

# **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
Jurisdiction Web Address: <a href="http://www.ci.oxnard.ca.us">http://www.ci.oxnard.ca.us</a>	Address: 300 W. Third Street, Ste. 302 Oxnard, CA 93030
	Telephone: (805) 385-7477
	Fax: (805) 385-7466
	Email: <a href="mailto:norma.owens@ci.oxnard.ca.us">norma.owens@ci.oxnard.ca.us</a>

## ***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)**

- (1) 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.)

**ACTIVITY NAME**

**GENERAL ADMINISTRATION AND PLANNING**

- (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**

Section XII:

The requirements of Title XII of the ARRA, Transportation and Housing and Urban Development and related agencies, include:

- (1) A recipient's ability to give priority to projects that can award contracts based on bids within 120 days from the date the funds are made available; (2) and, that at least 50 percent of allocated funds shall be expended within two years of the date funds become available for obligation and 100 percent within three years of such date.

Funds will be used to meet the administrative and planning costs of the grant such as: Plan Amendments; Citizen Participation; and reporting requirements.

Section 1602

Section 1602 of the ARRA, Grants to States for Low-Income Housing Projects in lieu of Low-Income Housing Credit Allocations for 2009, does not appear to directly relate to or impact the City of Oxnard.

**PROJECT NARRATIVE**

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.

(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  
    0     Retained  
    0     Created

Permanent Jobs Part-Time  
    0     Retained  
    0     Created

Construction Jobs Full-Time/Part-Time  
    0     Retained  
    0     Created

Temporary Jobs Full-Time  
    0     Retained  
    0     Created

Temporary Jobs Part-Time  
    0     Retained  
    0     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.)

Not applicable

(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  
Finance, Grants Management  
300 West Third Street, Suite 302  
Oxnard, CA 93030  
Norma J. Owens  
(805) 385-7747  
Email: [norma.owens@ci.oxnard.ca.us](mailto:norma.owens@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 October 18, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the fourth amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, October 19, 2009 and concluded on Monday, October 26, 2009, which reprogrammed \$735,792 in CDBG-R Funds for Bartolo Square North Neighborhood-Water Service Improvement in the amount of \$662,213 and general administration and planning activities in the amount of \$73,579.

The 7-day public notice and the second substantial amendment were also posted on the City's website on October, 13, 2009.

# 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 Lead Agency	CDBG-R Contact Person: Norma J. Owens Address: 300 W. Third Street, Ste. 302 Oxnard, CA 93030 Telephone: (805) 385-7477 Fax: (805) 385-7466 Email: norma.owens@ci.oxnard.ca.us
Jurisdiction Web Address: <a href="http://www.ci.oxnard.ca.us">http://www.ci.oxnard.ca.us</a>	

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 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  No  Date Spreadsheet was emailed: 10/29/09  
 Revised 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) 3
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes  No  Verification found on page(s) 3
- the CDBG national objective citation,  
 Yes  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  No  Verification found on page(s) 9
- projected number of jobs created for each activity,  
Yes  No  Verification found on page(s) 9
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) 9
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  No  Verification found on page(s) 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) 9
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes  No  Verification found on page (s) 9
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes  No  Verification found on page (s) 9

**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) 16 & 17

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

Yes  No  Verification found on page(s) 11

**D. CERTIFICATIONS**

The following certifications are complete and accurate:

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

- |  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| (9) Following a plan   |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds  |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force   |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (13) Lead-based paint procedures                             |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with laws                                    |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with ARRA                                    |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (16) Project selection                                       |  | Yes <input 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 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 type="checkbox"/> | No <input type="checkbox"/> |

Optional Certification

- |                  |                |                              |                             |
|------------------|----------------|------------------------------|-----------------------------|
| (21) Urgent Need | Not Applicable | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------|----------------|------------------------------|-----------------------------|

***D. STATE CERTIFICATIONS***

The following certifications are complete and accurate:

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

Optional Certification

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