

# **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 Oxnard	CDBG-R Contact Person: Norma J. Owens
Lead Agency	Address: 435 South D Street,
Jurisdiction Web Address: <i>http://www.ci.oxnard.ca.us</i>	Oxnard CA 93030
	Telephone: 805-385-7959
	Fax: 805-385-7466
	Email: Norma.owens@ci.oxnard.ca.us

## **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>.

Jurisdiction/Grantee Name: City of Oxnard		CDBG-R Formula Grant Amount: \$735,792				Date: May 26, 2009	
<i>Activity Name</i>	<i>Activity Description</i>	<i>Eligibility (Regulatory or HCDA Citation)</i>	<i>National Objective Citation</i>	<i>CDBG-R Project Budget (\$)</i>	<i>Additional Recovery Funds (\$)</i>	<i>Other Leveraged Funding (\$)</i>	<i>Total Activity Budget</i>
Water Service Improvement Project: Bartolo Square North Neighborhood Water Utility Pipe Project Phase	This project involves the construction and installment of a new polyvinyl chloride (PVC) water main pipe lines and remove an existing corroded cast iron pipes. Due to the corrosion, water main breaks and leaks occur frequently. These leaks and breaks affect water quality and pressure as well as increase the potential for contamination of the drinking water system. The reduced water quality affects fire-line service to the area in the event of an emergency, but most significantly, main breaks result in a loss of potable water to the residents. Also, corroded cast iron pipes affect the quality of potable water provided to residents. Rust gets in the water and negatively affects the color, odor and turbidity of the water. The water can be discolored, have a metallic odor and can contain suspended solids from the rust. The new PVC water main pipe line is an industrial standard that prevents corrosion and has a greater useful life as compared to the cast iron pipe. PVC water pipe lines will provide residents with improved quality of potable water, improved water distribution and improved fireline service. The estimated project cost for the new water main lines is \$1,400,000. The new water main pipe lines will be constructed and installed on Hill Street from Ventura Road to "I" Street and on "J" Street from Wooley Road to Hemlock Street.	24CFR 570.201 (c)	570.208(a)(1) (i)	\$619,908	\$0	\$664,210	\$1,284,118
General Administration and Planning	Ten Percent of CDBG-R funding will be used to pay for costs associated with overall CDBG-R program administration and planning, including: preparation and submission of required contracts with HUD, submission of all reporting requirements and fiscal management and oversight of the program	24 CFR 570.205	570.208(d)(4)	\$22,265	\$0	\$0	\$22,265
Reconstruction of Gloria Court and Colonia Road Back Alley	The City's Rose Improvement Street Improvement Project involves the reconstruction of the 200' long by 30' wide Gloria Court and the 50 year-old 723' long by 20' wide alley, located in the Colonia neighborhood within the census block 3203.01 with a low mod percentage of 94.5%.	24CFR 570.201(c)	570.208(a)(1) (i)	\$93,619	\$0	\$5,000	\$98,619

**B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)**

(1) Activity Name: Reconstruction of Gloria Court and Colonia Road Back Alley

(2) 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.

**ACTIVITY NARRATIVE**

The Reconstruction of the Gloria Court and Colonia Road Back Alley project is committed to adhering to all requirements of the Community Development Block Grant Recovery Grant (CDBG-R). The intent of the project is to award a contract, based on bids, within 120 days from the date when the project and funding are approved. That would allow the project to be under contract by August 2011.

The Current estimated completion date for the project is October 2011. This date will allow for the full expenditure of the CDBG-R funds within the 3-year requirement, and in fact, all funds are expected to be expended by October 2011, ahead of the schedule.

**PROJECT NARRATIVE**

This project involves:

1. The demolition of the 50 years old asphalt pavement and concrete gutters in Gloria Court and adjacent back alleyway between Gloria Court and Marquita Street,
2. And the reconstruction of the Gloria Court and the alleyway with new asphalt pavement and concrete gutters as shown on the plans and as specified in the scope of work.

The alley is a dedicated alley to the City of Oxnard as a right of way to the general public. The Gloria Court is approximately 30' wide by 200' long and the alley is 20' wide by 723' long. Both Gloria Court and the Colonia Road back alley are worn out substantially and have potholes throughout their entire length, making the traffic difficult for the commuters and dangerous to the general public. The reconstruction consists of removal and replacement of concrete gutter and curbsides, and replacement of new asphalt in order to improve and ease the access for the neighborhood residents and to increase the life expectancy of the streets by 15 years. The neighborhood is located in census block group 3202.01 with a low-moderate percentage of 94.5%, thereby eligible for CDBG-R funds.

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- (3) 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)).

Permanent Jobs Full-Time

\_\_\_\_\_ Retained  
\_\_\_\_\_ Created

Permanent Jobs Part-Time

\_\_\_\_\_ Retained  
\_\_\_\_\_ Created

Construction Jobs Full-Time/Part-time

\_\_\_4\_\_\_ Retained  
\_\_\_\_\_ Created

Temporary Jobs Full-Time

\_\_\_\_\_ Retained  
\_\_\_\_\_ Created

Temporary Jobs Part-Time

\_\_\_\_\_ Retained  
\_\_\_\_\_ Created

- (4) 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

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

City of Oxnard  
Public Works Department  
305 West Third Street  
Oxnard, CA 93030  
Grant Dunne  
(805) 385-7956  
Email: grant.dunne@ci.oxnard.ca.us

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

Response: On March 28<sup>th</sup>, 2011 a notice of public hearing was advertised in the Ventura County Star Newspaper to obtain public input and comments on the funding of the new activity in CDBG-R funding, in the amount of \$93,619. The notice also announced the availability of the draft of the seventh amendment to the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review, as required by HUD. The 7-day public notice and the substantial amendment were also posted on the City's website.

No written comments per Daniel Martinez, City Clerk. Two oral comments were presented to support the need to put more effort and money to improve the streets and alleys within the entire Colonia neighborhood.

# 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 Oxnard	CDBG-R Contact Person: Norma J. Owens
Lead Agency	Address: 435 South D Street, Oxnard CA 93030
Jurisdiction Web Address: <i>http://www.ci.oxnard.ca.us</i>	Telephone: 805-385-7959
	Fax: 805-385-7969
	Email: Norma.owens@ci.oxnard.ca.us

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 X No  Verification found on page **3**

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 X No  Date Spreadsheet was emailed: **03/15/11**

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 X No  Verification found on page(s) **3**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
Yes X No  Verification found on page(s) **3**
- the CDBG national objective citation,  
Yes X No  Verification found on page(s) **3**

**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 X No  Verification found on page(s) 5
- projected number of jobs created for each activity,  
Yes X No  Verification found on page(s) 5 N/A
- whether an activity will promote energy efficiency and conservation,  
Yes X No  Verification found on page(s) 5
- the name, location, and contact information for the entity that will carry out the activity,  
Yes X No  Verification found on page(s) 5
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes X No  Verification found on page (s) 3
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes X No  Verification found on page (s) 3
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes X No  Verification found on page (s) 3

**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 X No  Verification found on page(s) 6

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

Yes X No  Verification found on page(s) 6

**D. CERTIFICATIONS**

The following certifications are complete and accurate:

- |   |       |                             |
|---|-------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes X | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes X | No <input type="checkbox"/> |
| (3) Drug-free Workplace                   | Yes X | No <input type="checkbox"/> |
| (4) Anti-lobbying                         | Yes X | No <input type="checkbox"/> |
| (5) Authority of jurisdiction             | Yes X | No <input type="checkbox"/> |
| (6) Consistency with plan                 | Yes X | No <input type="checkbox"/> |
| (7) Section 3                             | Yes X | No <input type="checkbox"/> |
| (8) Community development plan            | Yes X | 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

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

***D. STATE CERTIFICATIONS***

The following certifications are complete and accurate:

- |  |                              |  |
|--|------------------------------|--|
| (1) Affirmatively furthering fair housing                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Anti-displacement and relocation plan                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Drug-free Workplace                                      | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (4) Anti-lobbying  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (5) Authority of State                                       | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (6) Consistency with plan                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (7) Section 3  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (8) Community development plan                               | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (9) Consultation with Local Governments                      | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (10) Use of Funds  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (11) Excessive Force   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (13) Compliance with laws                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (14) Compliance with ARRA                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (15) Project selection                                       | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (16) Timeliness of infrastructure investments                | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (17) Buy American provision                                  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (19) 70% of CDBG-R for LMI                                   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Optional Certification

- |                  |                              |  |
|------------------|------------------------------|--|
| (20) Urgent Need | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|------------------|------------------------------|--|