

# **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): San Joaquin County Community Development Department	CDBG-R Contact Person: Jon Moore
Jurisdiction Web Address: <ul style="list-style-type: none"><li>• <a href="http://www.sjgov.org/commdev">www.sjgov.org/commdev</a></li></ul>	Address: 1810 E. Hazelton Avenue Stockton, CA 95205
	Telephone: (209) 468-3065
	Fax: (209) 468-9575
	Email: <a href="mailto:jmoore@sjgov.org">jmoore@sjgov.org</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.)
- (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.
- (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)).
- (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.)
- (5) **Responsible Organization:** (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

**DRAFT - Substantial Amendment to the Consolidated Plan 2008 Action Plan  
for the Community Development Block Grant – Recovery Program (CDBG-R)**

Activity Name: **East Stockton Storm Drain Improvements**  
CDBG Eligibility Category: 03J Water/Sewer Improvements  
National Objective: 570.203 Special Economic Development Activity  
CDBG-R Project Budget: **\$319,124**

**Project Description:** The San Joaquin County Public Works Department will oversee the East Stockton Storm Drain Improvement project. This activity will include the construction and/or repair of driveway cross drains in identified low- moderate income areas in East Stockton to address flooding on the roadways and on individual residential properties. This project is leveraged with an additional \$16,000 of FY2009 CDBG program funds, for a total project budget of \$335,124.

The drainage improvements will provide long-term economic benefit to approximately 12,730 residents living in the following identified areas:

<b>Project Area</b>	<b>Census Tract</b>	<b>Block Group</b>
East Stockton	15.00	01-04
	16.00	01
	18.00	04
	27.01	01-05
	27.02	01-03
Gianone Park Area	17.00	01-03
Taft Park Area	24.00	04

The proposed storm drain improvement project will be sent out for bid to local construction companies through the County's procurement process. It is anticipated that this activity will address the Recovery Act by preserving and creating jobs and promoting economic recovery. It is unknown at this time the number of full- and part-time jobs that will be created and/or retained by this activity until the bid process has been completed. It is anticipated that Public Works will retain the services of a contractor for the proposed project and the project may take up to 24 months to complete.

Activity Name: **ADA Accessibility Ramp Program**  
CDBG Eligibility Category: 03L Sidewalks  
National Objective: 570.201 (c) Public Facilities and Improvements  
CDBG-R Project Budget: **\$54,094**

**Project Description:** The City of Ripon will utilize \$20,997 CDBG-R to expand their current contract with a local contractor to install an additional 3-4 ADA accessible ramps

in an area identified, but not included in the current contract. The City is leveraging \$59,033 FY 2008 CDBG funds allocated to their ADA Accessibility Ramp Program.

The City of Lathrop is proposing to utilize \$20,218 CDBG-R for the construction of an accessible sidewalk with a handicap ramp in front of the Senior Center.

The City of Escalon is proposing to utilize \$12,879 CDBG-R for an ADA accessibility ramp at their Civic Center.

One of the main criteria for the use of funds is to ensure that the program can be implemented within 120 days of grant award. Therefore, this activity was selected based upon the readiness of the project in terms of expanding an existing contract with a Change Order, going out to bid and initiating the activity within a timely manner.

The ADA Accessibility Ramp Program will preserve and create jobs, which promotes economic recovery. It is estimated that a minimum of 3 full-time jobs and 5 temporary jobs will be preserved/created.

Activity Name: **Fostering Energy Independence Program**

CDBG Eligibility Category: 14F Energy Efficiency Improvements

National Objective: 570.202 (b)(4) Eligible Rehabilitation Activities

CDBG-R Project Budget: **\$110,163**

**Project Description:** The City of Tracy will utilize CDBG-R program resources to support the purchase and installation of a solar panel system for a local food bank, in order to foster energy independence.

One of the main criteria for the use of funds is to ensure that the program can be implemented within 120 days of grant award. Therefore, this activity was selected based upon the responses from the solicitation of proposals from local renewable energy firms.

It is anticipated that this activity will not only create temporary jobs for manufacturing and construction vendors, but will promote one of the Recovery Act goals to foster energy independence.

Activity Name: **Energy Efficiency Program**

CDBG Eligibility Category: 14F Energy Efficiency Improvements

National Objective: 570.202 (b)(4) Eligible Rehabilitation Activities

CDBG-R Project Budget: **\$99,631**

**Project Description:** The City of Manteca will utilize CDBG-R funds to expand their Energy Efficiency Program, which involves the retrofitting of non-efficient street fixtures located in identified low- moderate-income areas of the city. The identified

areas are within Census Tract 51.08, Block Group 3 and Census Tract 51.09, Block Group 1-3. This activity is leveraged with an additional \$186,000 of EEBG program funds. The total project budget of \$285,631 will be used for the Energy Efficiency Program.

It is anticipated that this activity will not only create temporary jobs for manufacturing and construction vendors, but will meet one of the Recovery Act goals to promote energy conservation activities.

Activity Name: **Lodi Community Center Parking Lot**

CDBG Eligibility Category: 03G Parking Facilities

National Objective: 570.203 Special Economic Development Activity

CDBG-R Project Budget: **\$343,558**

**Project Description:** The County and the City of Lodi will continue to support improvements at the Lodi Community Center. The proposed project is to construct a 120' by 200' parking lot, utilizing \$343,558 CDBG-R funds.

The County will oversee this activity, which will address the Recovery Act by preserving and creating jobs and promoting economic recovery. It is anticipated that a minimum of 3 full-time jobs and 5 temporary jobs will be active in the paving, marking, and landscaping the parking lot.

Activity Name: **Program Administration**

CDBG Eligibility Category: 21A General Program Administration

National Objective: 570.206 Program Administration Costs

CDBG-R Project Budget: **\$28,657**

**Project Description:** Administration and management of the County's CDBG-R Program.

## PROJECT SUMMARY

<u>Jurisdiction</u>	<u>Activity</u>	<u>Allocation Value</u>
City of Escalon Community Development Dept. P.O. Box 248 Escalon, CA 95320 (209) 838-4110	Civic Center ADA Improvements	\$ 12,879
City of Lathrop Community Development Dept. 390 Towne Center Drive Lathrop, CA 95330 (209) 941-7295	ADA Compliant Sidewalk Ramps	\$ 20,218
City of Lodi Community Development Dept. P.O. Box 3006 Lodi, CA 95240 (209) 333-6800 x2467	Lodi Community Center Parking Lot	\$194,109
City of Manteca City Manager's Office 1001 W. Center Street Manteca, CA 95336 (209) 239-8453	Street Lighting Energy Efficient Retrofit	\$ 99,631
City of Ripon 259 N. Wilma Avenue Ripon, CA 95366 (209) 599-0224	ADA Compliant Sidewalk Ramps	\$ 20,997
City of Tracy Community Development Dept 333 Civic Center Plaza Tracy, CA 95376	Solar Panel Installation at Local Food Bank	\$110,163
San Joaquin County Community Development Dept. 1810 E. Hazelton Avenue Stockton, CA 95205	East Side storm drain improvements	\$319,124
	Lodi Community Center parking lot	\$149,449
	Administration	<u>\$ 28,657</u>
	Total:	\$955,227

### *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:**

In accordance with the its Citizens Participation Plan, San Joaquin County published a notice in the Stockton Record, the local newspaper, and on the San Joaquin County Community Development Department website ([www.sjgov.org/commdev](http://www.sjgov.org/commdev)) to inform San Joaquin County residents of the 7-day comment period commencing May 25, 2009 and concluding on June 1, 2009, for the County's Substantial Amendment to the 2009-09 Annual Action Plan. No comments were received during the comment period.

A local public hearing will be held at 9:00 am on June 2, 2009 at the San Joaquin County Board of Supervisors regarding the approval and adoption of the County's CDBG-R funding allocation.



# 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): San Joaquin County Community Development Department Jurisdiction Web Address: <i>www.sjgov.org/commdev</i>	CDBG-R Contact Person: Jon Moore Address: 1810 E. Hazelton Avenue Stockton, CA 95205 Telephone: (209) 468-3065 Fax: (209) 468-9575 Email: jmorre@sjgov.org

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 \_\_\_\_\_

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: **June 5, 2009**

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

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

**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) \_\_\_\_\_

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

Yes ☐ No ☐ Verification found on page(s) \_\_\_\_\_

**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 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	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"/>