

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): Town of Union, New York	CDBG-R Contact Person: Paul A. Nelson
Jurisdiction Web Address:	Address: 3111 E. Main St., Endwell, NY
• www.townofunion.com	Telephone: 607-786-2977
	Fax: 607-748-0041
	Email: pnelson@townofunion.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>.

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.)

CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: TOWN OF UNION, NEW YORK		CDBG-R Formula Grant Amount: \$378,254				Date: May 12, 2009 (Revised: 6/4/09)	
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
Wayne Street Reconstruction	Full Depth Street Reconstruction - Avenue B to Brookside Avenue	570.208(a)(1)	Low/Mod Area Benefit (54.6% L/M) CT131/BG1	\$70,250	\$0	\$0	\$70,250
Wayne Street Reconstruction	Full Depth Street Reconstruction - Lee Avenue to N. Kelly Avenue	570.208(a)(1)	Low/Mod Area Benefit (53.57% L/M) CT131/BG3	\$72,250	\$0	\$0	\$72,250
Lawndale Street Reconstruction	Full Depth Street Reconstruction - Avenue B to Brookside Avenue	570.208(a)(1)	Low/Mod Area Benefit (54.6% L/M) CT131/BG1	\$76,700	\$0	\$12,481	\$89,250
Lee Avenue Reconstruction	Full Depth Street Reconstruction - Watson Blvd. to Wayne Street	570.208(a)(1)	Low/Mod Area Benefit (53.57% L/M) CT131/BG3	\$52,500	\$0	\$0	\$52,500
S. Leona Street Reconstruction	Full Depth Street Reconstruction - Entire Length	570.208(a)(1)	Low/Mod Area Benefit (53.57% L/M) CT131/BG3	\$44,315	\$0	\$0	\$44,315
S. Knight Avenue Reconstruction	Full Depth Street Reconstruction - Entire Length	570.208(a)(1)	Low/Mod Area Benefit (53.57% L/M) CT131/BG3	\$53,170	\$0	\$0	\$53,170
Design/Engineering		570.208(a)(1)		\$0	\$0	\$12,500	\$12,500
Construction Contingency		570.208(a)(1)		\$0	\$0	\$5,019	\$5,019
TOTALS:				\$378,254	\$0	\$30,000	\$408,254
Note:	The amounts listed in the Other Leveraged Funding column are non-stimulus FFY 2008 CDBG funding. The Town Board authorized the budget modification on 6/3/09.						

(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.

Preserving and creating jobs and promoting economic recovery

The six full depth street reconstruction segments will improve the local transportation network and will likely result in job retention given that local contractors have indicated that there is very little road reconstruction work being undertaken

throughout Broome County due to ongoing budget constraints caused by a weak economy. The overall project will be broken down into two phases, each with a separate contract. The Wayne Street, Lawndale Street, and Lee Avenue segments will be bid as one contract. The second contract will include Leona Street and S. Knight Avenue.

Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits

This investment in street, drainage, and sidewalk improvements will also preserve and strengthen the viability of two low and moderate income neighborhoods.

- (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).

It is not anticipated that any of the projects will involve job creation. In conversations with local contractors, they indicated that there is very little municipal or private work available due to local budget cuts and a lack of new residential housing subdivisions. The Southern Tier region is expected to suffer another monumental job loss blow due to the apparent cancellation of the Presidential helicopter project. The CDBG-R projects will provide access to contracting opportunities that do not currently exist and potentially avoid layoffs of skilled craftsmen that might be lost to other regions. Given the Town's recent experience with CDBG funded street reconstruction projects, it is currently estimated that the project will retain approximately eight jobs. In the bid package that is issued for each phase of the project, contractors will be asked to provide job creation/retention data for future reporting purposes.

Project Schedule

Phases 1 and 2 of the CDBG-R project are already being designed. In an effort to move the projects forward in a timely manner, the Town Board authorized an amendment to the Town's FFY 2008 Annual Plan to provide funds for design costs for Phase 1 and the contract for design has already been awarded. Phase 2 is being designed in house by the Town's Engineering Department. On June 17th, the Town Board authorized the Town Planning Director to advertise for bids relating to Phases 1 and 2 construction. Given that Phase 2 is a smaller segment it will likely be the first to be bid. The Town will likely award a construction contract for Phase 2 at the August 5, 2009 meeting. Phase 1 will likely be awarded at the September 2, 2009 meeting. The Town is expecting that both phases of construction will be completed by November 15, 2009.

- (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.)

Does Not Apply

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

**Town of Union Department of Planning (Designated CDBG Lead Agency)
3111 E. Main Street, Endwell, New York 13760
Paul A. Nelson, Planning Director
607-786-2977
pnelson@townofunion.com**

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 required public hearing was held on Wednesday May, 6, 2009. There were no comments received relative to the proposed use of CDBG-R funding.

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): Town of Union, New York Lead Agency Jurisdiction Web Address: www.townofunion.com	CDBG-R Contact Person: Paul A. Nelson Address: 3111 E. Main St., Endwell, NY Telephone: 607-786-2977 Fax: 607-748-0041 Email: pnelson@townofunion.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 _____

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: **Revised spreadsheet e-mailed on 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) _____
- 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) _____ **This information will not be available until the bidding phase of the project.**
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) _____ **Does Not Apply**
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) _____ **Town of Union Planning Department, the Lead Agency for the Town's CDBG program.**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) _____ **All funds received will be used for capital projects only.**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) _____ **All funds received will be used for capital projects only.**
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) _____ **100% of funds received will be used for LM area benefit capital projects.**

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?

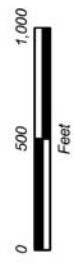
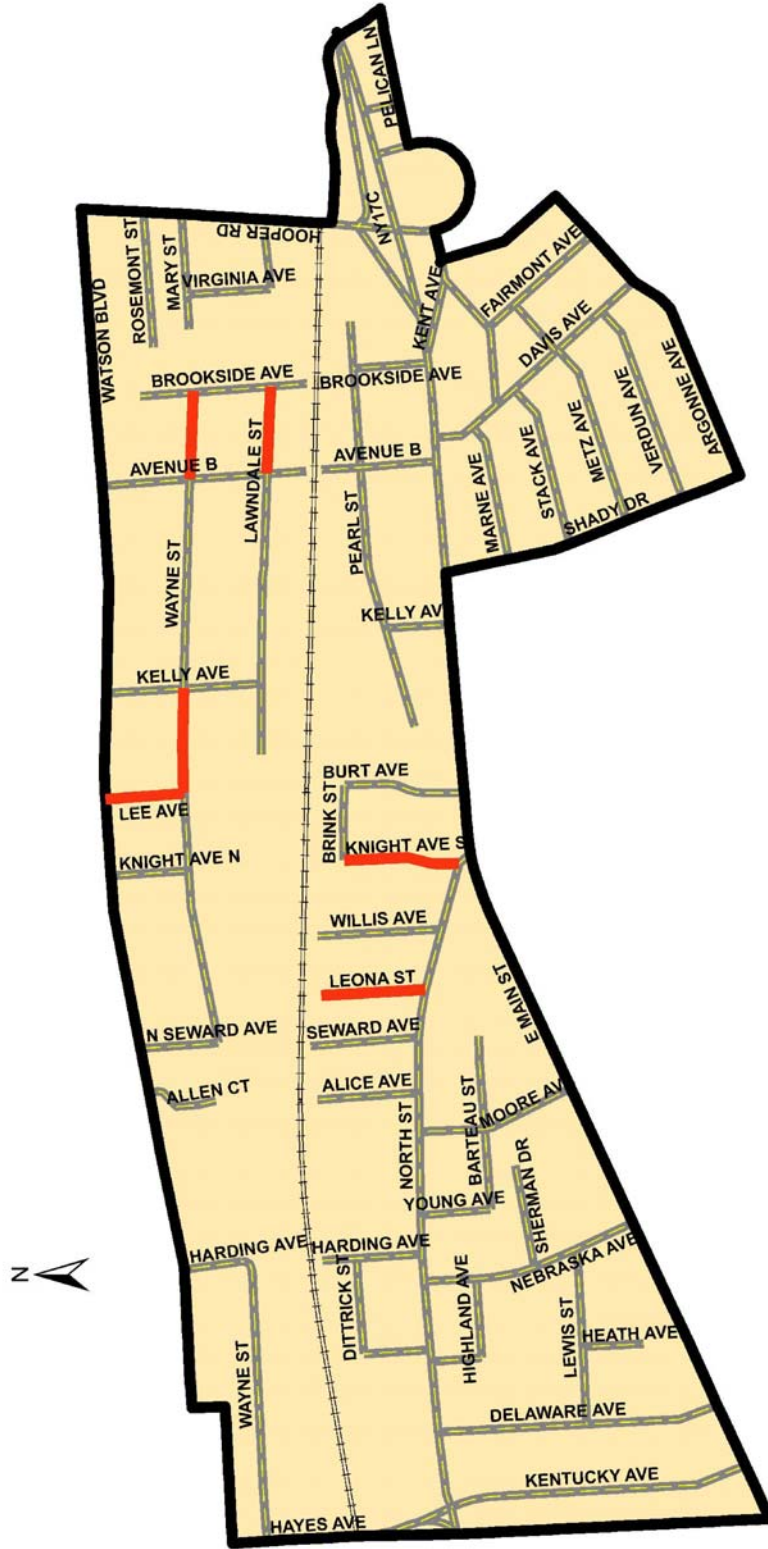
Yes No Verification found on page(s) _____ **No comments were received.**

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

CDBG-R RECONSTRUCTION PROJECTS



Source: Census 2000