

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): Hamilton County, Ohio	CDBG-R Contact Person: Susan S. Walsh Address: 138 E. Court Street, Room 1002 Cincinnati, OH 45202
Jurisdiction Web Address: <ul style="list-style-type: none">• http://www.hamilton-co.org/commdev	Telephone: 513-946-8235 Fax: 513-946-8240 Email: susan.walsh@hamilton-co.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)

- (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.)

Village of Woodlawn Prairie Ave. Rehabilitation	\$100,000
City of Norwood Sherman Ave. Improvements	90,000
City of Sharonville Golden Acres HVAC Replacement	93,000
Colerain Township Skyline Center Remodel	60,000
City of Forest Park Sidewalk Replacement	61,200
Village of Cleves Miami Avenue, Phase 2	50,000
Village of Lockland S. Wayne Ave Improvements	90,000
People Working Cooperatively: Homeowner Repairs	70,000
Hamilton County Development Co. Urban Land Assistance Program	70,000
Mt. Airy Homeless Shelter	136,739
Administration (10%)	91,000
Total	\$911,939

- (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.

Village of Woodlawn - \$100,000

Prairie Avenue Rehabilitation: This project will grind and resurface 715 linear feet of Prairie Avenue and provide new curbing. The project will maximize job creation and provide economic benefit by investing in and improving the existing infrastructure within the Village. The primary beneficiaries of the project will be the 20 households located on the street which is located in a low to moderate income neighborhood. The project will benefit two communities, as 13 of the households are located in Woodlawn and 7 are located in the Village of Lincoln Heights.

City of Norwood - \$90,000

Sherman Avenue Improvements: Sherman Avenue will be milled and repaved with new asphaltic concrete. Curb will be replaced as necessary. A new traffic loop detector will be installed and traffic signal equipment upgraded. Project is being leveraged with \$240,000 in additional funding previously obtained by the City. The project will maximize job creation and economic benefit by investing in and improving the existing infrastructure within the City. The primary beneficiaries of the project will be the households located along the street which is located in a low to moderate income neighborhood.

City of Sharonville - \$93,000

Golden View Acres HVAC Replacement: Up to 33 HVAC units will be replaced in this retirement community for low to moderate income seniors. Furnace units will be upgraded from 60% to 80% efficiency. Air conditioning units will be converted from 7 SEER to 13 SEER efficiency. The project will maximize job creation and economic benefit by fostering energy independence by substantially reducing energy usage within the complex.

Colerain Township - \$60,000

Skyline Community Center Remodel: The Skyline Center provides recreation and other services to low/moderate income youth living in adjacent neighborhoods. The project will convert existing storage space to create an additional room that will be dedicated to children in grades K through 4. It will also allow age appropriate activities to be conducted simultaneously in different areas of the building. Two jurisdictions will benefit from the improvements, as the center draws residents from both Colerain and Springfield Townships. The project will maximize jobs and provide economic benefit by investing in and improving existing infrastructure.

Forest Park - \$61,200

Sidewalk Replacement: Stimulus funds will be used to replace deteriorated and misaligned sidewalks in four low/moderate income neighborhoods in the city. The Forest Park Public Works Department estimates that over 9,900 square feet of sidewalk will be replaced under this project. Homeowners are normally billed for 50% of the cost of replacement, but that assessment will be waived due to use of CDBG-R fund. The project will maximize jobs and provide economic benefit by investing in and improving the existing infrastructure within the City.

Village of Cleves: \$50,000

Miami Avenue Rehabilitation, Phase 2: Portions of Miami Avenue are already being rehabilitated which consists of milling the existing pavement and overlaying with new asphalt. The addition of the stimulus dollars will allow extension of this work an additional four blocks

nearly to the corporation line. Once completed, the Village feels this area will be attractive for a major development. The project will maximize jobs and provide economic benefit by investing in and improving the existing infrastructure within the Village. The primary beneficiaries of the project will be the households located in the area which is a low to moderate income neighborhood.

Village of Lockland - \$90,000

South Wayne Avenue Improvements: Rehabilitation work was already scheduled for a portion of South Wayne, which is a main artery in the Village. With the addition of the stimulus funds, the scope of the work will be expanded to include additional sections of roadway. The work will include milling and replacement of existing pavement, replacement of existing drainage structures, new curbs and new sidewalks. The project will maximize jobs and provide economic benefit by investing in and improving the existing infrastructure within the City. The entire village, which is a low to moderate income area, will benefit from this project that will upgrade one of its main streets.

People Working Cooperatively (PWC) - \$70,000

Homeowner Rehabilitation Services: The funds will be used to provide additional emergency and critical repairs to low income (less than 50% of median) homeowners in Hamilton County. PWC estimates that this increase in funding will enable them provide assistance to an additional 75 households. This project addresses the Recovery Act by assisting those most impacted by the recession.

Hamilton County Development Company (HCDC) - \$70,000

Urban Land Assistance Program (ULAP): ULAP provides matching funds to Hamilton County communities to aid in the redevelopment of commercial and industrial sites, through environmental assessment, remediation and demolition of obsolete, blighted and vacant properties. The CDBG-R dollars will be used to fund a portion of 16 ready-to-go demolition projects in 11 Hamilton County communities. The project will maximize job creation and provide long term economic benefit by providing investment needed to increase economic opportunity and efficiency.

Mt. Airy Homeless Shelter - \$136,739

Mt. Airy Homeless Shelter: The stimulus dollars will be used to help close a funding gap of approximately \$300,000 per year of operational expenses. This project addresses the Recovery Act by assisting those most impacted by the recession and by minimizing reductions in essential services. This project uses public service dollars and is limited to 15% of the entire CDBG-R grant.

- (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)).

Activity Name	Estimated Number of Jobs Created/Retained
Village of Woodlawn Prairie Ave. Rehabilitation	4
City of Norwood Sherman Ave. Improvements	5
City of Sharonville Golden Acres HVAC Replacement	2
Colerain Township Skyline Center Remodel	3
City of Forest Park Sidewalk Replacement	3
Village of Cleves Miami Avenue, Phase 2	5
Village of Lockland S. Wayne Ave Improvements	5
People Working Cooperatively	3
Hamilton County Development Co. Urban Land Assistance Program	3
Mt. Airy Homeless Shelter	3
Total	36

- (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 **Golden View Acres HVAC Replacement** project will promote energy conservation by replacing up to 33 HVAC units in a low to moderate income senior apartment complex. Furnace units will be replaced upgrading efficiency from 60% to 80%. Air conditioning units will be converted from 7 SEER to 13 SEER efficiency.

The **City of Norwood Sherman Avenue Improvements** project includes replacement of a traffic signal and installation of a traffic loop detector. The traffic signal replacement will increase energy conservation as it is more efficient than the unit it replaces. The new traffic loop detector will reduce pollution emissions by reducing the amount of time that idling cars will need to wait for the signal to change.

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

For all activities other than People Working Cooperatively:

Hamilton County Community Development
 138 East Court Street, Room 1002
 Cincinnati, Ohio 45202

Contact: Susan Walsh
513-946-8235
susan.walsh@hamilton-co.org

For People Working Cooperatively:

People Working Cooperatively
4612 Paddock Road
Cincinnati, OH 45229

Contact: Jock Pitts
513-351-7921
pittsj@pwchomerepairs.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 action plan amendment was posted on the Hamilton County Community Development website (<http://www.hamilton-co.org/commdev>) for a 7 day period from May 27- June 3, 2009. No comments were received during this period.

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 X No Verification found on page(s) 3-5
- projected number of jobs created for each activity,
Yes X No Verification found on page(s) 6
- whether an activity will promote energy efficiency and conservation,
Yes X No Verification found on page(s) 6
- the name, location, and contact information for the entity that will carry out the activity,
Yes X No Verification found on page(s) 6-7
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes X No Verification found on page (s) 3, 11
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes X No Verification found on page (s) 5, 11 (Mt. Airy Homeless Shelter)
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes X No Verification found on page (s) 3-5, 11

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 X No . Verification found on page(s) 2, 7

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

Yes X No Verification found on page(s) 7

D. CERTIFICATIONS

The following certifications are complete and accurate:

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|---|-------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes X | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes X | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes X | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes X | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes X | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes X | No <input type="checkbox"/> |
| (7) Section 3 | Yes X | No <input type="checkbox"/> |
| (8) Community development plan | Yes X | No <input type="checkbox"/> |
| (9) Following a plan | Yes X | No <input type="checkbox"/> |

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| (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

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| (21) Urgent Need | N/A |
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D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

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