

# 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: <a href="http://www.countyofsb.org/sbc/recovery/default.aspx">http://www.countyofsb.org/sbc/recovery/default.aspx</a>	Address: 123 East Anapamu St, Ste. 27 Santa Barbara, CA 93101 Telephone: (805) 568-3523 Fax: (805) 560-1091 Email: <a href="mailto:cjimenez@co.santa-barbara.ca.us">cjimenez@co.santa-barbara.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.)

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

B) Santa Barbara County General Services Department, Foster Care Home Rehabilitation

C) City of Lompoc, Infrastructure Reconstruction Project

D) CDBG-R Grant Administration, Santa Barbara County HCD Staff

- (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 of an existing county-owned structure used as an emergency shelter for female victims of domestic violence. The project scope of work includes the following elements: site security improvements, replacement of existing flooring, interior and exterior paint, upgrading of existing bathrooms, and replacing existing doors. The work on the bathrooms and replacement of the existing doors will promote energy conservation, and reduce energy use and overall operations costs. In terms of additional energy efficiency and conservation measures, these include: replacement of the existing HVAC system, replacement of existing windows with dual-pane energy efficient windows, and electrical and lighting upgrades, rated to reduce energy usage. The work will promote energy and economic efficiency, while stimulating the local economy by creating up to 14 construction-related jobs associated with the rehabilitation work. The discrete CDBG-R project budget is in the amount of \$182,977.

B) Santa Barbara County General Services Department Foster Care Homes Rehabilitation:

This county-owned structure shelter serves as a temporary foster care home care for children who are awaiting placement into permanent foster homes. The two existing structures are in need of rehabilitation to promote health and safety and improve habitability; the two homes formerly served as residences for county fire department personnel. Currently the program is operated by the County’s Department of Social Services. The project scope of work encompasses interior and exterior rehabilitation, including: structural repairs, replacement of existing doors, upgrades to bathrooms and kitchens, interior paint, and gutter repair. Rehabilitation work will also include improvements to energy conservation and efficiency through replacement of existing windows with new dual-pane windows rated at higher energy conservation levels, and electrical and lighting upgrades rated for higher energy conservation and lower energy consumption. The project will stimulate the local economy by creating up to 14 construction-related jobs associated with the rehabilitation work. The discrete CDBG-R project budget for this project is in the amount of \$182,977.

C) City of Lompoc Infrastructure Reconstruction:

Urban County Participating Jurisdiction member, the City of Lompoc, proposes to use its allocation of Urban County CDBG-R funding to undertake reconstruction of infrastructure in residential areas of its city meeting the Low-Moderate Area income benefit criteria. This infrastructure project is located along V Street, between Ocean Avenue and College Avenue; along College Avenue between H Street and V Street; and on O Street between Laurel Avenue and College Avenue. This project is located in low to moderate-income census tracts (27.024; 27.025; 27.022; and 27.051). The work will include reconstruction of streets and sidewalks, including curb cuts at street's intersections for conformance with Americans with Disabilities Act (ADA), requirements. It will retain 5 construction-related jobs. In addition, other federal ARRA funds in the amount of \$892,161, under the Federal Highway Administration's Federal Transportation Improvement Program (FTIP), will also support work on these projects. The CDBG-R project budget is in the amount of \$121,985.

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 up to 14 construction-related jobs

B) Santa Barbara County General Services, Foster Care Homes Rehabilitation

- Create up to 14 construction-related jobs

C) City of Lompoc, Infrastructure Reconstruction Project

- Retain up to 5 construction-related 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 County General Services Department, Women's Emergency Shelter Rehabilitation

- The overall improvement and rehabilitation work associated with this project will result in significant energy conservation by replacing existing windows, the current HVAC system, electrical and lighting system upgrades, and rehabilitation to existing bathrooms.

B) Santa Barbara County General Services Department, Foster Care Homes Rehabilitation

- The overall improvement and rehabilitation work associated with this project will promote energy conservation by replacing existing windows, electrical and lighting upgrades, as well as rehabilitation of existing bathrooms. This work will be in

conformance with new higher energy-rated and conservation standards with regard to replacement of existing systems and devices.

C) City of Lompoc, Infrastructure Reconstruction Project

- Not applicable to this proposal.

D) CDBG-R Administration, 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)

A) County of Santa Barbara Housing and Community Development Department, Women's Emergency Shelter Rehabilitation; Carlos Jimenez; 123 E. Anapamu St., Ste. 27, Santa Barbara, CA 93101; 805-568-3523; [cjimenez@co.santa-barbara.ca.us](mailto:cjimenez@co.santa-barbara.ca.us)

B) County of Santa Barbara Housing and Community Development Department, Foster Care Homes Rehabilitation; Carlos Jimenez; 123 E. Anapamu St., Ste. 27, Santa Barbara, CA 93101; 805-568-3523; [cjimenez@co.santa-barbara.ca.us](mailto:cjimenez@co.santa-barbara.ca.us)

C) County of Santa Barbara Housing and Community Development Department, City of Lompoc Infrastructure Reconstruction Project; Carlos Jimenez; 123 E. Anapamu St., Ste. 27, Santa Barbara, CA 93101; 805-568-3523; [cjimenez@co.santa-barbara.ca.us](mailto:cjimenez@co.santa-barbara.ca.us)

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](mailto: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:

No comments were received during the 7-day public comment period.

# 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	CDBG-R Contact Person: Carlos Jimenez
Lead Agency: Santa Barbara County HCD	Address: 123 E. Anapamu St., Ste. 27
Jurisdiction Web Address: (URL where CDBG-R Substantial Amendment materials are posted)	Telephone: (805) 568-3523
<a href="http://www.countyofsb.org/sbc/recovery/default.aspx">http://www.countyofsb.org/sbc/recovery/default.aspx</a>	Fax: (805) 560-1091
	Email: <a href="mailto:cjimenez@co.santa-barbara.ca.us">cjimenez@co.santa-barbara.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 **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: **6/3/09**

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) 4,5
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  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  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, 4, 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) 7

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

Yes  No  Verification found on page(s) 7

**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"/> |



- |  |   |  |
|--|---|--|
| (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 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"/> |