

# 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 Kent Lead Agency  Jurisdiction Web Address: <a href="http://www.ci.kent.wa.us/humanservices/">http://www.ci.kent.wa.us/humanservices/</a> <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: Katherin Johnson Address: 220 4 <sup>th</sup> Ave. South Kent, WA 98032 Telephone: 253.856.5073 Fax: 253.856.6070 Email: kjohnson@ci.kent.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 5

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: 6/3/09

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) 5
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes  No  Verification found on page(s) 5
- the CDBG national objective citation,  
 Yes  No  Verification found on page(s) 5

### ***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) 2
- projected number of jobs created for each activity,  
Yes  No  Verification found on page(s) 2
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) 3
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  No  Verification found on page(s) 3
- 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) 5
- 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

**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) 4

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

Yes  No  Verification found on page(s) 4

**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

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

**D. STATE CERTIFICATIONS (N/A)**

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"/> |
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