

## **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 Madera</u>	<b>CDBG-R Contact Person:</b> <b>Jorge Antonio Rojas</b> <b>CITY OF MADERA</b> <b>205 W. Fourth Street</b> <b>Madera, CA 93637</b> <b>Telephone: 559-661-3693</b> <b>Fax: 559-674-2972</b> <b>Email: jrojas@cityofmadera.com</b>
Jurisdiction Web Address:  <b>http://www.cityofmadera.org</b> <ul style="list-style-type: none"><li>• (URL where CDBG-R Substantial Amendment materials are posted)</li></ul>	

### **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>.

**See Attachment 1—CDBG-R Spreadsheet.**

#### ***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.)

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Activity	Funding Source	Amount	Additional Recovery Funds	
Administration	CDBG-R	26,012		
	CDBG-R	234,103		
John W. Wells Youth Center Solar Panel Project	Department of Energy—Recovery Act--Energy and Environmental Block Grant		200,00	
<b>Total</b>		260,115	200,000	
<b>Total Activity Budget</b>				460,115

(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.

**Our proposed project is the installation of solar panels on the John W. Wells Youth Center. This center is currently under construction. Upon final approval from HUD, staff will compile specifications, equipment and installation requirements to obtain three or four quotes. This ensures compliance with a HUD requirement to demonstrate reasonable costs estimates were obtained. Staff will process a change order and coordinate with the existing contractor to sub-contract the work.**

**This proposal helps sustain and create solar manufacturing, installation, design and inspection jobs. The solar panels will reduce the center's energy bill more than half. Our center's energy bill is a line item in the center's overall maintenance and operations budget funded by the General Fund. After their installation, the operating solar panels will reduce an impact to our General Fund and, thereby, allow our Council to transfer funds within our General Fund to accounts where they are most needed. In this way, we would potentially minimize or avoid reductions in one or more essential services for our residents and avoid reductions in our workforce. This savings provides the city with long-term economic efficiency and benefits. In conclusion, our proposed project also addresses environmental protection by reducing our energy consumption, and it fosters energy independence.**

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**CDBG 2005/2010 CONSOLIDATED PLAN CONSISTENCY:**

The solar panel project is consistent with our 2005/2010 Consolidated Plan's priority strategies and objectives to provide more economic development activities and public improvements. It is also consistent with the HUD National Objective of providing a benefit to low- and moderate-income persons through the Area Benefit category. This is because the John W. Wells Youth Center is located in a Census Tract where 77 percent of the persons are low- and moderate-income. The Center will service our entire city. Of the city's entire population as of the 2000 Census, 70 percent of the population is low- and moderate-income. (See page 6.)

- (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)).

City of Madera, California Jobs through CDBG-R						
	Permanent		Construction		Temporary	
	Full	Part-Time	Full	Part-Time	Full	Part-Time
<b>Created</b>	0		12			
<b>Retained</b>	2					

- (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.)

Our proposed project promotes energy conservation. The Center's available roof area is approximately 14,000 square feet. Our preliminary research indicates this can accommodate approximately 100 panels, each generating 197 watts. Research also indicates to generate 100 kilowatts, approximately 7,500 square feet of roof is necessary. This would more than accommodate the Center's needs. It also would accommodate shade options and walkways to allow maintenance and washing.

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

**Our physical address is as follows:**

**Grant Administration  
CITY OF MADERA  
205 W. Fourth Street  
Madera, CA 93637**

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***2008/2009 Action Plan CDBG-R Major Amendment***

**Our Administrator contact information is as follows:**

**Jorge Antonio Rojas, Program Manager-Grants, 559-661-3693, [jrojas@cityofmadera.com](mailto:jrojas@cityofmadera.com).  
Daniel Abdella, Grant Administrator, 559-661-3690, [dabdella@cityofmadera.com](mailto:dabdella@cityofmadera.com).  
Michael McHatten, Administrative Services Director, 559-661-5400,  
[mmchatten@cityofmadera.com](mailto:mmchatten@cityofmadera.com).**

***C. PUBLIC COMMENT***

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

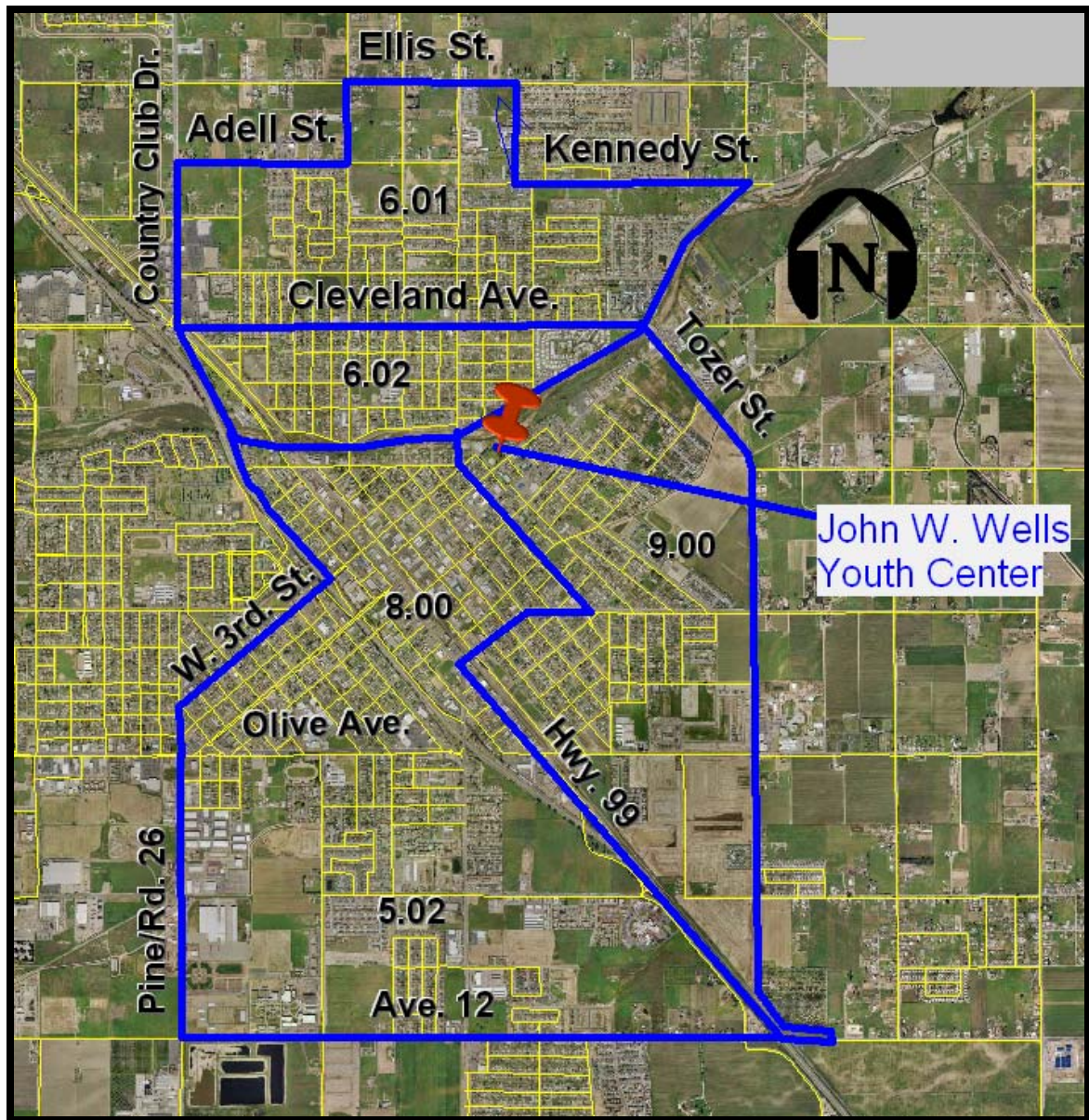
***Note:*** A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response:

**No written or verbal comments were received.**



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Persons	5.02	6.01	6.02	8	9
Low/Mod Persons	2,718	5,526	3,516	4,858	5,449
Total Persons	5,348	8,115	4,575	6,568	7,043
% Low/Mod Persons	51%	68%	77%	74%	77%
Total Low/Mod Persons	22,067				
Total Persons	31,649				
% Low/Mod Persons by Combined Census Tracts	70%				
Source: HUD 2000 Census Data					

## **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 Madera</u> Lead Agency Jurisdiction Web Address:  <b>http://www.cityofmadera.org</b>  <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	<b>CDBG-R Contact Person:</b> <b>Jorge Antonio Rojas</b> <b>CITY OF MADERA</b> <b>205 W. Fourth Street</b> <b>Madera, CA 93637</b> <b>Telephone: 559-661-3693</b> <b>Fax: 559-674-2972</b> <b>Email: jrojas@cityofmadera.com</b>
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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 **Attachment 1--CDBG-R 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: **June 4, 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) **Attachment 1--CDBG-R Spreadsheet**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
Yes ☒ No ☐ Verification found on page(s) **Attachment 1--CDBG-R Spreadsheet**
- the CDBG national objective citation,  
Yes ☒ No ☐ Verification found on page(s) **Attachment 1--CDBG-R Spreadsheet**

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**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) pages 3 and 4 above.
- projected number of jobs created for each activity,  
Yes ☒ No ☐ Verification found on page(s) page 4 above.
- whether an activity will promote energy efficiency and conservation,  
Yes ☒ No ☐ Verification found on page(s) page 4 above.
- the name, location, and contact information for the entity that will carry out the activity,  
Yes ☒ No ☐ Verification found on page(s) pages 4 and 5 above.
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes ☒ No ☐ Verification found on page (s) Attachment 1--CDBG-R Spreadsheet
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes ☒ No ☐ Verification found on page (s) Attachment 1--CDBG-R 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) page 6 above and Attachment 1--CDBG-R Spreadsheet

**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) Attachment 2, page 1, June 3, 2009 Report to the City Council, and Attachment 3, Proof of Publication.

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

Yes ☒ No ☐ Verification found on page(s) page 5 above.

**D. CERTIFICATIONS**

Attachment 4

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"/> |



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(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"/>