

# **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 Bristol	CDBG-R Contact Person: Debra Shapiro
Jurisdiction Web Address:	Address: Bristol Development Authority 111 North Main Street; Bristol, CT 06010
<ul style="list-style-type: none"><li>• <a href="http://www.ci.bristol.ct.us/content/4692/default.aspx">http://www.ci.bristol.ct.us/content/4692/default.aspx</a></li></ul>	Telephone: 860-584-6193
	Fax: 860-584-7800
	Email: <a href="mailto:debbieshapiro@ci.bristol.ct.us">debbieshapiro@ci.bristol.ct.us</a>

## **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: (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.)

- a. Residential Housing Rehabilitation; and**
- b. Rehabilitation Administration**

(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 Bristol selected these activities based on the ability of the Bristol Development Authority to award and expend CDBG-R funds within 120 days from the date funds are made available to the City. There is a waiting list of approximately 50 requests for almost \$140,000 in Housing Rehabilitation projects. Requests continue to be received daily.**

**Residential Housing Rehabilitation and support staff to operate the program meet the requirements of the American Recovery and Reinvestment Act of 2009. Residential Housing Rehabilitation assists city-wide residents most impacted by the recession. Low- to moderate-income homeowners are provided grants to reimburse up to 50% of approved costs for improvements made to owner-occupied homes. Multi-family homeowners are eligible if they occupy one of the units, in dwellings up to 4 units. 51% of the households must qualify as low- to moderate-income households. Housing Rehabilitation allows low- to moderate income families, including elderly and disabled individuals to remain in their homes.**

**These activities will benefit at least 70% low- to moderate income households. 10% of the total CDBG-R grant is being allocated to Rehabilitation Administration which is actually an eligible activity as well.**

**Home Improvement contractors in the Bristol area have laid-off workers due to the economic slowdown. Opportunities to work under the CDBG-R program will stimulate business for these companies.**

(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).

**Five (5)**

- (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.)

**Residential Housing Rehabilitation will fund eligible improvements to bring residential properties up to the Standards of Health and Safety Codes or improve energy efficiency. Examples of eligible improvements are heating system upgrades, window and door replacements, code improvements for defective plumbing, inadequate electrical systems, outdated roofs, and storage tank replacements.**

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

**City of Bristol  
Bristol Development Authority  
111 North Main Street  
Bristol, CT 06010**

**Debra Shapiro, Community Development Coordinator  
Phone: 860-584-6193  
FAX: 860-584-7800  
[debbieshapiro@ci.bristol.ct.us](mailto:debbieshapiro@ci.bristol.ct.us)**

### ***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 following information was posted on the City Website ([www.ci.bristol.ct.us](http://www.ci.bristol.ct.us)) front page and the Bristol Development Authority page from May 22, 2009 through June 4, 2009. It was posted with the City Clerk, the Public Library, and the Bristol Housing Authority as well.**

**May 21, 2009**

**CITY OF BRISTOL**

**BRISTOL DEVELOPMENT AUTHORITY**

Notice of Substantial Amendment to Bristol Annual Action Plan 2008-2009

Community Development Block Grant Program

Funding Under the American Recovery and Reinvestment Act of 2009

The City of Bristol has been awarded \$163,138 for use in program year 2008-2009. The Policy Committee of the Bristol Development Authority has approved the use of these funds in the following manner:

1. BDA Housing Rehabilitation Program: \$146,824.00
2. Planning and Administration: \$16,314.00

There is a 7-day Public Comment period, from 5/22/09 through 5/29/09. You may submit comments in writing to the Bristol Development Authority, City Hall, 111 North Main Street, Bristol, CT 06010, or visit the office between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, or call Debbie Shapiro at 860-584-6193 in order to discuss your comments personally. The Substantial Amendment request must be submitted by the City of Bristol to HUD by June 5, 2009.

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### **SUMMARY EXCERPTS**

The American Recovery and Reinvestment Act of 2009 (ARRA) guidance document was signed by HUD on May 4, 2009 and became available to Bristol on May 6, 2009. The entire HUD document is located at <http://www.hud.gov/utilities/intercept.cfm?recovery/cdbg-r-0504.pdf>. The funding is referred to as CDBG-R throughout the document; the City of Bristol is the Recipient/Grantee.

• "...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."

- “...Recipients shall...use grant funds in a manner that maximizes job creation and economic benefit...Congress clearly intends that CDBG-R funds should primarily be invested in economic development, housing, infrastructure and other public facilities, activities that will quickly spur further economic investment, increased energy efficiency, and job creation or retention.”
- “ Grantees should consider whether it is possible to issue a new contract to use CDBG-R funds to fund an additional increment of work or services beyond that which is already under contract or otherwise underway. For example: A grantee may use CDBG-R funds to finance the rehabilitation of several apartment buildings that are on the waiting list for assistance under the grantee’s CDBG rental housing rehabilitation loan program.”
- “The requirement that 70 percent of funds are for activities that benefit low-and moderate-income persons...will apply to the use of CDBG-R funds...”

**This CDBG-R Submission Template & Checklist; and Spreadsheet was posted on the Bristol Development Authority page from May 29, 2009 through June 5, 2009. On June 3, 2009 the Bristol City Council authorized the Mayor or acting Mayor to sign the SF 424 and Certifications.**

**There were no public comments.**

# 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): <b>City of Bristol</b> Lead Agency: <b>Bristol Development Authority</b> Jurisdiction Web Address: <b>http://www.ci.bristol.ct.us/content/4692/default.aspx</b>	CDBG-R Contact Person: <b>Debra Shapiro</b> Address: <b>111 North Main St.; Bristol, CT</b> Telephone: <b>860-584-6193</b> Fax: <b>860-584-7800</b> Email: <b>debbieshapiro@ci.bristol.ct.us</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 page see Spreadsheet on separate 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: 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) Spreadsheet
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes  No  Verification found on page(s) Spreadsheet
- the CDBG national objective citation,  
 Yes  No  Verification found on page(s) 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) **3**
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) **4**
- 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) **Spreadsheet; and page 3**
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes  No  Verification found on page (s) **N/A**
- 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, 6**

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

Yes  No  Verification found on page(s) **N/A, no comments received**

**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 – N/A

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|------------------|------------------------------|-----------------------------|
| (21) Urgent Need | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------|------------------------------|-----------------------------|

**D. STATE CERTIFICATIONS – N/A**

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 – N/A

- |                  |                              |                             |
|------------------|------------------------------|-----------------------------|
| (20) Urgent Need | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------|------------------------------|-----------------------------|