

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 Bowie	CDBG-R Contact Person: Jesse Buggs
Jurisdiction Web Address:	Address: 2614 Kenhill Drive
• www.cityofbowie.org	Telephone: 301-809-3094
	Fax: 301-809-2302
	Email: jbuggs@cityofbowie.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.

The American Recovery and reinvestment Act (ARRA) provides \$44,372 to the City of Bowie for projects eligible under the Community Development Block Program (CDBG-R). **The City will use 100% of its CDBG-R funds for “Energy Audits” in support of its HUD-approved CDBG project: Senior Citizen “Green” Housing Rehabilitation Program. CDBG-R funds will help to retain jobs in the energy conservation and efficiency industry by hiring a firm to conduct energy audits under the guidelines of the rehabilitation program.** The City will conduct activities to accomplish projects in its current CDBG program, as defined in its Consolidated Plan FY09-13 and approved by HUD in its Annual Action Plan FY09, is as follows:

Strategic Plan for Community Development

The goal of all Bowie community development activities is to enhance the living environment and expand economic opportunities for residents. The City of Bowie has embarked on a comprehensive plan for economic development, community stabilization, and an enhanced quality of life for senior citizens throughout the City. The **senior citizen population** is classified by HUD as “**presumptive low/mod**”. **The goals for the senior population are consistent with HUD’S policies and as well as its goals for the Energy Star Program as follows:**

1. Removing constraints on mobility

2. Reducing total household expenses
3. Improving indoor air quality
4. Reducing health hazards
5. Increasing comfort
6. Increasing property value
7. Improving outlook on life

In implementing this plan, the City has recently accepted grant funds from **OpenDoor Housing Fund (ODHF) of Silver Spring, Maryland** to add **“Energy Efficiency” and “Green” technologies** to the housing rehabilitation program for senior citizens. **ODHF** is a private investment fund (a merger of a fund created by the Metropolitan Washington Council of Governments and a fund created by the Universalist Church). **We propose to incorporate, to the extent practical, energy efficient, renewable resources in each project as we proceed to**

1. Replace old and poorly maintained HVAC systems
2. Repair structural damage, leaks, and decay
3. Eliminate insufficient and poorly installed insulation
4. Correct leaky and poorly installed ducts
5. Replace inefficient and/or leaky windows and doors
6. Provide new roofs
7. Renovate bathrooms to provide access for indigent and handicapped seniors

Given the nature of the demographics and growth in the senior population in Bowie, and the existence of successful public services addressing County wide public services needs, the **City intends to focus CDBG Entitlement funding on Senior Housing Rehabilitation services throughout the City over the next five years.**

The City has conducted two public hearings, posted the draft Substantial Amendment on its website and made copies available at City Hall. Citizen comment was received on the intended use of funds and the operation of the approved CDBG program.

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 Attached Spreadsheets.

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.)

Senior Citizen “Green” Housing rehabilitation Program

- (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.

See “Strategic Plan for Community development” cited above.

- (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)).

One (1)

- (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.)

The program is designed to provide financial assistance to senior citizens to upgrade appliances to Energy Star appliances, replace leaky and inefficient windows and doors, and to incorporate renewable energy sources into rehabilitation activities, such as solar hot water heaters.

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

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City of Bowie
2614 Kenhill Drive
Bowie, MD 20715
PH: 301-809-3094
Fax: 301-809-2302
Email: jbuggs@cityofbowie.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:

The City posted a **Notice of Public Hearing on its website on May 12, 2009 and in two local newspapers on May 21, 2009**. The City Council conducted a **public hearing** during its regularly scheduled televised Council Meeting on **May 18, 2009** and adopted Resolution R-31-09 authoring the City Manager to submit a "Substantial Amendment" to the FY09 Annual Action Plan to HUD for approval of the use of CDBG-R funds for the current Senior Citizen "Green" Housing Rehabilitation Program. An **additional public hearing** was held on **May 26, 2009**.

**Public Hearing
May 18, 2009
Bowie City Council**

Q. What is the proposed use of funds?

A. Existing Senior Citizen "Green" Rehab Program already approved by HUD for Con Plan period FY09-13.

Q. Will the City be able to make comply with HUD rules for timely filing of Substantial Amendment?

A. Yes.

Q. Can funds be used for security alarm systems for residences?

A. No. The program is designed for capital improvements and "Green" enhancements.

**Public Hearing
May 26, 2009
Bowie City Hall**

No respondents.

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 Bowie Lead Agency: City Manager's Office Jurisdiction Web Address: <i>www.cityofbowie.org</i>	CDBG-R Contact Person: Jesse Buggs Address: 2614 Kenhill Drive Telephone: 301-809-3094 Fax: 301-809-2302 Email: <i>jbuggs@cityofbowie.org</i>
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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 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 jurisdiction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

- (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
- (8) Community development plan Yes No
- (9) Consultation with Local Governments Yes No
- (10) Use of Funds Yes No
- (11) Excessive Force Yes No
- (12) Compliance with anti-discrimination laws Yes No
- (13) Compliance with laws Yes No
- (14) Compliance with ARRA Yes No
- (15) Project selection Yes No
- (16) Timeliness of infrastructure investments Yes No
- (17) Buy American provision Yes No
- (18) Appropriate use of funds for infrastructure investments Yes No
- (19) 70% of CDBG-R for LMI Yes No

Optional Certification

- (20) Urgent Need Yes No