



# CITY OF RAPID CITY

## GROWTH MANAGEMENT DEPARTMENT

300 Sixth Street  
Rapid City, South Dakota 57701-2724

Barbara Garcia  
Community Development Specialist  
city web: [www.rcgov.org](http://www.rcgov.org)

Phone: 605-394-4181  
Fax: 605-394-2232  
e-mail: [barbara.garcia@rcgov.org](mailto:barbara.garcia@rcgov.org)

TO: Legal and Finance Committee

FROM: Barbara Garcia, Community Development Specialist

DATE: May 11, 2005

RE: Authorize Mayor and Finance Officer to sign the Grant Agreements and Funding Approvals between the Department of Housing and Urban Development (HUD) and the City of Rapid City

Staff is seeking authorization for the Mayor and Finance Officer to sign the Grant Agreements and Funding Approvals between the Department of Housing and Urban Development (HUD) and the City of Rapid City for the Fiscal Year 2005 Community Development Block Grant funds in the amount of \$564,871.

The City Council has previously approved the FY 2005 Annual Action Plan. Authorizing the Mayor and Finance Officer to sign this grant agreement will allow the City of Rapid City to begin drawing funds upon Congressional release of the fiscal year allocation.

**Staff recommendation: Authorize Mayor and Finance Officer to sign the Grant Agreements and Funding Approvals between the Department of Housing and Urban Development (HUD) and the City of Rapid City**



**EQUAL OPPORTUNITY EMPLOYER**

# U. S. Department of Housing and Urban Development

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Sioux Falls Field Office

Region VIII, Sioux Falls  
2400 W. 49<sup>th</sup> Street, Room I-201  
Sioux Falls, SD 57105-6558

Phone: 605-330-4223  
Fax: 605-330-4428  
Web: www.hud.gov

April 21, 2005

The Honorable Jim Shaw  
Mayor of Rapid City  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

Dear Mayor Shaw:

On behalf of Secretary Alphonso Jackson, I am pleased to inform you of the 2005 grant from the U.S. Department of Housing and Urban Development to Rapid City.

This letter transmits to you the approval of your Fiscal Year 2005 Annual Action Plan. The Community Planning and Development (CPD) grant assistance that is being approved to implement the plan is \$564,871 for the Community Development Block Grant program. The program year for Rapid City, South Dakota begins on April 1, 2005. Your Community Development office will receive the official grant documents in a separate package.

The Department of Housing and Urban Development is committed to working in partnership with you to promote a more comprehensive vision of community development, improve the planning process and coordination in the use of these funds, and simplify and consolidate the application process and reporting requirements. Please join us in this effort to make these programs even more effective in improving the quality of life in your community.

If we may be of further assistance, please feel free to contact our CPD Director, Guadalupe M. Herrera, at (303) 672-5414.

Sincerely,



Sheryl Miller  
Field Office Director

cc:

Honorable Mike Rounds  
Governor of South Dakota  
Executive Office, State Capitol  
500 East Capitol  
Pierre, SD 57501

RECEIVED  
APR 25 2005

MAYOR'S OFFICE

# U. S. Department of Housing and Urban Development



Community Planning and Development

Region VIII, Denver  
1670 Broadway  
Denver, Colorado 80202-4801

Phone: 303-672-5414  
Fax: 303-672-5028  
Web: [www.hud.gov](http://www.hud.gov)

Ms. Marcia Elkins, Director  
Growth Management Department  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

APR 21 2005

Dear Ms. Elkins:

Congratulations! The City's Annual Action Plan is approved. Along with the approval of your plan, we are pleased to transmit to you the Fiscal Year (FY) 2005 Community Development Block Grant (CDBG) Number **B-05-MC-46-0002** funds in the amount of **\$564,871**. The program year for the City of Rapid City, South Dakota, begins on April 1, 2005.

Enclosed are the Grant Agreements and Funding Approvals (three copies), which constitute the contract between the Department of Housing and Urban Development (HUD) and City of Rapid City, South Dakota. You should note particularly the special conditions included in Item 8 of the Funding Approval.

In order to establish your Line of Credit to reflect the FY 2005 grant, it will be necessary for you to execute and return two copies of the Grant Agreement. To establish or change the depository account to which these grant funds are to be wired, a Direct Deposit Sign-Up Form (SF-1199A) must be completed by you and your financial institution and mailed to this office.

Upon receipt of the executed Grant Agreements (two copies) and other forms required to establish your Line of Credit, HUD will transmit to you further instructions for accessing funds through the Integrated Disbursement and Information System.

You are reminded that there are restrictions on certain activities until you complete the Environmental Review Procedures for the CDBG and HOME Programs (24 C.F.R. Part 58). Funds for such activities may not be obligated or expended unless the release of funds has been approved in writing by HUD. A request for the release of funds and certification (Form 7015.15) must be submitted to HUD. Appropriate forms can be found under HUDCLIPS on the web ([www.hudclips.org](http://www.hudclips.org)). Certain activities identified in Part 58.34 may be considered exempt from the release of funds process and no written approval from HUD is necessary.

We additionally would like to remind you of your certification to further fair housing. This certification means conducting an analysis to identify impediments to fair housing choice within the jurisdiction, taking appropriate actions to overcome the effects of any impediments identified through that analysis, and maintaining records reflecting the analysis and actions in this regard.

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We encourage continuation and expansion of your efforts to provide contracting opportunities to minority-and women-owned businesses in the implementation of your CPD program activities.

If you have any questions or desire assistance in connection with this letter or other items related to the CDBG Program, please contact Ms. Marlene Collazo, Financial Analyst, at (303) 672-5414.

Sincerely,



Guadalupe M. Herrera  
Director  
Office of Community Planning  
and Development

Enclosures

# Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Community Development Block Grant Program

HI-00515R of 20515R

1. Name of Grantee (as shown in item 5 of Standard Form 424) City of Rapid City, South Dakota	3. Grantee's 9-digit Tax ID Number 46-6000380	4. Date use of funds may begin (mm/dd/yyyy) 04/01/2004
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 300 Sixth Street Rapid City, SD 57701	5a. Project/Grant No. 1 B-05-MC-46-0002	6a. Amount Approved \$564,871
	5b. Project/Grant No. 2	6b. Amount Approved
	5c. Project/Grant No. 3	6c. Amount Approved

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Guadalupe M. Herrera	Grantee Name City of Rapid City, SD
Title Director, Community Planning and Development	Title Honorable Jim Shaw, Mayor
Signature <i>Guadalupe M. Herrera</i>	Date (mm/dd/yyyy) APR 14 2005
Signature	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action (check only one) <input checked="" type="checkbox"/> a. Entitlement, Sec 106(b) <input type="checkbox"/> b. State-Administered, Sec 106(d)(1) <input type="checkbox"/> c. HUD-Administered Small Cities, Sec 106(d)(2)(B) <input type="checkbox"/> d. Indian CDBG Programs, Sec 106(a)(1) <input type="checkbox"/> e. Surplus Urban Renewal Funds, Sec 112(b) <input type="checkbox"/> f. Special Purpose Grants, Sec 107 <input type="checkbox"/> g. Loan Guarantee, Sec 108	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 03/03/2004	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number	
		9b. Date Grantee Notified (mm/dd/yyyy) APR 14 2005		
		9c. Date of Start of Program Year (mm/dd/yyyy) 04/01/2004		
11. Amount of Community Development Block Grant				
a. Funds Reserved for this Grantee		FY (2005)	FY ( )	FY ( )
b. Funds now being Approved		\$564,871		
c. Reservation to be Cancelled (11a minus 11b)				

12a. Amount of Loan Guarantee Commitment now being Approved n/a	12b. Name and complete Address of Public Agency n/a
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency n/a
	Title n/a
	Signature

### HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
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**13. (b) Special conditions:**

**E. O. 12372 - SPECIAL CONTRACT CONDITIONS**

1. Notwithstanding any provision of the Grant Agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under the Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 C.F.R. Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.

Standard Form 1199A  
(Rev. June 1967)  
Prescribed by Treasury  
Department  
Treasury Dept. Cr. 1076

# DIRECT DEPOSIT SIGN-UP FORM

### DIRECTIONS

- To sign up for direct deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.

- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

### SECTION 1 (TO BE COMPLETED BY PAYEE)

<b>A</b> NAME OF PAYEE (last, first, middle initial)		<b>D</b> TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO)		<b>E</b> DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER		<b>F</b> TYPE OF PAYMENT (Check only one)	
AREA CODE		<input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)	
<b>B</b> NAME OF PERSON(S) ENTITLED TO PAYMENT		<b>G</b> THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
<b>C</b> CLAIM OR PAYROLL ID NUMBER		TYPE	AMOUNT
Prefix	Suffix	<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b>	
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

### SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

<b>GOVERNMENT AGENCY NAME</b> U.S. Department of Housing & Urban Dev.	<b>GOVERNMENT AGENCY ADDRESS</b> Office of Community Planning and Development 1670 Broadway, Denver, CO 80202
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### SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

<b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b>	<b>ROUTING NUMBER</b>	<b>CHECK DIGIT</b>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>DEPOSITOR ACCOUNT TITLE</b>		
<b>FINANCIAL INSTITUTION CERTIFICATION</b>		
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.		
<b>PRINT OR TYPE REPRESENTATIVE'S NAME</b>	<b>SIGNATURE OF REPRESENTATIVE</b>	<b>TELEPHONE NUMBER</b>
		<b>DATE</b>

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

# Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB No. 2506-0087  
(exp. 11/30/2004)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)**

1. Program Title(s)	2. HUD/State Identification Number	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity	
6. For information about this request, contact (name & phone number)		
8. HUD or State Agency and office unit to receive request	7. Name and address of recipient (if different than responsible entity)	

**The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following**

9. Program Activity(ies)/Project Name(s)	10. Location (Street address, city, county, State)
11. Program Activity/Project Description	