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 Canton Jurisdiction Web Address: • *(URL where CDBG-R Substantial Amendment materials are posted)*	CDBG-R Contact Person: Robert Torres Address: 218 Cleveland Ave SW Telephone: 330-489-3330 Fax: 330-580-2070 Email: robert.torres@cantonohio.gov

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)

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.)

The Energy Efficient Housing Program is being replaced with a project that will provide retrofitting and rehabilitation of a neighborhood community center located in a low-income area. The Edward "Peel" Coleman Southeast Community Center houses the City of Canton Youth Development Department, the Canton Urban League, an NAACP office, and will soon house a branch of Stark State College. The Center is the hub for a number of programs that benefit the community, including youth camps, exercise programs and outreach programs that consist of drug prevention education, after school activities and programs for senior citizens, and others.

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:

Funds will be used to provide repairs to a community center that is 25 years old. Costs savings resulting from increasing energy efficiency at the center will help keep it operational and help prevent a reduction of hours.

- Preserving and creating jobs and promoting economic recovery;

  The addition of Stark State College to the Center will allow access to and awareness of college programs to persons living in a neighborhood with a high concentration of families living at or below the poverty level.

- Assisting those most impacted by the recession;

  The census tract where the Center is located is one of the areas targeted by the Neighborhood Stabilization Program.

- Providing investment needed to increase economic efficiency;

  Programs at the Center provide services that address education, nutrition and job preparation.

- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;

  Reducing the cost of operating the Center will allow the City to use more funds to provide programs and services to residents.

- Minimizing or avoiding reductions in essential services; or

Any reduction in operating hours at the Center would result in a reduction of services to the residents who used the Center.

- Fostering energy independence.
  Making the Center more energy efficient will help reduce overall energy demand.

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)).

Services provided to make the updates at the Center will be awarded to local contractors whenever possible.

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

Improvements to the Center are being made with the intent of making the building energy efficient.

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

City of Canton;
Department of Development
218 Cleveland Ave SW
Canton, Ohio 44702
Fonda Williams, Director of Community Development & Planning

B. CDBG-R Information by Activity (Complete for Each Activity)

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.)

Canton Community Improvement Corporation (CCIC)

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:

The City contracts with the CCIC for services designed to encourage and promote the development of the City. The CCIC meets with potential business partners with and on behalf of the City, evaluates business plans, and provides technical assistance. The CCIC board awards grants and low-interest loans from CDBG funds and other sources to businesses to create and/or retain jobs in the

City. Projects awarded must meet HUD guidelines regarding benefit to low-income families.

At this time, the CCIC has applicants they are unable to assist due to lack of funds. However, not all of those projects are ready to move forward in time to meet the Recovery Act deadline. The CCIC would fund already approved programs with some of the CDBG-R funds and then use regular CDBG funds to award funds to additional projects they would not otherwise be able to assist.

Approved Projects

- Preserving and creating jobs and promoting economic recovery;
  S & K Extrusion - $60,000 has been approved to create 10 new full-time positions and retain 3 full-time positions. Funds will be used to purchase materials and equipment. The company will invest an additional $437,000.

  Gervasi 1700 LLC - $19,891 funds to provide infrastructure improvements for an agricultural/commercial business. This project is a new business in for the City.

- Assisting those most impacted by the recession;
  Projects creating jobs for low-income persons are given priority.

- Providing investment needed to increase economic efficiency;

- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
  Koch Knight - $68,096 has been approved for a project that will retain 50 full-time positions. Funding will be used for the extension of a water line to assist with fire suppression needs. The company engineers, manufactures and installs corrosion-proof process equipment used in chemical, mining, pharmaceutical, environmental and pulp and paper industries worldwide. Total project investment is $400,000.

- Minimizing or avoiding reductions in essential services; or

- Fostering energy independence.

Potential Projects

- Preserving and creating jobs and promoting economic recovery;
  Buckeye Protective Services - $60,000 project for expansion of a security business with 20 employees in the City, 300 employees statewide and customers in 7 states

  City Center Gym - $150,000 has been approved to purchase equipment to for a new fitness center downtown. Total equipment cost will be $249,000. There will be six full-time jobs when the center opens, and there are plans to add an additional four full-time jobs within five years.

- Assisting those most impacted by the recession;
  Goodwill Industries – $100,000 - Expansion of a building that houses a campus for public services. Project will add office space and create more than 100 jobs. Services provided at the campus assist low-income and at-risk populations. Total project investment is expected to be $2.2 million dollars.

- Providing investment needed to increase economic efficiency;

- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
  Midwest Industrial Supply – Seeking $45,000 for expansion of a company that provides environmentally friendly solutions for containing dust, erosion control and soil stabilization. Research and Development division in Canton has 75 employees and project will create 45 new positions.

  Onesto Hotel - $85,000 – Funding for removal of asbestos, environmental remediation, and installation of a geothermal HVAC system in a historic building being renovated for conversion to housing and commercial and business space.

- Minimizing or avoiding reductions in essential services; or

- Fostering energy independence.

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)).

All projects approved and underway will create and/or retain jobs. Existing/underway projects will retain 53 full-time positions and create an additional 20 full-time positions.

The City anticipates funding all potential projects listed with the addition of the CDBG-R funds. These projects involve almost 400 existing positions and would create approximately 160 new positions.

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

The Koch Knight and Midwest Industrial Supply projects involve companies

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

Canton Community Improvement Corporation
218 Cleveland Ave SW
Canton, Ohio 44702
Linda Barnes, Director

B. CDBG-R Information by Activity (Complete for EACH activity)

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.)

Youth Development Services

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:

The Youth Development Department is responsible for developing, implementing and operating programs for the City's youth. The Department is located in and manages a City owned community and recreational center in Census Tract 7023. According to the 2000 census, 61.5% of the population is living below the poverty level and 87% is low to moderate income.

The Center also houses the City's Urban League, an NAACP office, neighborhood police program office, and library branch. The City is working to partner with agencies that can help make more efficient use of the facility.

- Preserving and creating jobs and promoting economic recovery

  The City of Canton was awarded a grant for $454,000 to fund a program that funds summer jobs for youth ages 16-24. The City will provide skill training that will help prepare the youth for the workforce, with a goal of employing 150 youth. The youth set goals for themselves and receive assistance developing a plan to achieve those goals. The youth will be employed in various areas of the City. Forty youth will be working with a program that is doing whole-house rehabs for low-income residents. Other youth will be working in programs at a nursing home, several summer camp programs, a summer food program for low-income children, various City offices, as well as neighborhood mowing and clean-up activities. An attempt is being made to place the youth in positions that will give them experience in their individual areas of interest.

  In the fall of 2009, a year-round program is being planned will help at-risk youth return to or complete their high school education. The fall program will also connect the youth with essential services, assess their individual needs and skills and prepare them for college and/or the job market. The City is currently considering an apprenticeship program that will train flooring installers, as well as researching other training and educational options.

- Assisting those most impacted by the recession;

  The youth in both the summer and fall programs will be primarily from low-income households.

- Providing investment needed to increase economic efficiency;
  An educated, prepared workforce is vital to continued growth in the community.

- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
  N/A

- Minimizing or avoiding reductions in essential services; or
  The Youth Development budget has been cut due to reduce City funding. The Department of Development is now funding this Department with CDBG public service dollars. It will not be possible to continue the current level of operation in the Department and it's programs without additional funding.

- Fostering energy independence.
  N/A

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).

The summer youth work program is expected to employ approximately 150 youth for 10 weeks. Schedules range from 20 to 40 hours a week. The fall program will enroll 15 youth who will be paid for 30 hours a week. Both programs will provide experience and training to help the youth be more productive workers in the future.

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

N/A

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

City of Canton;
Youth Development Department
1400 Sherrick Road SE,
Canton, Ohio 44707
Jay Keys, Director

B. CDBG-R Information by Activity (Complete for EACH activity)

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.)

Improvements to Public Facilities – Lighting and security for the Washington Area Neighborhood

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;
  The Washington Neighborhood is located in Census Tract 7018, which is 75.4% low-income and 25.7% below poverty according to the 2000 Census.
- Providing investment needed to increase economic efficiency;
  Lighting and equipment will be energy efficient.
- 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.
  Lighting and equipment will be energy efficient.

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)).

Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)
Lighting and related equipment will be energy efficient to promote energy conservation and cost reductions.

Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)
City of Canton;
Department of Development
218 Cleveland Ave SW,
Canton, Ohio 44702
Robert Torres, Director

B. CDBG-R Information by Activity (Complete for EACH activity)

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.)
CDBG Administration

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.

Funds for administration will be used to pay staff involved with preparation and implementation of the CDBG-R Substantial Amendment.

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)).

No jobs will be created from this activity. The City has assigned additional staff to assist with Recovery Act requirements.

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

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

City of Canton;
Department of Development
218 Cleveland Ave SW,
Canton, Ohio 44702
Robert Torres, Director

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 method and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response: The City's Substantial Amendment has been posted on the City's website. Copies of the plan are available in the City Council Chamber office for on-going review and comment.

No public comments have been received on the CDBG-R Substantial Amendment.

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): _____ Lead Agency Jurisdiction Web Address: *(URL where CDBG-R Substantial Amendment materials are posted)*	CDBG-R Contact Person: Address: Telephone: Fax: Email:

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 **14**

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: **6/5/2009**

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) **14**

- the Eligibility citation (eligibility regulatory cite or HCDA cite),
  Yes☒ No☐ Verification found on page(s) **14**

- the CDBG national objective citation,
  Yes☒ No☐ Verification found on page(s) **14**

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) **3-10**

- projected number of jobs created for each activity,
  Yes☒ No☐ Verification found on page(s) **3-10**

- whether an activity will promote energy efficiency and conservation,
  Yes☒ No☐ Verification found on page(s) **3-10**

- the name, location, and contact information for the entity that will carry out the activity,
  Yes☒ No☐ Verification found on page(s) **3-10**

- evidence that no more than 10% of the grant amount will be spent on administration and planning,
  Yes☒ No☐ Verification found on page (s) **14**

- evidence that no more than 15% of the grant amount will be spent on public services,
  Yes☒ No☐ Verification found on page (s) **14**

- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
  Yes☐ No☐ Verification found on page (s) **3-10**

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) **10**

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

Yes☒ No☐ Verification found on page(s) **10**

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☐