

# **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**

## **JUNE 5, 2009**

Jurisdiction(s): City of Janesville	CDBG-R Contact Person: Jennifer Petruzzello
Jurisdiction Web Address: <ul style="list-style-type: none"><li>• <a href="http://www.ci.janesville.wi.us">www.ci.janesville.wi.us</a></li></ul>	Address: 18 N. Jackson Street Telephone: 608-755-3065 Fax: 608-755-3207 Email: <a href="mailto:petruzzelloj@ci.janesville.wi.us">petruzzelloj@ci.janesville.wi.us</a>

### **ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS & BACKGROUND**

The American Recovery and Reinvestment Act of 2009 (Recovery Act) appropriated \$1 billion in Community Development Block Grant (CDBG) funds to states and local governments to carry out, on an expedited basis, eligible activities under the CDBG program. HUD is distributing \$980 million to grantees that received CDBG funding in fiscal year 2008. The formulas for allocation of CDBG-R funds are the same as the formulas used for the annual allocation of CDBG funds to the states, entitlement grantees (like Janesville), and insular areas.

The CDBG-R grant is a supplemental appropriation and requires a substantial amendment to its current approved consolidated plan and PY 2008 annual action plan.

The City of Janesville recognizes that 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. The City of Janesville has designated the use CDBG-R funds for activities geared to meet the specified purposes.

#### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Attached please find a spreadsheet, which provides information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information provided 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.

## ***B. CDBG-R INFORMATION BY ACTIVITY***

(1) Activity Name: Educational Activities (Literacy)

(2) Activity Narrative:

This activity is to expand educational opportunities through employment of a Program Coordinator/Adult Education Instructor. This position will enable the literacy council to expand programming and focus on job related skills.

Through this activity, the Literacy Connection will offer services designed to increase the literacy and improve the employability of lower literacy individuals. Examples of the type of services to be offered include: increasing the number of volunteer one-on-one tutors available for basic literacy education, workplace literacy classes, bilingual basic skills computer classes, health literacy workshop and study classes for the written Wisconsin driver's test.

This activity will directly create .25 FTE in a newly created Program Coordinator/Adult Education Instructor. The services offered by this individual are designed to assist those individuals impacted by the recession to increase their employability. With the increase in unemployment, the available jobs are going to more skilled individuals, making it considerably more difficult for individuals with low literacy skills to become employed or to obtain education necessary to learn a new field to increase their employability. With the change in the economy, the Literacy Connection has seen a significant increase in demand for their services, which they have not been able to meet.

This is a public service activity, and the following objectives of ARRA will not be addressed by this activity: 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.

A minimum of seventy percent (70%) of this activity will benefit low to moderate income individuals.

This is a public service activity and is subject to a 15% cap. This activity represents 6% of the total allocation.

(3) Jobs Created: 0.25 FTE permanent positions will be created by this activity.

(4) Additional Activity Information: N/A

(5) Responsible Organization: The Literacy Connection  
Cathy Jennings, Director  
205 North Main Street, Suite 102  
Janesville, WI 53545  
608-756-3125  
[info@janesvilleliteracycouncil.org](mailto:info@janesvilleliteracycouncil.org)

***C. CDBG-R INFORMATION BY ACTIVITY (CONTINUED)***

**(1) Activity Name:** Healthcare

**(2) Activity Narrative:**

This activity will expand the HealthNet Clinic to ensure quality medical care to the uninsured and low-income residents of Rock County. HealthNet provides medical, dental, and mental health care to extremely low and low income individuals without health insurance. The expansion would double the number of exam rooms, create a medication dispensing area, and build a new space for the nursing staff and volunteers.

The activity will preserve and create jobs and promote economic recovery by hiring a construction firm to design and complete the renovation.

This activity assists those most impacted by the recession by focusing on a target population of the completely uninsured and low-income residents of Rock County. Ninety-five percent of HealthNet's patients are extremely low income. Many of their patients have recently lost their jobs and their homes. Six percent of their patients are homeless.

This activity provides investment needed to increase economic efficiency by including an air handler for better economic efficiency and quality care to keep their patients and staff healthy. In addition, they will replace all lights with ballast lighting without mercury, which will keep our operating cost down with 40% less energy consumption.

By redeveloping dated property in downtown Janesville, this proposal will provide long-term economic benefits by investing in a long-term capital project. HealthNet will be updating their space to meet code requirements regarding ADA compliance, lighting, and security for the medications.

HealthNet will need to decrease services if they do not have adequate space to provide quality medical care. The activity will prevent further reduction in HealthNet services and will allow for continued growth in the coming years.

Energy independence will be fostered through a decrease in energy consumption due to the replacement of lighting with more energy efficient ballast lighting.

One hundred percent (100%) of this activity will benefit low to moderate income individuals.

**(3) Jobs Created:** 2.85 full-time jobs will be created or retained by the activity (1.3 FTE with CDBG-R funds and 1.55 FTE with leveraged funds).

**(4) Additional Activity Information:** Energy conservation will be fostered through a decrease in energy consumption due to the replacement of lighting with more energy efficient ballast lighting.

**(5) Responsible Organization:** HealthNet Inc.  
Traci R. Rogers, Director  
23 W. Milwaukee Street  
Janesville, WI 53548  
(608)756-4638  
[www.healthnetofjanesville.org](http://www.healthnetofjanesville.org)

#### ***D. CDBG-R INFORMATION BY ACTIVITY (CONTINUED)***

(1) Activity Name: Administration

(2) Activity Narrative:

This activity will provide for the general administration and planning activities taken under the CDBG-R program. Administrative activities will include the completion of the substantial amendment, financial management, quarterly reporting, Davis Bacon wage compliance and contract administration. Preserving and creating jobs and promoting economic recovery.

This is an administrative activity and is subject to a 10% cap. This activity represents 6% of the total allocation.

(3) Jobs Created: Approximately 0.10 jobs will be retained by this activity.

(4) Additional Activity Information: N/A

(5) Responsible Organization: City of Janesville  
Jennifer Petruzzello, Neighborhood Services Director  
18 N. Jackson Street, PO Box 5005  
Janesville, WI 53547-5005  
608-755-3065  
[petruzzelloj@ci.janesville.wi.us](mailto:petruzzelloj@ci.janesville.wi.us)

#### ***C. PUBLIC COMMENT***

The proposed action plan amendment was made available for viewing at the Municipal Building, the Senior Center, the Hedberg Public Library and on the City's website. A notice of public hearing was published on May 20, 2009. The Community Development Authority held a public hearing on the CDBG-R program on May 27, 2009. During that hearing representatives from the Literacy Connection and HealthNet spoke.

Cathy Jennings, Director of The Literacy Connection, summarized the need for literacy services and explained her proposal to utilize \$10,000 in CDBG-R funding to hire a Program Coordinator/Adult Education Instructor, who would then expand educational opportunities with a focus on job related skills.

Traci Rogers, Director of HealthNet, spoke about the current conditions of their facilities, and how their ability to provide medical, dental and mental health services has been impacted by the growing need in the community. She explained HealthNet's request for \$145,035 in funding to expand the HealthNet Clinic to ensure quality medical care for the uninsured and low-income residents of Rock County. She further explained that Health Net would initiate a capital campaign in hopes of having enough funding to support a \$262,813 renovation of their facility.

A public comment period was open from May 28, 2009 to June 5, 2009. No additional 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): City of Janesville Lead Agency Jurisdiction Web Address: <i>www.ci.janesville.wi.us</i>	CDBG-R Contact Person: Jennifer Petruzzello Address: 18 N. Jackson Street Telephone: 608-755-3065 Fax: 608-755-3207 Email: petruzzelloj@ci.janesville.wi.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 **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 5, 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, 4, 5
- projected number of jobs created for each activity,  
Yes  No  Verification found on page(s) 3, 4, 5
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) 3, 4, 5
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  No  Verification found on page(s) 3, 4, 5
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes  No  Verification found on page (s) 5
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes  No  Verification found on page (s) 3
- 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, 4, 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) 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"/> |

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