

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 Daly City	CDBG-R Contact Person: My Do, Community Development Specialist
Jurisdiction Web Address: <ul style="list-style-type: none">• http://www.dalycity.org/recovery/ (URL where CDBG-R Substantial Amendment materials are posted)	Address: 333 - 90 th Street, Daly City, CA 94015 Telephone: (650) 991-8055 Fax: (650) 991-8070 Email: mdo@dalycity.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>.

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

Activity Name: Affordable Housing Site Preparation at 7555 Mission Street

Activity Narrative:

The City is giving priority for the use of CDBG-R funds to a project where economic benefit and job creation can be maximized and where funds can be used expeditiously. The City proposes that its CDBG-R funds be made available for various site preparation and infrastructure costs associated with the development of an affordable housing project at 7555 Mission Street consisting of 36 ownership units. Up to half (18) of these units may accommodate households with incomes below 60% of the area median income, while the remainder of the units are targeted to households whose incomes fall below 50% of the area median income. Specifically, the City proposes using a total of \$300,273 in CDBG-R funds for relocation, demolition of existing structures, environmental hazard remediation and/or water infrastructure improvements associated with the project.

The City hopes to quickly commit and expend CDBG-R funds for these activities. The City intends to obligate funds and complete these activities as close as possible to the 120 day goal as set forth by Title XII of Division A and Section 1602 of the American Recovery and Reinvestment Act. There are currently two businesses on the project site that need to be relocated. The City has retained a consultant to assist with relocation efforts and has already issued 90-day notices to vacate to these businesses. Once the relocation efforts are complete, the City can then begin work on environmental hazard remediation of the site. The City has devised a work plan and has retained a consultant for the environmental work. The City hopes to start this work by the end of July.

Jobs Created:

The City anticipates the creation of 4 temporary full-time jobs related to the demolition of existing structures, 14 temporary full-time jobs related to environmental hazard remediation, and 10 temporary full-time jobs related to water infrastructure improvements. In addition, the City projects that one temporary full-time job associated with relocation efforts will be retained.

Additional Activity Information:

Green building opportunities are being explored for the project at 7555 Mission Street. The incorporation of green building components will ensure that the development will be integrated into the site, use energy, water and materials wisely, minimize construction waste, be durable and easily maintained, and will promote good health for both those constructing the units, as well as those that ultimately occupy them. The 7555 Mission Street project is also located in a transit corridor, situated less than a half-mile away from the Colma BART station. The City seeks to promote affordable housing opportunities which are transit-oriented, have healthier indoor environments and are substantially more energy efficient, allowing those residents residing in such developments to spend less income on energy and transportation costs, while living in an environment that safeguards their well-being.

Responsible Organization:

The City of Daly will be responsible for the site preparation at 7555 Mission Street after which the site will be transferred to Habitat for Humanity Greater San Francisco for the development of affordable housing.

Contact information:

Betsy Zobell

Housing and Community Development Supervisor, City of Daly City

333 – 90th Street

Daly City, CA 94015

PHONE: (650) 991-8068

FAX: (650) 991-8070

bzobell@dalycity.org

Activity Name: **Administration**

Activity Narrative:

A portion of the CDBG-R funds will be used for program administration. The portion will not exceed \$33,364, or 10% of the City's CDBG-R allocation. Program administration will be provided by the City of Daly City's Housing and Community Development Department. Program administrative activities shall include: monitoring for compliance with federal regulations, contract negotiation, invoice review and approval, as well as data collection and reporting to HUD. No CDBG-R funds are proposed to be spent on public service activities.

Jobs Created:

The administrative duties for the CDBG-R program will retain a 0.38 full-time job equivalent.

Additional Activity Information:

N/A

Responsible Organization:

Betsy Zobell

Housing and Community Development Supervisor, City of Daly City

333 – 90th Street

Daly City, CA 94015

(650) 991-8068

FAX: (650) 991-8070

bzobell@dalycity.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:

Prior to submittal of the proposed CDBG-R Substantial Amendment to HUD, the City of Daly City made the Substantial Amendment available for public review and comment for a total of 16 calendar days on the City's website. Copies of the Substantial Amendment were also made available at local libraries, the Daly City Community Service Center, and City Hall. There were no public comments received on the proposed use of CDBG-R funds during the public comment period.

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 Daly City Lead Agency Jurisdiction Web Address: http://www.dalycity.org/recovery/ <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: My Do Address: 333 – 90 th Street, Daly City, CA 94015 Telephone: (650) 991-8055 Fax: (650) 991- 8070 Email: mdo@dalycity.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 **9**

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) **9**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) **9**
- the CDBG national objective citation,
 Yes No Verification found on page(s) **9**

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) 3,4
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 3
- 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) 4,9
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) 4
- 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

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

Yes No Verification found on page(s) 5

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"/> |

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

CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: City of Daly City			CDBG-R Fomula Grant Amount: \$333,637				Date: June 22, 2009	
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leveraged Funding (\$)	Total Activity Budget	
Affordable Housing Site Preparation at 7555 Mission Street	Site preparation for affordable housing development with 36 ownership units. Includes relocation, demolition of existing structures, environmental hazard remediation and/or water infrastructure improvements.	24 CFR 570.201(c) 24 CFR 570.201(d) 24 CFR 570.201(i)	24 CFR 570.208a(3)(LMH)	\$300,274	\$0	\$298,750	\$599,024	
Administration	Administration of the CDBG-R program, including: contract negotiation, invoice review and approval, monitoring compliance with federal regulations, and data collection and reporting to HUD. Administrative costs will not exceed 10% of the CDBG-R grant.	24 CFR 570.205 24 CFR 570.206 as revised for CDBG-R	N/A	\$33,363	\$0	\$0	\$33,363	
	TOTALS			\$333,637	\$0	\$298,750	\$632,387	