

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): Clarksville, Tennessee	CDBG-R Contact Person: Tammy Kilgore Address: One Public Square, Suite 201 Clarksville, TN 37040
Jurisdiction Web Address: <ul style="list-style-type: none">• www.cityofclarksville.com <i>Community Development</i>	Telephone: 931-648-6133 Fax: 931-503-3092 Email: tammy.kilgore@cityofclarksville.com

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 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.)

- Public Facilities & Infrastructure Improvements- Duncan Street
- Public Services: Foreclosure Rescue Program
- Administration & Planning

(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:

The City of Clarksville proposes to make available CDBG-R funding in the amount of \$ 161,286 for street improvements in the New Providence area. New Providence is located in census tract 1009, which is a low-moderate income area and designated in the 2005-2010 Consolidated Plan as a CDBG target neighborhood. The City will also set aside 15% of the CDBG-R funds for use by a single 501(c) (3) organization to provide foreclosure recovery funds to at risk homeowners. Finally 10% of the award will be used for administration of the grant. The City expects to expend \$ 21,054 for grant administration and monitoring.

The proposal is based on two factors. (1) The current economic recession is placing an extreme burden on low-moderate income neighborhoods and citizens and the agencies that serve them. Therefore Clarksville proposes to utilize the maximum allowable for direct public services capped at 15% of the CDBG-R allocation. \$32,256 will be awarded to a single agency following a notice of funding available to local non profit service that demonstrate capacity and experience in managing CDBG public service funds. The funds will assist eligible homeowners with past due mortgage payments to prevent the risk of homelessness and to reduce the potential of vacant and abandoned homes in our community. Homeowners will be required to participate in a foreclosure counseling program. (2) CDBG-R funding guidelines recommend priority be given to projects that can be substantially underway by September 30, 2009.

The City already has plans, preliminary engineering, design work and specifications for needed capital improvements located in the New Providence Neighborhood which is located within one of the four CDBG target areas for revitalization. The project is designed to realign a dead end street in close proximity to Ft. Defiance. Ft. Defiance is a National Register Historic Site and remains one of the best preserved Civil War earthworks in the United States. During the preparation of the master plans by URS, Consultant appointed by the Corps of Engineers, the local community raised objections for the project due to the creation of traffic problems and congestion. The recommendation to realign the Duncan Quarry Street will help resolve the traffic issue.

Description of how the distribution and uses of the Grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of the Recovery Act; that in selecting projects to be funded, (1) priority to projects that can award contracts on bids within 120 calendar days from the date the funds are made available to the recipients. (2) Recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 calendar days after February 17, 2009.

Response:

The City has prepared all bid documents in compliance with both city and federal requirements for the project and staff is prepared to initiate the project bidding upon notification of grant award. Contracts can be executed within 10 days of bid award. Construction is expected to begin no later than September 30, 2009.

Notice of Funding Availability will be published on June 15, 2009 for the purpose of soliciting proposals from an eligible 501 (c) (3) agency with the capacity to provide foreclosure prevention activities. A contract will be signed with sub recipient within 30 days of grant award with a program start date no later than September 1, 2009 and funds to be expended on or before August 30, 2010.

(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)).

The proposed construction activities to realign Duncan Street will be implemented by an outside contractor. This is temporary work. Approximately 16 persons would be employed during the construction phase of the project. The CDBG-R investment in the street improvements (transportation related activity) will improve the quality of life and safety of the neighborhood impacted by this activity.

As noted above, it is anticipated that 16 persons will be employed during the construction phase of the Duncan Street realignment, however there is no anticipation of creating permanent jobs with the funding.

(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.)

On one hand, the Duncan Street realignment project strives to improve the flow of heavy traffic from a residential neighborhood in a low-moderate income neighborhood and promote positive environmental influences including noise reduction and reduced pollution emissions along the previous route between A Street and Walker Street. On the other hand, the project meets the recommendation by both residents in the neighborhood impacted and the Consultant appointed by the Corps of Engineers to create a strategy to resolve the issue of increased traffic in a residential neighborhood. The project will also connect to a Rail to Trails project and other walking trails in the neighborhood.

(5) Describe how the expenditure of funds will assist those most impacted with the recession;

The City of Clarksville will utilize CDBG-R public service funds to provide assistance to approximately 12 homeowner households facing foreclosure and homelessness. Mortgage payments for up to 3 consecutive months will be provided to eligible applicants. Referrals for the program will be obtained from Legal Aid Society of Middle Tennessee and the Cumberland's, The Housing Fund, Inc. providing foreclosure HUD-approved counseling to at risk homeowners to help them work with their lender to save homeownership. Referrals will also be accepted by self-referral and from other organizations in the community. All applicants will be required to participate in a HUD-approved counseling prior to approval of assistance.

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

Grantee Name	City of Clarksville, Tennessee
Name of Entity or Department Administering Funds	Office of Housing and Community Development
CDBG-R Contact Person	Tammy Kilgore
Title	Program Assistant
Address Line 1	One Public Square, Suite 201
Address Line 2	
City, State, Zip Code	Clarksville, Tennessee 37040
Telephone	931-648-6133
Fax	931-503-3092
Email Address	tkilgore@cityofclarksville.com
Authorized Official	John E. Piper
Title	Mayor
Address	One Public Square, Fourth Floor
City, State, Zip Code	Clarksville, Tennessee 37040
Telephone	931-645-7444
E-mail Address	mayorpiper@cityofclarksville.com
Web Address where form is posted	www.cityof Clarksville.com Community Development
Amount Grantee is Eligible to Receive	\$ 215,046
Amount Grantee is Requesting	\$215,046

C. PUBLIC COMMENT

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

Response:

As required by the Department of Housing and Urban Development Rules and Regulations, the City of Clarksville complies with regulation 24 CFR 91.105 Citizen Participation Plan for local governments as outlined. The components of Clarksville's citizen participation plan were designed with the explicit intention of accommodating and encouraging participation by low-and moderate income residents, residents living in low-moderate income neighborhoods, members of all minority groups, persons with limited English language proficiency, and persons with disabilities.

The release of the American Recovery and Reinvestment Act, HUD emphasized that CDBG-R funds be targeted to programs that create/retain jobs and provide economic stimulus activities. With this guidance, along with other requirements providing for expeditious use of funding, the City of Clarksville directed the funds toward a shovel ready project located in a low-moderate income neighborhood. By allocating this new funding to a project that is essentially ready to proceed and the CDBG-R funding will be leveraged with City funds allows the City to support more projects than would have been possible.

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 CDBG-R funding requires that grantees provide the community with no less than seven (7) calendar day public comment period. The City of Clarksville posted the Substantial Amendment to the 2008-2009 Annual Action Plan on the City's Website www.cityofclarksville.com; copies were made available at the Public Library, 350 Pageant Lane, Clarksville and at the Office of Housing and Community Development, One Public Square, Suite 201, Clarksville. A draft of the Amendment was made available from May 13-May 20, 2009. No public comments were received.

During a Public hearing on March 24, 2009 regarding the City's 2009 Annual Action Plan and Budget, CDBG-R funding was discussed and the public invited to comment on the anticipated funding in the amount of \$ 215,046. No comments were received regarding the CDBG-R funding allocation.

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): Clarksville, Tennessee Lead Agency Office of Housing and Community Development Jurisdiction Web Address: www.cityofclarksville.com <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: Tammy Kilgore Address: One Public Square, Suite 201 Telephone: 931-648-6133 Fax: 931-503-3092 Email: tammy.kilgore@cityofclarksville.com
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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 **Page 1**

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: **May 28, 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) **Page 1**

- the Eligibility citation (eligibility regulatory cite or HCDA cite),

Yes No Verification found on page(s) **Page 1**

- the CDBG national objective citation,

Yes No Verification found on page(s) **Page 1**

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) **Page 3**
- projected number of jobs created for each activity,
Yes No Verification found on page(s) **Page 4**
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) **Not applicable to project**
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) **Page 6**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) **Page 3- under Activity Narrative**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) **Page 3 under activity narrative**
- 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 3- Activity Narrative -Census Tract Map and census data- Attachment A**

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 B-Copy of Webpage**

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

Yes No Verification found on page(s) **Page-7**

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"/> |

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|--|---|-----------------------------|
| (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"/> |