

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

<p><u>Jurisdiction(s)</u>: City of Moorhead</p> <p><u>Jurisdiction Web Address</u>:</p> <ul style="list-style-type: none"> • http://www.cityofmoorhead.com 	<p><u>CDBG-R Contact Person</u>: Kristie Leshovsky <u>Address</u>: 500 Center Avenue, Moorhead, MN 56560 <u>Telephone</u>: 218-299-5332 <u>Fax</u>: 218-299-5399 <u>Email</u>: Kristie.leshovsky@cityofmoorhead.com</p>
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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 4

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 1, 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) 4
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) 4
- the CDBG national objective citation,
 Yes No Verification found on page(s) 4

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

- projected number of jobs created for each activity,
Yes No Verification found on page(s) 5
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 5
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) 1 & 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) 4
- 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) 6

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

Yes No Verification found on page(s) 6

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 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 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

No

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing

Yes

No

(2) Anti-displacement and relocation plan

Yes

No

(3) Drug-free Workplace

Yes

No

(4) Anti-lobbying

Yes

No

(5) Authority of State

Yes

No

(6) Consistency with plan

Yes

No

(7) Section 3

Yes

No

(8) Community development plan

Yes

No

(9) Consultation with Local Governments

Yes

No

(10) Use of Funds

Yes

No

(11) Excessive Force

Yes

No

(12) Compliance with anti-discrimination laws

Yes

No

(13) Compliance with laws

Yes

No

(14) Compliance with ARRA

Yes

No

(15) Project selection

Yes

No

(16) Timeliness of infrastructure investments

Yes

No

(17) Buy American provision

Yes

No

(18) Appropriate use of funds for infrastructure investments

Yes

No

(19) 70% of CDBG-R for LMI

Yes

No

Optional Certification

(20) Urgent Need

Yes

No

THE CDBG-R SUBSTANTIAL AMENDMENT

<u>Jurisdiction(s):</u> City of Moorhead	<u>CDBG-R Contact Person:</u> Kristie Leshovsky
<u>Jurisdiction Web Address:</u> <ul style="list-style-type: none">• http://www.cityofmoorhead.com	<u>Address:</u> 500 Center Avenue, Moorhead, MN 56560
	<u>Telephone:</u> 218-299-5332
	<u>Fax:</u> 218-299-5399
	<u>Email:</u> Kristie.leshovsky@cityofmoorhead.com

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

See page 4

B. CDBG-R INFORMATION BY ACTIVITY

- (1) Activity Name: Acquisition – Gateway Gardens
- (2) Activity Narrative: The activity selected for the use of the City of Moorhead CDBG-R funds is a grant to Clay County HRA for acquisition costs for property at 1817 1st Avenue North in Moorhead, MN for the development of Gateway Gardens, a 24 unit facility of affordable rental housing for the long-term homeless that may be difficult to otherwise house. It is anticipated that work may be on the site as early as June 2009, meeting the requirements of Title XII of Division A and Section 1602 of ARRA. The project will have an immediate impact on the local economy.

This project will employ 60 people for the site preparation and construction phases and three full-time and seven part-time permanent positions will be created upon completion of the housing development. The Gateway Gardens project will assist those most impacted by the recession in two ways. First, the project provides vital employment opportunities in the hard hit construction industry. Second, it provides housing for the most vulnerable segment of our population who are normally the first to lose employment during any recession period.

The project will invest approximately \$4,000,000 in the local economy and these funds will be expended within the next year if the CDBG-R funds are awarded to the project. Following the completion of the project, three full-time and seven part-time permanent positions will be created at the Gateway Gardens site. The facility will offer a housing option for the long-term homeless which is not currently available in Moorhead. The CDBG-R funds will benefit 100% low-moderate income persons.

Gateway Gardens will be constructed to meet Green Communities Criteria. The site is located in the central city corridor, is an in-fill site, is on a public transit route and is close to downtown amenities. Energy conservation, smart growth and green building technologies have all been incorporated into the design of the project.

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: This project will employ 60 people for the site preparation and construction phases and three full-time and seven part-time permanent positions will be created upon completion of the housing development.

(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: Gateway Gardens will be constructed to meet Green Communities Criteria. The site is located in the central city corridor, is an in-fill site, is on a public transit route and is close to downtown amenities. Energy conservation, smart growth and green building technologies have all been incorporated into the design of the project.

(A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

(5) Responsible Organization:

City of Moorhead
500 Center Avenue
PO Box 779
Moorhead, MN 56561-0779

Administrator:
Kristie Leshovsky
Community Services Planner
218-299-5332 (p)
218-299-5399 (f)
Kristie.Leshovsky@cityofmoorhead.com

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

C. PUBLIC COMMENT

Response: No public comments were received. Dara Lee, Executive Director of Clay County HRA, addressed the City Council during the May 26th Public Hearing in support of the Gateway Gardens project. The Amendment was posted on the City website for no less than 7 calendar days and was published via usual methods.

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.