

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): <u>Snohomish County</u> Lead Agency Jurisdiction Web Address: <ul style="list-style-type: none">• http://www1.co.snohomish.wa.us/Departments/Human_Services/Divisions/OHHCD/	CDBG-R Contact Person: Dean Weitenhagen Address: 3000 Rockefeller Ave, M/S 305, Everett, WA 98201 Telephone: (425) 388-3267 Fax: (425) 388-3504 Email: dean.weitenhagen@co.snohomish.wa.us
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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.)

- (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.

- (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)).

- (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.)

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

The CDBG-R application requires a substantial amendment to the 2008 Snohomish County Urban County Consortium Annual Action Plan (2008 Action Plan). The 2008 Action Plan indicates how certain 2008 federal housing and community development programs will fund activities that will help the Consortium meet the five-year goals set forth in the Snohomish County Housing and Community Development 2005-2009 Consolidated Plan (Consolidated Plan). This amendment includes information on the activities the County will undertake with CDBG-R funds and how these activities are consistent with the purposes of the Recovery Act.

Project Selection Priorities

Pursuant to the funding requirements, priority was given in the project selection process to activities that could be awarded contracts within 120 days from the date that HUD will make CDBG-R funding available to the County which may be as early as this summer. It is anticipated that all of the proposed projects will be able to be under contract within this time period. For infrastructure investments, preference was given to activities that could be started and completed expeditiously; the one proposed infrastructure project is ready to contract and to advertise for bids for construction. It is unlikely that the County will be able to meet the goal of using at least 50% of funds allocated for infrastructure investments for projects that can be initiated by June 17, 2009, since it is not anticipated that HUD will make CDBG-R funding available to the County prior to this date or in time to meet this goal.

In order to address the project contract timing priorities and to meet the expedited timeline for CDBG-R application submittal, the County considered project applications from the 2009 funding round which would meet CDBG-R funding requirements and where one of the following circumstances applied: CDBG-R funding could replace the CDBG funding awarded, due to limited funding a project was not awarded full funding or was scaled back, or due to limited funding worthwhile projects fell below the funding cut-off line. Some additional considerations included whether projects could be funded as discrete stand-alone activities, whether projects could be completed by the required expenditure deadline, and whether projects could be completed without the commitment of future year's allocations of regular CDBG funds. The proposed activities are all anticipated to expend funds prior to the expenditure deadline of September 30, 2012.

Activity Name:

Housing Authority of Snohomish County
Single Family Rehabilitation Loan Program Energy Conservation Improvements

Activity Narrative:

This project will provide owner-occupied housing rehabilitation loans to approximately 4 low- and moderate-income homeowners residing in Snohomish County, outside the cities of Everett and Bothell, with incomes at or below 80% of the area median income. Loans will be used to provide energy efficiency and conservation improvements and critical safety and health repairs. At least 60% of the costs of each loan are to be used for energy efficiency improvements and green building materials and technologies. Interest rates will range from 0% to 3%, depending on household income, with an estimated average loan amount of \$30,000. Loan repayment schedule may be up to 30 years. Priority is given to elderly persons, persons with disabilities, households with incomes at or below 30% of the area median income, and for critical needs. Program income generated will be placed in the existing CDBG revolving loan fund for HASCO's Single Family Rehabilitation Loan Program and will be used to provide future loans under that program.

This project will provide economic benefit to the community and support local economic recovery by providing employment, including the expansion of employment for green building work, and other construction costs in the construction industry which has been negatively impacted by the economic recession. It is estimated that the funding will support approximately 16 full-time temporary equivalent construction and related jobs (estimated at 4 workers per loan for a period of week(s)) which may result in the creation or preservation of jobs due to the reduction of hours and lay-offs in the construction industry. Further guidance on the definition of job creation and preservation is expected from the federal government. Long-term benefit will be provided to the community by maintaining and making energy efficiency and conservation improvements to the local housing stock.

This project will foster energy independence through energy efficiency and conservation improvements which are anticipated to reduce the energy demand for local utilities. Improvements may include energy-efficient windows and doors, siding, wall and attic insulation; conversion, modification and replacement of heating equipment, including solar energy equipment; use of Energy Star appliances and water heaters and water-conserving plumbing fixtures; and other improvements. The Washington State Evergreen Sustainable Development Standards will be used to the fullest extent possible.

Jobs Created:

Approximately 16 full-time temporary equivalent construction and related jobs (estimated at 4 workers per loan for a period of week(s)).

Responsible Organization:

Housing Authority of Snohomish County

12625 – 4th Avenue West, Suite 200

Everett, WA 98204

Ann Schroeder Osterberg, Director of Development, Policy and Programs

425-293-0544 (p)

aso@hasco.org

Activity Name:

Monroe, City of
West Columbia Street Sidewalk, Phase II

Activity Narrative:

This project consists of construction of 700 linear feet of five-foot wide sidewalks with a four-foot wide landscaping strip, curb gutter and necessary storm water improvements. The project is located on West Columbia Street between King Street and Dickinson Street, Monroe, WA 98272. The project is located in census tract 52205, block groups 3 (69% LM%) and 4 (47.7% LM%).

This project will provide economic benefit to the community and support local economic recovery by providing employment and other construction costs in the construction industry which has been negatively impacted by the economic recession. It is estimated that the funding will support 5 temporary full-time construction jobs for one month, which may result in the creation or preservation of jobs due to the reduction of hours and lay-offs in the construction industry. Further guidance on the definition of job creation and preservation is expected from the federal government. Long-term economic benefit will be provided to the community by providing basic services to residents by completing a continuous network of sidewalks within the low-to-moderate income benefited area, improving pedestrian safety, and by adding twenty two street parking stalls for neighborhood residents. This project will also assist with reduced pollution emissions and environmental protection through the installation of porous pavement on the right of way which is anticipated to reduce pollutants entering storm facilities that lead to nearby waterways and to keep rain water cool thus reducing harm to riparian habitats.

Jobs Created:

5 temporary full-time construction jobs for one month.

Responsible Organization:

City of Monroe
806 West Main Street
Monroe, WA 98272
Mark Neumann, Civil Designer
(360) 863-4543 (p)
mneumann@ci.monroe.wa.us

Activity Name:

Parkview Services
Parkview Homes IX

Activity Narrative:

This project consists of the acquisition and rehabilitation of one single family home with three to four bedrooms to provide permanent supportive rental housing for adults with developmental disabilities with incomes at or below 30% of the area median income. On-site 24-hour supportive services will be provided by other non-profit organizations contracted by the State Department of Developmental Disabilities. Rehabilitation will consist of ADA modifications, health and safety improvements, and energy efficiency improvements. Project site to be determined; site will be located in south Snohomish County, outside the cities of Everett and Bothell.

This project will provide economic benefit to the community and support local economic recovery by providing employment and other construction costs in the construction industry which has been negatively impacted by the economic recession. It will also help to stimulate the housing market which has experienced a significant decline in home re-sales in the past year. It is estimated that the funding will support 3 full-time temporary and 2 part-time temporary construction jobs for 1 month, which may result in the creation or preservation of jobs due to the reduction of hours and lay-offs in the construction industry. Further guidance on the definition of job creation and preservation is expected from the federal government.

This project will also foster energy independence and promote energy conservation through energy saving improvements such as maximizing insulation, ensuring adequate attic ventilation and crawlspace vapor barriers, conversion to copper plumbing, installing energy-efficient water-saving appliances, water heaters and toilets, and upgrading of electrical service if necessary. Long-term benefits will be provided to the community by increasing the local supply of affordable permanent supportive rental housing for low-income persons with special needs and by the anticipated creation of 8-10 supportive service positions necessary to provide the on-site supportive staffing to be funded with other funds. It is anticipated that these positions will be occupied by low-to-moderate income individuals and will assist them to become self-sufficient.

Jobs Created:

3 full-time temporary and 2 part-time temporary construction jobs for 1 month,

Responsible Organization:

Parkview Services
18551 Aurora Avenue North, Suite 200
Shoreline, WA 98133
Jane Bloom, Executive Director
(206) 612-8878 (p)
jane@parkviewservices.org

Activity Name:

Snohomish County
Planning and Administration Costs

Activity Narrative:

Funds will be used by Snohomish County to provide planning and administration of the CDBG-R program. Anticipated activities include application/amendment process, contract development and management, monitoring, reporting and other compliance activities, fulfilling program audit obligations, and other eligible planning and administrative activities. The cost of the activities is the allowed rate of 10% of the CDBG-R allocation.

Jobs Created:

NA

Responsible Organization:

Snohomish County
Office of Homelessness, Housing and Community Development
3000 Rockefeller Avenue, M/S 305
Everett, WA 98201
Dean Weitenhagen, Supervisor
(425) 388-3267 (p)
dean.weitenhagen@co.snohomish.wa.us

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:

Snohomish County published a proposed substantial amendment regarding CDBG-R funds to the 2008 Annual Action Plan via the usual methods including posting on the County's OHHCD website for 7 days for public comment. No public comments were received.

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): <u>Snohomish County</u> Lead Agency Jurisdiction Web Address: <ul style="list-style-type: none"> • http://www1.co.snohomish.wa.us/Departments/Human_Services/Divisions/OHHCD/ 	CDBG-R Contact Person: Dean Weitenhagen Address: 3000 Rockefeller Ave, M/S 305 Everett, WA 98201 Telephone: (425) 388-3267 Fax: (425) 388-3504 Email: dean.weitenhagen@co.snohomish.wa.us
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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 **Attachment A**

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: _____

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

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) **5, 7, 8**
- projected number of jobs created for each activity,
Yes No Verification found on page(s) **5, 7, 8**
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) **5, 7, 8**
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) **6, 7, 8**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) **9, Attachment A**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) **NA**
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) **5, 7, 8, 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) **10**

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

Yes No Verification found on page(s) **10**

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"/> |

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"/> |