

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 Winter Haven	CDBG-R Contact Person: Gregory D. Alpers, Interim Director HND
Jurisdiction Web Address: <ul style="list-style-type: none">• (www.mywinterhaven.com)	Address: Drawer HS-04 PO Box 9005 Bartow, FL 33830 Telephone: 863-534-5240 Fax: 863-534-5383 Email: gregalpers@polk-county.net

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.)

Response: City Park Improvements-Kiwanis Park Tot Lot

- (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.

Response: The City of Winter Haven's CDBG-R funds will be used to construct a tot-lot in an existing City park, located in the Winter Haven Heights Neighborhood. The Winter Haven Heights Neighborhood is located in a CDBG-Eligible Block Group - Census Tract 137.02, Block Group 3 and has over 300 households. The tot-lot will be for children ages 2-5 and will include 4 swings, 3 slides, 2 covered porticos, sloped climbing wall, bridging elements, balance beam and other recreation equipment. The tot-lot will also have rubberized surfacing for safety. Additional amenities will include some barrier-free improvements. The tot-lot will be adjacent to existing playground structures that are geared toward older children. This park improvement project will further the goals of the Community Development Block Grant program, because it will help provide a suitable living environment for low- and moderate-income families in the Winter Haven Heights Neighborhood and offer a safe place for small children to play. Winter Haven residents identified improving area parks as a priority need during the Consolidated Planning Process. The project is an investment into the Winter Haven Heights Neighborhood and will benefit the children in the area for years to come. The project will also provide employment opportunities.

In accordance with program regulations, up to 10 percent of the allocation will be used for administrative and planning costs. The remaining funds will be allocated to the park improvement project. No CDBG-R funds will be used for public services.

- (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)).

Response: The project will create approximately 12 jobs for the three phases of the project. Approximately 4 workers for installation of playground equipment; Approximately 5 workers for the installation of the stabilizing concrete pad; Approximately 3 workers for the installation of the tot-lot rubber surfacing.

- (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.)

Response: N/A

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

Response: The proposed activity will be implemented by the City of Winter Haven Neighborhood Revitalization Division and Leisure Services Division

City of Winter Haven Neighborhood Revitalization Division
Erin Tilghman, Neighborhood Revitalization Division Director, Sustainability Manager
451 Third Street, NW
Winter Haven, FL 33883-2277
(863) 298-5353
etilghman@mywinterhaven.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:

A notice of intent to make a substantial change to the City of Winter Haven Action Plan, public meeting notice, and summary of proposed amendment was advertised in the News Chief, a paper of general circulation. The substantial amendment was also made available for public inspection for 7 days, as required for CDBG-R Funds. The draft amendment is also available on the City of Winter Haven website www.mywinterhaven.com . A public meeting was also held to allow additional citizen comments prior to submittal to HUD.

Citizen Comments:

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 Winter Haven Lead Agency Jurisdiction Web Address: (<i>www.mywinterhaven.com</i>)	CDBG-R Contact Person: Gregory D. Alpers, Interim Director HND Address: Drawer HS-04 PO Box 9005 Bartow, FL 33830 Telephone: 863-534-5240 Fax: 863-534-5383 Email: gregalpers@polk-county.net
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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 **appendix**

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

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 X No Verification found on page(s) **page 3**
- projected number of jobs created for each activity,
Yes X No Verification found on page(s) **page 4**
- whether an activity will promote energy efficiency and conservation,
Yes X No Verification found on page(s) **page 4**
- the name, location, and contact information for the entity that will carry out the activity,
Yes X No Verification found on page(s) **page 4**
- 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) **page 3**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes X No Verification found on page (s) **page 3**
- 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) **page 3**

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) **page 4 and appendix**

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

Yes X No Verification found on page(s) **page 4**

D. CERTIFICATIONS

The following certifications are complete and accurate:

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

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|--|-------|-----------------------------|
| (8) Community development plan | Yes X | No <input type="checkbox"/> |
| (9) Following a plan | Yes X | No <input type="checkbox"/> |
| (10) Use of Funds | Yes X | No <input type="checkbox"/> |
| (11) Excessive Force | Yes X | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes X | No <input type="checkbox"/> |
| (13) Lead-based paint procedures | Yes X | No <input type="checkbox"/> |
| (14) Compliance with laws | Yes X | No <input type="checkbox"/> |
| (15) Compliance with ARRA | Yes X | No <input type="checkbox"/> |
| (16) Project selection | Yes X | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments | Yes X | No <input type="checkbox"/> |
| (18) Buy American provision | Yes X | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes X | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI | Yes X | No <input type="checkbox"/> |

Optional Certification

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