By assisting with these necessary facilities improvements such as ADA accessibility, weatherproofing, and structural preservation, EGACT will be able to devote already limited funds for toward maintaining or adding staff.
- *Fostering energy independence.* Weatherproofing four campus buildings will reduce energy usage and costs.

(3) Jobs Created:

Permanent: none
Construction: 3 part-time
Temporary: none

(4) Additional Activity Information:

none

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

The City of Elk Grove will implement the activity internally, coordinating with non-profit agencies as necessary. The City's CDBG contact is:

Sarah Bontrager, Grants and Housing Specialist
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758
916-231-3354
sbontrager@elkgrovecity.org

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

(1) Activity Name: Senior Center of Elk Grove Facility Improvements (\$51,102)

(2) Activity Narrative:

The Senior Center of Elk Grove (SCEG) aims to “*enhance the lives of people age 50 and over by providing a place for socialization, information, education, recreation, and other senior services*” To continue to provide such services to seniors, especially the Meals on Wheels program (an ongoing CDBG grant funding recipient in Elk Grove), the City wishes to help SCEG with a series of exterior and interior facility improvements, including (a) new roof, gutters, and dry-rot repairs; (b) painting the inside and outside of the facility; (c) install security cameras, alarm system, and replace door locks; (d) extend the current railing system outside the front entrance; (e) install outside lighting fixtures; and (f) purchase new toilets and cabinets.

The creation of the one-stop services center will meet the requirements of Title XII of Division A and Section 1602 of the American Recovery and Reinvestment Act. Below is a brief narrative on how the project will meet each of the CDBG-R goals:

- *Preserving and creating jobs and promoting economic recovery.* The facility improvements will allow SCEG to continue to provide educational opportunities to the seniors in a facility that is safe and inhabitable. The facility improvements will not only create/maintain jobs for current employees, but will also promote economic recovery by creating/maintaining jobs through the acquisition of materials, construction, planning, permitting, and labor.
- *Assisting those most impacted by the recession.* The facility improvements will allow SCEG to continue to operate and serve seniors impacted by the recession, especially seniors who have been forced into early retirement, or depend on working children and/or family members for assistance. Further, non-profit organizations such as SCEG, whom typically depend on government assistance and in-kind contributions, are finding it difficult to keep staffing levels at current levels while keeping up with needed facility maintenance. Finally, construction-related workers, particularly in California, have seen some of the most dramatic job losses. These facility improvements will continue to allow SCEG to provide hot meals for senior in need and will maintain and improve a place for seniors to interact and socialize.
- *Providing investment needed to increase economic efficiency.* By making investments in the SCEG and its facilities, seniors will continue to have a place to go to interact, socialize, ultimately curtailing the effects of social isolation. Further, it will help feed several hundred seniors who otherwise cannot afford it, especially considering that Social Security beneficiaries will not see a Cost of Living Adjustment (COLA) this year.
- *Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits.* The facility will provide a long-term benefit to current and future seniors, especially those who are physically handicapped, by making necessary structural and safety facility improvements.
- *Minimizing or avoiding reductions in essential services.* Many non-profit agencies are facing declining government and private funding, causing them to consider service

reductions at a time when people are most in need. By assisting with these necessary facilities improvements SCEG will be able to devote already limited funds for toward maintaining or adding staff.

- *Fostering energy independence.* Weatherproofing and roof maintenance will reduce energy usage and costs.

(3) Jobs Created:

Permanent: none
Construction: 2 part-time
Temporary: none

(4) Additional Activity Information:

none

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

The City of Elk Grove will implement the activity internally, coordinating with non-profit agencies as necessary. The City's CDBG contact is:

Sarah Bontrager, Grants and Housing Specialist
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758
916-231-3354
sbontrager@elkgrovecity.org

D. PUBLIC COMMENT

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

Note: A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than seven (7) calendar days for public comment.

Response:

Public Comment ran from October 18 to November 19, 2009. The draft amendment was made available on the City's website, at City Hall, the Elk Grove Library and the Elk Grove Senior Center.

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): City of Elk Grove Jurisdiction Web Address: http://www.egplanning.org	CDBG-R Contact Person: Sarah Bontrager Address: 8401 Laguna Palms Way Elk Grove, CA 95758 Telephone: 916-231-3354 Fax: 916-627-4800 Email: sbontrager@elkgrovecity.org
--	---

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 No Verification found on page **6 (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 No Date Spreadsheet was emailed: **6/4/09**

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 No Verification found on page(s) **6 (spreadsheet)**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) **6 (spreadsheet)**
- the CDBG national objective citation,
 Yes No Verification found on page(s) **6 (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 No Verification found on page(s) 3
- projected number of jobs created for each activity,
Yes No Verification found on page(s) 4
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 3
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) 4
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) 6 (spreadsheet)
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) 6 (spreadsheet)
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) 3

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 No . Verification found on page(s) 5

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

Yes No Verification found on page(s) 5

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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