

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 Peoria, Arizona	CDBG-R Contact Person: Carin Imig Address: 9875 N. 85 th Ave., Peoria, AZ 85345
Jurisdiction Web Address: <ul style="list-style-type: none">• http://www.peoriaaz.gov/content2.asp?ID=24854	Telephone: 623-773-7381 Fax: 623-773-7233 Email: Carin.Imig@peoriaaz.gov

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: City of Peoria-Community Development**
- (2) **Activity Narrative:** This activity will aid in the prevention of utility shut-off or service stoppage to low income residents to prevent homelessness. Use of these funds will meet the requirements of Title XII of Division A and Section 1602 of the Recovery Act as the recipient will directly administer the activity and the majority, if not all, of the expenditures will be made within 120 days of the date the funds are made available to the recipient. This activity directly assists low income residents most impacted by the recession who need additional assistance in providing basic needs to their families. Without basic utility services, residents cannot maintain their household and become homeless. Our focus in this project related to the objectives of the Recovery Act has been to help prevent homelessness and displacement as a result of financial hardship. This project has significant public visibility in Peoria and with the economic downturn has been depleted of funds due to new high demands. The CDBG-R funding is a final safety net to continue safe housing occupancy in a time where the need for this service is expanding.
- (3) **Jobs Created:** This activity is not proposing to create a job. However, this activity is expected to retain one (1) job.
- (4) **Additional Activity Information:** N/A
- (5) **Responsible Organization:**
City of Peoria
Community Development Department
9875 N. 85th Avenue
Peoria, AZ 85345

Administrator Contact Information:
Millie Peterson
Phone: 623-773-5140
Fax: 623-773-7233

- (1) **Activity Name: City of Peoria-Community Development**
- (2) **Activity Narrative:** This activity will provide general administration, reporting and contract management to the CDBG-R program.
- (3) **Jobs Created:** None
- (4) **Additional Activity Information:** N/A
- (5) **Responsible Organization:**
City of Peoria
Community Development Department
9875 N. 85th Avenue
Peoria, AZ 85345

Administrator Contact Information:

Carin Imig

Phone: 623-773-7381

Fax: 623-773-7233

(1) **Activity Name: City of Peoria-Community Development**

- (2) **Activity Narrative:** This activity will rehabilitate Public Housing bathroom units. Use of these funds will meet the requirements of Title XII of Division A and Section 1602 of the Recovery Act as the recipient will contract with a subrecipient who is able to expend the majority, if not all, of the project funds within 120 days of the date the funds are made available to the recipient. While the level of funding allocated is not nearly sufficient to leverage job creation, this activity helps to retain a construction job directly related to the housing program and will provide for contractual services that will result in continued employment of 3 persons.

The City of Peoria Public Housing Rehabilitation program meets Recovery Act guidelines in addressing a critical need in Peoria public housing infrastructure. Promotion of decent housing designated specifically for persons at or below 50% of the area median income is a high profile and publicly visible project. The Department has strongly suggested that grantees incorporate into our project selection those activities which the public will associate with the Recovery Act such as our local Public Housing Rehabilitation program. This project also expands employment opportunities and responsibilities placing our maintenance program staff in charge of on-site contractors who will now have work opportunities. Equally critical is the fact that this project is “ready to go” now and there is a level of urgency to the need for repairs that otherwise would not be accomplished at this time.

- (3) **Jobs Created:** This activity is not proposing to create a job. However, this activity is expected to help preserve one (1) job and provide contract opportunities to preserve 3 other jobs.
- (4) **Additional Activity Information:** This activity will promote the conservation of energy with the installation of water wise devices.

(5) **Responsible Organization:**

City of Peoria

Community Development

9875 N. 85th Avenue

Peoria, AZ 85345

Housing Authority of Maricopa County

2024 N. 7th St.

Phoenix, AZ 85006

Administrator Contact Information:

Carin Imig

Phone: 623-773-7381

Fax: 623-773-7233

Karen Mofford

Phone: 602-744-4517

C. 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 7 calendar days for public comment.

Response: The City conducted several public hearings regarding the use of these funds and it should be noted that no comments or objections were received during our review process.

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 Peoria, Arizona Lead Agency Jurisdiction Web Address: http://www.peoriaaz.gov/content2.asp?ID=24854	CDBG-R Contact Person: Carin Imig Address: 9875 N. 85 th Ave., Peoria, AZ 85345 Telephone: 623-773-7381 Fax: 623-773-7233 Email: Carin.Imig@peoriaaz.gov
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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

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: **June 4, 2009 (revised copy sent on June 9, 2009)**

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)
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
Yes No Verification found on page(s)
- the CDBG national objective citation,
Yes No Verification found on page(s)

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)
- projected number of jobs created for each activity,
Yes No Verification found on page(s)
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s)
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s)
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s)
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s)
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s)

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)

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

Yes No Verification found on page(s)

D. CERTIFICATIONS

The following certifications are complete and accurate:

- (1) Affirmatively furthering fair housing Yes No
- (2) Anti-displacement and relocation plan Yes No
- (3) Drug-free Workplace Yes No
- (4) Anti-lobbying Yes No
- (5) Authority of jurisdiction Yes No
- (6) Consistency with plan Yes No
- (7) Section 3 Yes No
- (8) Community development plan Yes No
- (9) Following a plan Yes No
- (10) Use of Funds Yes No
- (11) Excessive Force Yes No
- (12) Compliance with anti-discrimination laws Yes No
- (13) Lead-based paint procedures Yes No
- (14) Compliance with laws Yes No
- (15) Compliance with ARRA Yes No
- (16) Project selection Yes No
- (17) Timeliness of infrastructure investments Yes No
- (18) Buy American provision Yes No
- (19) Appropriate use of funds for infrastructure investments Yes No
- (20) 70% of CDBG-R for LMI Yes No

Optional Certification

(21) Urgent Need Yes No

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

- (1) Affirmatively furthering fair housing Yes No
- (2) Anti-displacement and relocation plan Yes No
- (3) Drug-free Workplace Yes No
- (4) Anti-lobbying Yes No
- (5) Authority of State Yes No
- (6) Consistency with plan Yes No
- (7) Section 3 Yes No

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| (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"/> |