

# **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 Knoxville	CDBG-R Contact Person: Becky Wade, Comm. Dev. Administrator
Jurisdiction Web Address: • <a href="http://www.cityofknoxville.org/development">www.cityofknoxville.org/development</a> (URL where CDBG-R Substantial Amendment materials are posted)	Address: P.O. Box 1631, Knoxville, TN 37901 Telephone: 865-215-2120 Fax: 865-215-2962 Email: <a href="mailto:bwade@cityofknoxville.org">bwade@cityofknoxville.org</a>

## **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:

**Façade Improvement Program**

Activity Narrative:

The Façade Improvement Program provides financial assistance to owners of commercial properties who want to renovate street-facing exteriors of their buildings. The façade improvement program is focused in neighborhoods in the Empowerment Zone or areas where more than 51% of the population have incomes at or below 80% area median income. This program serves as an incentive for property owners to make investments in their buildings, which improves the marketability of space within the buildings and draws new business, preserves and creates new jobs, and brings residents to businesses in these areas.

The façade improvement program is an approved CDBG funded activity outlined in previous years' Annual Action Plans, and all funds have been spent or are obligated for specific façade projects. Due to limited funding in the regular annual entitlement, this activity is not included in the 2009 Annual Action Plan. CDBG-R funding will allow the continuation of this activity and since there is a waiting list of eligible property owners, the program can be implemented quickly.

Funding will provide up to \$20 per square foot of improved façade, with a maximum of \$50,000 per building. Applicants must provide a match equal to or greater than 20 percent of the amount awarded. Our experience has shown that actual owner investment has far exceeded the 20 percent required.

Eligible work includes masonry and cornice repair; storefront reconstruction; exterior painting and stucco; and other renovations. Applicants are encouraged to use energy efficient building systems and materials where practical.

Program funding is provided in the form of a loan which is forgiven over a five year period with no payments required, provided the property continues to be maintained in accordance with the program requirements, such as retention of ownership, maintenance of the façade, and payment of all property taxes due.

Façade renovation activities must be in compliance with the Program Design Guidelines and the Design Review process.

Jobs Created:

It is anticipated that a minimum of 6 permanent full time equivalent jobs will be created from this CDBG-R funded activity. From November 2006 to May 2009 fourteen façade projects have been completed resulting in 159 full time jobs being created. This is attributed to the construction jobs needed for renovation and the occupancy of previously vacant buildings post renovation.

Additional Activity Information:

Applicants are encouraged to use energy conserving building systems where practical. One recent applicant intends to incorporate solar technology into their project.

Responsible Organization:

City of Knoxville Community Development Department

Madeline Rogero, Director

Rogers Doughty, Project Manager

400 Main Street, P.O. Box 1631

Knoxville, TN 37901

865-215-2120

FAX: 865-215-2962

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Activity Name:

**Park City Home Energy Improvement**

Activity Narrative:

Knox Housing Partnership (KHP), a community housing development organization (CHDO), will implement a residential low energy efficiency assessment and improvement strategy for the Park City neighborhood, a community located within Knoxville's Empowerment Zone (EZ). This residential energy efficiency retrofit project is a forward thinking strategy producing quantifiable rewards for this low-income community. This project will integrate improving residential building energy efficiency with a healthy home interpretation in a manner that increases energy efficiency, supports the health of the residents, provides neighborhood economic development and educates and demonstrates environmentally sound practices.

Within the Park City neighborhood, KHP recently completed construction of seven LEED Gold single family homes for sale to low-income families. Building on the recent neighborhood awareness and respect for the high performance LEED houses, this project will introduce 35 nearby home owners and tenants to methods of improving building energy efficiency and linking health to housing. The project will be supervised by credentialed professionals and will conduct building energy efficiency assessments and implement remediation strategies. Baseline energy performance (test-in) and post remediation performance (test-out) will be documented for each home.

KHP will follow the Environmental Protection Agency (EPA) recommended existing residential building energy efficiency assessment process, including a blower door and duct blaster test-in and out. Many of these houses have little or no wall insulation, high levels of air infiltration, inefficient heating and air conditioning, and inefficient water heaters and appliances. On a national average, 20% energy improvement has been achieved when remediation techniques are applied. KHP anticipates a 17% improvement in energy efficiency through this project.

The repairs and improvements for homes located in Park City will be conducted by empowerment zone based professional vendors who agree to coordinate with EZ based organizations referring under-employed or unemployed EZ residents requesting training in building energy efficiency related trades. These trainees will apprentice with journeyman trades persons, observe and assist in the installation and repairs, and practice installation under the supervision of the journeyman. The trainee's compensation will start at minimum wage and progress based on job performance, knowledge, skills and abilities.

This initiative anticipates reducing each participating home's operating energy cost by one dollar per day. For the thirty-five homes this would result in a savings of \$12,775 annually. The hard construction labor benefits are equal to \$4,800 per home, a total of \$168,000 for the project.

Knox Housing Partnership will coordinate services with other agencies, such as: Knoxville-Knox County Community Action Committee's weatherization program, Middle Tennessee State University's TNLEAP program (lead paint testing and abatement), City of Knoxville's Community Development housing programs, Knox County Health Department, and the University of Tennessee Agricultural Extension to ensure that the level of needed services are provided and that residents are aware of what is available to them for their particular situation.

Jobs Created:

The project anticipates the creation of six full-time equivalent jobs. Depending on the number of trainees recruited, the number of jobs created could be greater.

Additional Activity Information:

EPA's HPwES (home performance with Energy Star) program documents several studies and programs which illustrate the participant benefits of repairing and or replacing residential building components of older housing stock.

Responsible Organization:

Knox Housing Partnership, Inc.

Jackie Mayo, Executive Director

Ken Block, LEED AP Homes, Project Manager

109 N. Winona Street

Knoxville, TN 37917

865-637-1679 x 229

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[JMayo@khp.org](mailto:JMayo@khp.org)

[KBlock@khp.org](mailto:KBlock@khp.org)

Activity Name:  
**Administration**

Activity Narrative:

The administration of the projects funded through the CDBG-R program will be provided by the City of Knoxville's Community Development Department. This will include contract negotiation, monitoring for compliance with federal regulations, invoice review, data submission to HUD and record keeping. No more than 10% of the CDBG-R funds allocated to the City of Knoxville will be used for administration of the program. No funds are proposed to be spent on public service activities.

Jobs Created:

The administrative duties required for the CDBG-R program will create one half-time job equivalent.

Additional Activity Information:

N/A

Responsible Organization:

City of Knoxville Community Development Department  
Madeline Rogero, Director  
Becky Wade, Community Development Administrator  
400 Main Street, P.O. Box 1631  
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### ***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:

In anticipation of receipt of CDBG-R funding under the American Recovery and Reinvestment Act of 2009 (ARRA), a public meeting was held on April 14, 2009. The meeting was advertised on the City of Knoxville's web-site, through the City of Knoxville's Office of Neighborhoods newsletter and via postcards sent to approximately 600 citizens. At the time of the meeting, regulations for the CDBG-R funding had not been published however the amount of funding allocated to the city was available. Two comments were made at the meeting regarding the CDBG-R funding and are included below. The draft plan was posted on the City's web-site on May 22, 2009.

1. A comment was made requesting that the City communicate with citizens about other streams of stimulus money.
2. A comment was made regarding the CDBG-R funds and that it should be used for the promotion of green jobs, recycling production and environmental activity.

One public comment received during the comment period 5/22/09-5/29/09 is below.

1. The former director of the Neighborhood Energy Workshop (NEW) in Minneapolis, now a Knoxville resident, suggested that Knoxville might benefit from implementing a similar program with stimulus funding. The NEW program consisted of neighborhood workshops focusing on low cost energy improvements throughout the city at churches and community centers.

# 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 Knoxville Lead Agency Jurisdiction Web Address: <a href="http://www.cityofknoxville.org">www.cityofknoxville.org</a>  <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: Becky Wade Address: 400 Main Street, P.O. Box 1631 Knoxville, TN 37901 Telephone: 865-215-2120 Fax: 865-215-2962 Email: bwade@cityofknoxville.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 **12**

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) **12**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes  No  Verification found on page(s) **12**
- the CDBG national objective citation,  
 Yes  No  Verification found on page(s) **12**

**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) 3,5,6
- projected number of jobs created for each activity,  
Yes  No  Verification found on page(s) 3,6,7
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) 3,5,6
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  No  Verification found on page(s) 4,6,7
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes  No  Verification found on page (s) 7,12
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes  No  Verification found on page (s) 7
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes  No  Verification found on page (s) 3,5

**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) 8

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

Yes  No  Verification found on page(s) 8

**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 checked="" type="checkbox"/> |

***D. STATE CERTIFICATIONS (NOT APPLICABLE)***

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"/> |

