

ATTACHMENT C

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): Santa Barbara County	CDBG-R Contact Person: Carlos Jimenez
Jurisdiction Web Address: http://www.countyofsb.org/sbc/recovery/default.aspx	Address: 123 East Anapamu St, Ste. 27 Santa Barbara, CA 93101 Telephone: (805) 568-3523 Fax: (805) 560-1091 Email: cjimenez@co.santa-barbara.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>.

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.)

- A) Santa Barbara General Services, Women’s Emergency Shelter Rehabilitation
- B) City of Lompoc, Infrastructure Improvements Project
- C) City of Carpinteria, Chapel Court Apartments, Emergency Repairs

- (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:

A) Santa Barbara County General Services Department Women’s Emergency Shelter Rehabilitation:

This project proposal involves significant rehabilitation to an existing structure used as an emergency shelter for female victims of domestic violence. The current structure is in need of improvements and the proposal will minimally address the following work elements: heating and electrical systems upgrades, new roof and flooring, security improvements, window and door replacement, structural improvements, interior and exterior paint, reconstruction of bathrooms, as well as landscaping and grounds improvements. The work will promote energy and economic efficiency, while stimulating the local economy by creating up to 24 jobs associated with the improvement work. The CDBG-R project budget is in the amount of \$326,089.

B) City of Lompoc Infrastructure Improvements:

Urban County Participating Jurisdiction member, the City of Lompoc, proposes to use its allocation of Urban county CDBG-R funding to implement infrastructure improvements to areas of its city meeting the Low-Moderate income benefit criteria. The work will principally include new and replacement sidewalks, handicap accessibility and other improvements. It will preserve 1.5 existing jobs. The CDBG-R project budget is in the amount of \$121,985.

C) City of Carpinteria, Chapel Court Apartments Emergency Repairs:

Peoples’ Self Help Housing Corporation has proposed undertaking emergency repair work to address public health and safety issues associated with the Chapel Court Apartments in the City of Carpinteria. The City of Carpinteria has expressed support for the commitment of the full \$39,865 in its CDBG-R funding to the project, which proposes to create or maintain up to two jobs according to the project budget request.

D) CDBG-R Program Administration

The County of Santa Barbara will retain \$54,215 (10%) of the grant for administration of the CDBG-R 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)).

A) Santa Barbara General Services, Women's Emergency Shelter Rehabilitation

- Create or maintain up to 24 jobs

B) City of Lompoc, Infrastructure Improvements Project

- Create or maintain up to 1.5 jobs

C) City of Carpinteria, Chapel Court Apartments, Emergency Repairs

- Create or maintain up to 2 jobs

- (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.)

A) Santa Barbara General Services, Women's Emergency Shelter Rehabilitation

- The overall improvement and rehabilitation work associated with this project will result in significant energy efficiency and conservation improvements based upon the extent and scope of work being proposed.

B) City of Lompoc, Infrastructure Improvements Project

- Not applicable to this proposal

C) City of Carpinteria, Chapel Court Apartments, Emergency Repairs

- The overall improvement and rehabilitation work associated with this project may result in energy efficiency and conservation improvements, however these benefits will likely be limited based upon the relatively small scope of work associated with this \$39,865 project.

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

A) Santa Barbara General Services, Women's Emergency Shelter Rehabilitation;
Jack T. Williams; Courthouse East Wing 2nd Floor, 1105 Santa Barbara St., Santa Barbara, CA 93101; 805-568-2533; 805-568-3249- FAX; jtwilliams@co.santa-barbara.ca.us

B) City of Lompoc, Infrastructure Improvements Project; Dinah Lockhart; 100 Civic Center Plaza, Lompoc, CA 93438; 805-875-8245; D_LOCKHART@ci.lompoc.ca.us

C) City of Carpinteria, Chapel Court Apartments, Emergency Repairs; Jeanette Duncan; 3533 Empleo St., San Luis Obispo, CA 93401; 805-783-4454; 805-544-1901 fax; jeanetted@pshhc.org

D) County of Santa Barbara Housing and Community Development Department, CDBG-R Program administration; Carlos Jimenez; 123 E. Anapamu St., Ste. 27, Santa Barbara, CA 93101; 805-568-3523; cjimenez@co.santa-barbara.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:

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): Santa Barbara County Lead Agency: Santa Barbara County HCD Jurisdiction Web Address: <i>(URL where CDBG-R Substantial Amendment materials are posted)</i> http://www.countyofsb.org/sbc/recovery/default.aspx	CDBG-R Contact Person: Carlos Jimenez Address: 123 E. Anapamu St., Ste. 27 Telephone: (805) 568-3523 Fax: (805) 560-1091 Email: cjimenez@co.santa-barbara.ca.us
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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 **10**

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) **10**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) **10**
- the CDBG national objective citation,
 Yes No Verification found on page(s) **10**

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**
- projected number of jobs created for each activity,
Yes No Verification found on page(s) **4**
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) **4**
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) **4, 5**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) **4, 10**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) **3, 10**
- 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) **17**

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

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

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Following a plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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|--|---|-----------------------------|
| (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

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