

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 Morgantown</u> Jurisdiction Web Address: <ul style="list-style-type: none"> • www.morgantown.com 	CDBG-R Contact Person: David Bott Address: 389 Spruce Street, Morgantown, WV 26505 Telephone: 304-284-7508 Fax: 304-284-7430 Email: dbott@cityofmorgantown.org
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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>.

CDBG-R Estimated Budget Summary			
Activity Name	CDBG-R funds budgeted	Leveraged Funds	Total Amount Budgeted
2009 Stimulus Paving Project	\$147,419	\$0	\$147,419
	\$	\$	\$
Subtotal (add previous two rows)	\$147,419	\$0	\$147,419
Total Activity Budget			\$147,419
Administration (up to 5% of allocation)			\$0

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

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Paving University Avenue from Eighth Street to the Seven/Eleven, 45' X 1,700' of pavement 8 (eight) ADA access ramps to be installed

Eligibility 570.201(c)

National Objective 570.208 (a) (1)

CDBG-R Project Budget \$147,419

Total Budget \$147,419

- (2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how 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;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

The City of Morgantown will utilize the CDBG-R funding to fund an infrastructure project (2009 Stimulus Paving Project) City of Morgantown, Evansdale neighborhood Census Block # 103.00 (a low-moderate-income neighborhood), through the City's Public Works Department. The Public Works Department will contract the job through the City's bidding process. This project based on its readiness to go out to bid and its investing in transportation infrastructure that will provide long-term economic benefits provided the best application of the 2009 ARRA funding. 1,700 feet of University Avenue will be paved requiring milling of old asphalt, flagmen for traffic control, framing of ADA ramps, concrete work ADA ramps, trucks hauling asphalt and concrete. There will be 8 (eight) ADA Access Ramps to be installed 4 (four) along the section of University Avenue being paved and 4 (four) additional access ramps south along University Avenue at Evans Street and University Place.

The City will bid the project through its established bidding process. Once the contract is awarded the contractor is paid CDBG-R funding on a reimbursement basis. Invoices and payroll verification must be included for all projects requiring Davis/Bacon or Prevailing Wage.

The City requires recipients of CDBG funds to provide a project timeline with benchmarks for completion. Regular review of reports, program evaluation, program visits and phone calls are also part of program monitoring procedures. Program monitoring ensures that the contractor's performance is adequate and in compliance with Federal and local regulations.

The 2009 Stimulus Paving Project is primarily a low/moderate area benefit project serving the Evansdale neighborhood, Census Tract 103.00. Specifically, this project service area will run from the Riverview Drive/Oakland Street loop area around Evansdale, and the ADA ramps will serve the areas around Evans Street and University Place.

The entity carrying out the Recovery Act Project:

City of Morgantown Public Works Department
Terry Hough, Director
389 Spruce Street
Morgantown, WV 26505

Telephone: 304-284-8412
Fax: 304-284-7409
Email: though@cityofmorgantown.org

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

It is estimated that the successful bidding contractor will retained several jobs, paving 7 jobs, ADA ramps 4 jobs. In addition, there is an expectation of subcontracting the milling work showing 3 jobs. At this time, it is impossible to estimate the exact number of jobs retained or added.

- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

N/A

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

Community Development Office
David W. Bott

Community Development Director
389 Spruce Street
Morgantown, WV 26505

Telephone: 304-284-7508
Fax: 304-284-7430
Email: dbott@cityofmorgantown.org

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:

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 Morgantown</u> Jurisdiction Web Address: • www.morgantown.com	CDBG-R Contact Person: David Bott Address: 389 Spruce Street, Morgantown, WV 26505 Telephone: 304-284-7508 Fax: 304-284-7430 Email: dbott@cityofmorgantown.org
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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 X No Verification found on page 3

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: _____

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) 2
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
Yes X No Verification found on page(s) 3
- the CDBG national objective citation,
Yes X No Verification found on page(s) 3

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) 3-4
- projected number of jobs created for each activity,
Yes X No Verification found on page(s) 4
- whether an activity will promote energy efficiency and conservation,
Yes No X Verification found on page(s) _____
- the name, location, and contact information for the entity that will carry out the activity,
Yes X 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 X No Verification found on page (s) 2
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes X No Verification found on page (s) 2
- 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) 2

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 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"/> |

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|--|-------|-----------------------------|
| (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 <input type="checkbox"/> | No X |
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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"/> |
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