

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

Grantee Name/Jurisdiction	City of Berkeley (CA)
Amount of CDBG-R Allocation	\$871,248
CDBG-R Contact Person	Drew King
Title	Acting Manager, Community Services and Administration Division
Address Line 1	2180 Milvia Street
Address Line 2	Housing Department, 2 nd Floor
City, State, Zip Code	Berkeley, CA 94704
Telephone	(510) 981-5410
Fax	(510) 981-5450
Email Address	AKing@ci.berkeley.ca.us
Authorized Official (If different from Contact Person)	Philip Kamlarz
Title	City Manager
Address Line 1	2180 Milvia Street
Address Line 2	5 th Floor
City, State, Zip Code	Berkeley, CA 94704
Telephone	(510) 981-7000
Fax	(510) 981-7099
Email Address	Manager@cityofberkeley.info
Web Address where this Form is Posted	http://www.cityofberkeley.info/ContentDisplay.aspx?id=39776

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>.

The City of Berkeley's electronic spreadsheet listing all proposed activities is attached to and made a part of this substantial amendment.

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.)

- (A) Health and Human Services (HHS) Public Health Clinic Rehabilitation
- (B) Martin Luther King Jr. Recreation Center at Grove Park Facility Improvements
- (C) Amistad House Senior Housing Rehabilitation

If any of the above projects are not ready to move forward within the prescribed time period, the following projects are proposed for use of CDBG-R funds:

- (D) Health and Human Services (HHS) Mental Health Clinic Electrical Upgrade
- (E) West Berkeley Senior Center Fire Alarm System Upgrade
- (F) South Berkeley Senior Center Fire Alarm System Upgrade
- (G) Erna P. Harris Court Supportive Housing Rehabilitation

- (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.

The City of Berkeley proposes to use its CDBG-R funding allocation to create and preserve jobs in the construction sector by funding three projects: one public facilities and improvements project, one parks/recreational facilities rehabilitation project, and one housing rehabilitation project. All proposed projects serve low-income Berkeley residents highly impacted by the recession, and are either located in the City's low-income census tracts in West and South Berkeley, or serve low-income residents or clients:

- The HHS Public Health Clinic (830 University Avenue) exclusively serves low-income Berkeley residents and is located in West Berkeley, close to public transportation. This clinic requires over \$482,000 to fund building improvements including ADA accessibility upgrades, the replacement of the roof, interior walls and floors, the heater, and seismic upgrades. An additional \$50,000 in funding will be used for insulation to promote energy efficiency.
- The MLK Recreation Center(1730 Oregon Street), located in Grove Park, serves the low-income neighborhood surrounding it in South Berkeley. CDBG-R funding in the amount of \$30,000 will be added to an existing CDBG allocation of \$85,500 to replace the roof at this facility.
- Amistad House (2050 Delaware Street) is a 59-unit affordable senior housing development. Rehabilitation to this facility will include upgrades to life-safety systems, energy efficiency improvements including the replacement of windows and doors, and other interior and exterior renovations.

If any of the above projects are not ready to move forward within the prescribed time period, the following projects are proposed for use of CDBG-R funds:

- The HHS Mental Health Clinic (2640 Martin Luther King Jr. Way) located in South Berkeley, requires an upgrade of its electrical systems. This clinic serves severely mentally ill Berkeley residents, some of whom are homeless.
- The West (1900 Sixth Street) and South (2929 Ellis Street) Berkeley Senior Centers are located in the target low-income census tracts in South and West Berkeley. Both require a substantial upgrade of their fire alarm systems.
- Erna P. Harris Court (1330 University Avenue) consists of 35 units of supportive housing for homeless and disabled single adults. Rehabilitation

will include replacement of the drainage system, bathroom and kitchen upgrades, window replacements, flooring replacements, accessibility improvements and green building upgrades.

Investments in these public facilities and housing projects will provide long-term benefits to low-income Berkeley residents seeking health care and senior services and affordable housing. Rehabilitation work planned as part of four of the seven projects will promote energy savings.

The City of Berkeley will utilize \$58,648 (under 7%) of the total allocation for administration of the projects.

- (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 estimated that at least 9 time-limited construction jobs would be created or retained through the use of CDBG-R funding for the above-mentioned projects.

- (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.)

Several activities proposed for funding with CDBG-R will promote energy conservation and incorporate green building technologies. The Public Health Clinic rehabilitation will include improvements to the building envelope by replacing windows and installing insulation in the building. The MLK Recreation Center roof will be replaced with a white roof to promote energy efficiency. The rehabilitation at Amistad House and Erna P. Harris Court will incorporate energy efficiency measures including replacement of windows and doors and upgrading bathrooms with water-saving appliance replacements.

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 City of Berkeley held two public hearings on the use of CDBG-R funds: one on April 2, 2009 before the Housing Advisory Commission (published in the *Berkeley*

Daily Planet on March 26, 2009) and one on April 21, 2009 before the Berkeley City Council (published in the *Daily Californian* on April 2, 2009). Five people spoke at the April 2, 2009 public hearing before the HAC and one person spoke at the April 21, 2009 public hearing before City Council. Speakers emphasized the needs of the disabled and seniors to access affordable housing and accessibility improvements. Two speakers spoke in favor of funding improvements at the Public Health Clinic. Other speakers emphasized the need for rehabilitation of long-term affordable rental and owner-occupied housing.

The CDBG-R Substantial Amendment was also published to the City of Berkeley's website on May 28, 2009. Comments received prior to submission to HUD included:

(To be added)

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 Berkeley Lead Agency Jurisdiction Web Address: <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: Drew King Address: 2180 Milvia Street, 2 nd Floor, Housing Department, Berkeley CA 94704 Telephone: (510) 981-5410 Fax: (510) 981-5450 Email: AKing@cityofberkeley.info
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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: _____

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

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) _____

D. 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 jurisdiction | 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) Following a plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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|--|------------------------------|-----------------------------|
| (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) Lead-based paint procedures | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with ARRA | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (16) Project selection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (18) Buy American provision | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Optional Certification

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