

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

<i>Jurisdiction(s):</i> City of Ann Arbor	<i>CDBG-R Contact Person:</i> Damon E. Thompson
<i>Jurisdiction Web Address:</i> http://www.ewashtenaw.org/government/departments/community_development/index_html	<i>Address:</i> Office of Community Development, 110 N. Fourth Avenue, Suite 300, Ann Arbor, MI 48107
	<i>Telephone:</i> (734) 622-9015
	<i>Fax:</i> (734) 622-9022
	<i>Email:</i> thompsonde@ewashtenaw.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>.

The City of Ann Arbor has received notification from the U.S. Department of Housing and Urban Development (HUD) that it has received \$287,298 in federal Community Development Block Grant-Recovery (CDBG-R) Program funds under the American Recovery and Reinvestment Act (ARRA) of 2009. This additional entitlement allocation is to be treated as a substantial amendment to the City's current 2008-2009 Annual Action Plan and utilized for programs or projects which both meet the goals and objectives of the County's 5-Year Consolidated Plan and the legislative intent of President Obama's Economic Stimulus Package.

The City of Ann Arbor plans to amend the 2008 Annual Action Plan for the purpose of fulfilling the application requirements to receive this special allocation of CDBG funding under the ARRA Act of 2009. Making proper submission of the Substantial Amendment to 2008 Annual Action Plan to HUD by June 5, 2009 will result in Ann Arbor receiving an allocation of \$287,298 to be used for a multi-family rehabilitation project at Parkhurst Apartments, public services including the Fair Housing Center, and allowable administration costs.

In order to meet or exceed the expedited timeframes as outlined in the ARRA, Ann Arbor proposes to utilize 75 percent (\$215,474) of its CDBG-R allocation under the overarching ARRA objective to rehabilitate units and improve energy efficiency for rental households under 50% Area Median Income (AMI). Every housing category was given a high priority because the need far exceeded the ability for the City to fund the category. The City will continue to place the highest priority on rental housing for extremely low-income and very low-income rental housing. The City of Ann Arbor 2005-2009 5-Year Consolidated Strategy and Plan (Con Plan) recognizes preservation of affordable housing for renters under 50% AMI as a **high** priority.

As required in the application, each activity will be described in detail on the attached pages. Public/human services will be set aside at 15 percent (\$43,095) of the grant for public service activities including fair housing activities and neighborhood revitalization in Washtenaw County. Remaining funds, in an amount not to exceed 10 percent (\$28,729), will be utilized for grant administration. The proposed activity outlined above will clearly respond to the purposes of the Act, and the intended use of CDBG-R funds. This includes the requirement that at least 70 percent of these funds must be spent on an activity or activities that will principally benefit low and moderate-income persons.

B. CDBG-R Information by Activity (**Complete for each activity**)

(1) Activity Name:

Category: **Multi-Family Housing Rehabilitation**
 Activity Name: **Parkhurst Apartments**

(2) Activity Narrative:

Avalon Housing has applied for CDBG-R funding for rehabilitation improvements at Parkhurst Apartments. This project will leverage multiple sources of funding including the Department of Energy Weatherization program, Michigan State Housing Development Authority (MSHDA), and unallocated prior-year City of Ann Arbor CDBG funding. Parkhurst Apartment consists of four (4) residential buildings with a total of 48 units housed by low-income residents under 50% AMI. The scope of work identified in the capital needs summary for Parkhurst includes: (1) Site Systems, (2) Mechanical Room, (3) Building Mechanical and Electrical, (4) Building Architectural, and (5) Dwelling Units. Types of improvements consist of boiler room replacement, energy upgrades to the dwelling units, roof system replacement, and bathroom plumbing repairs.

Census Tract(s): N/A

Total residents impacted: 48 families

The estimated project budget is \$946,077 which includes the following sources of funding:

- o 2008 CDBG-R funding: \$215,474
- o 2007 CDBG funding: \$38,603
- o MSHDA: \$504,000
- o Weatherization: \$188,000

(3) Jobs Created:

Activity	Full-time jobs Permanent	Full-time jobs Construction	Full-time jobs Temporary	Part-time jobs Permanent	Part-time jobs Construction	Part-time jobs Temporary
Parkhurst Apartments		Creation of 15 jobs				

(4) Additional Activity Information: Outside construction contractors will be hired through a competitive bid process to complete the proposed renovations. The trades have been hit hard by the economic recession and resulting decline in new construction and remodeling projects. It is estimated employees from the following trades will benefit from the CDBG-R multi-family rehabilitation project: carpenters, plumbers, roofers, electricians, and laborers. The proposed activity will include replacement of outdated plumbing fixtures, repair of water damaged basements, and improved drainage. In addition, insulation will be added, light fixtures and windows will be replaced and air sealing will be completed which will result in energy conservation. In addition, the work order specifications will include green products where applicable.

- (5) Responsible Organization: Office of Community Development, 110 N. Fourth Avenue, Suite 300, Ann Arbor, MI 48107. Contact Damon Thompson, Operations Manager at (734) 622-9015, (734) 622-9022, email: thompsonde@ewashtenaw.org.

(1) Activity Name:

Category: **Public/Human Services**

Activity Name: **Public/Human Services – Fair Housing**

(2) Activity Narrative:

The City of Ann Arbor intends to use 15 percent of the CDBG-R grant for public/human services to the Fair Housing Center of Southeastern Michigan to support fair housing testing and addressing barriers to fair housing and Community Action Network to work with residents in the Bryant Neighborhood (a Low-Mod Neighborhood) to complete a neighborhood assessment and access funding for infrastructure, rehabilitation, and weatherization needs. The Fair Housing Center will receive an allocation of \$33,095 in CDBG-R funding and Community Action Network will receive \$10,000.

Census Tract(s): N/A

Total residents impacted: N/A

(3) Jobs Created:

Activity	Full-time jobs Permanent	Full-time jobs Construction	Full-time jobs Temporary	Part-time jobs Permanent	Part-time jobs Construction	Part-time jobs Temporary
Public/Human Services	Retention of 1 job			Creation of .5 jobs		

(4) Additional Activity Information: N/A

(5) Responsible Organization: Office of Community Development, 110 N. Fourth Avenue, Suite 300, Ann Arbor, MI 48107. Contact Damon Thompson, Operations Manager at (734) 622-9015, (734) 622-9022, email: thompsonde@ewashtenaw.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.

The public was originally notified of the City of Ann Arbor's intent to use CDBG-R funds for public improvements by notice published in the Ann Arbor News on May 22, 2009 and posted to the Office of Community Development website on May 25, 2009. The Substantial Amendment was placed on the Office of Community Development website on May 25, 2009 and was also sent to each municipality in the Urban County for local posting. The seven day public comment period will end at 5:00 p.m. on May 31, 2009. **Following is a summary of public comments received to the Substantial Amendment and the City of Ann Arbor's response to each:**

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): City of Ann Arbor Lead Agency Jurisdiction Web Address: http://www.ewashtenaw.org/government/departments/community_development/index_html	CDBG-R Contact Person: Damon E. Thompson Address: Office of Community Development, 110 N. Fourth Avenue, Suite 300, Ann Arbor, MI 48107 Telephone: (734) 622-9015 Fax: (734) 622-9022 Email: thompsonde@ewashtenaw.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 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: _____

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 <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 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"/> |