

# 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): <p style="text-align: center;"><b>City of Madison, Wisconsin</b></p> Jurisdiction Web Address: <p style="text-align: center;"><b><a href="http://www.cityofmadison.com/cdbg/">http://www.cityofmadison.com/cdbg/</a></b></p>	CDBG-R Contact Person: <p style="text-align: center;"><b>Barb Constans</b></p> Address: <p style="text-align: center;"><b>215 Martin Luther King Jr. Blvd Room 280, Madison Municipal Building Madison, WI 53701</b></p> Telephone: <p style="text-align: center;"><b>608-267-1983</b></p> Fax: <p style="text-align: center;"><b>608-261-9661</b></p> Email: <p style="text-align: center;"><b>bconstans@cityofmadison.com</b></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(s) \_\_\_\_\_

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  No
- (2) Anti-displacement and relocation plan Yes  No
- (3) Drug-free Workplace Yes  No
- (4) Anti-lobbying Yes  No
- (5) Authority of jurisdiction Yes  No
- (6) Consistency with plan Yes  No
- (7) Section 3 Yes  No
- (8) Community development plan Yes  No
- (9) Following a plan Yes  No
- (10) Use of Funds Yes  No
- (11) Excessive Force Yes  No
- (12) Compliance with anti-discrimination laws Yes  No
- (13) Lead-based paint procedures Yes  No
- (14) Compliance with laws Yes  No
- (15) Compliance with ARRA Yes  No
- (16) Project selection Yes  No
- (17) Timeliness of infrastructure investments Yes  No
- (18) Buy American provision Yes  No
- (19) Appropriate use of funds for infrastructure investments Yes  No
- (20) 70% of CDBG-R for LMI Yes  No

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