

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 Oceanside, California	CDBG-R Contact Person: John Lundblad
Jurisdiction Web Address: www.ci.oceanside.ca.us/recoveryact.default.asp	Address: 300 North Coast Highway Oceanside CA 92054
	Telephone: 760-435-3393
	Fax: 760-757-9076
	Email: jlundblad@ci.oceanside.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:

(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)

a. Senior Citizens Center renovation

- (1) Activity Name: Renovation and expansion of existing Senior Citizens Center
- (2) Activity Narrative: CDBG-R funds will be used to renovate the entryway area of the Oceanside Senior Citizens Center, enclose an existing little-used patio area into a "coffee and conversation" area for seniors, improve lighting with energy-efficient fixtures, improve water conservation with new fixtures in restrooms, and improve overall appearance of the entryway with new flooring, display areas and reception desk. The improvements will enhance services and accessibility to the center for seniors.
- (3) Jobs created: Construction only in various trades, four to eight workers over a one month period
- (4) Additional activity information: The Senior Center is located at 455 Country Club Drive in Oceanside and is managed by the City of Oceanside. The renovation will result in a drop in electric energy consumption and will support water conservation. The project will only benefit seniors who qualify as a limited clientele for CDBG services.
- (5) Responsible organization: City of Oceanside, Neighborhood Services Department - Parks & Recreation Division, 300 North Coast Highway, Oceanside CA 92054
Contact person: Eileen Turk, Parks & Recreation Division Manager, 760-435-5525, email: ETurk@ci.oceanside.ca.us
- (6) 120 Day goal: Planning and design underway; project can go to bid as soon as funding is approved and will be completed within 120 days.

b. Family Recovery Center kitchen improvements

- (1) Activity Name: Renovation and expansion of kitchen at Family Recovery Center
- (2) Activity Narrative: Mental Health Systems, Inc. manages the Family Recovery Center (FRC) as transitional housing with supportive services for women in recovery from substance abuse, especially methamphetamines. The program is open to single women, pregnant women and women with young children. The FRC is located a fifty-year-old building originally built as the Oceanside Community Hospital. Units do not have individual kitchens so all meal service for residents is provided from the central kitchen. CDBG-R funds will be used to enlarge and renovate the kitchen to make it a full commercial kitchen. Besides improved and more efficient meal service, the project will allow for development of expanded nutrition education programs and a job-training program to prepare participants for careers in food service. All graduates will have as a minimum a food handler license. With the development of new hotels and an expanded beach tourism economy after the current recession is over, there will be a great need for professional kitchen staff and workers in catering. The improvements will foster energy efficiency and conservation, and will provide a long-term benefit for the women involved in the job-training program as well as provide a significant source of qualified, capable and dependable workers for the hospitality and tourism industry in the region.
- (3) Jobs created: Construction jobs in various trades, utilizing 10-15 workers over a two- to three-month period. The job-training program will graduate 5 to 15 women each year who are skilled in food service and able to move into positions immediately upon completion of course work.
- (4) Additional activity information: In addition to renovation and expansion of the kitchen facility, the project will install new *Energy Star* energy-efficient appliances and water-conservation plumbing for the kitchen. Contractors will use green building technologies for construction of the expanded area. The project will benefit formerly homeless women and their children, all of whom are low-income, and thus provides a benefit only to a limited clientele populations
- (5) Responsible organization: Mental Health Systems, Inc (MHS) will manage the project as a CDBG-R subrecipient. MHS offices are located at 9465 Farnham Street, San Diego, CA 92123.

Contact person is Richard Bradway, 1100 Sportfisher, Oceanside, CA 92054-2550, tel: 760- 439-6702, email: rbradway@mhsinc.org
- (6) 120 Day goal: Planning and design underway; project can go to bid as soon as funding is approved. CDBG-R portion of the project will be completed within 120 days.

c. Eastside neighborhood sidewalks

- (1) Activity Name: Installation of additional sidewalks in the CDBG-eligible Eastside neighborhood
- (2) Activity Narrative: The Eastside neighborhood is a low- and moderate-income area, primarily single-family homes and some three-generation families. The neighborhood developed in the 1930s and 1940s but not all infrastructure was installed during development. CDBG funds were allocated in PY 2007 to complete sidewalks along some streets; CDBG-R funds will be used to expand this project to improve safety of children walking to school and other pedestrians. This investment in infrastructure for a low- and moderate-income neighborhood will improve the overall appearance of the neighborhood and have a positive impact on home values along the streets. The project will also bring infrastructure in this neighborhood into compliance with what is now considered standard for all areas of the City.
- (3) Jobs created: Construction workers in concrete trades; 3-4 workers for a one-week period
- (4) Additional activity information: The project will install new sidewalks beyond what was possible with an earlier CDBG project grant, and will complete installation of sidewalks along streets that had long gone without such improvements. The end result will be increased pedestrian safety and a more attractive neighborhood. The project area has been identified as a CDBG-eligible low- and moderate-income area (LMA) and thus provides an area benefit under CDBG guidelines.
- (5) Responsible organization: The City of Oceanside - Engineering Division, 300 North Coast Highway, Oceanside CA 92054 will manage the project.
Contact person is Ed Vasquez, tel: 760-435-5108, e-mail EVasquez@ci.oceanside.ca.us
- (6) 120 Day Goal: The project is currently out to bid with a contract ready in late August. CDBG-R funds will be added as an amendment to the project once funding approval is received. The project will be completed within 60 days of funding approval.

d. Women's Health Services Expansion at North County Health Services

- (1) Activity Name: Acquisition and installation of equipment and furnishings for expansion of Women's Health Services (15% public service allocation).
- (2) Activity Narrative: North County Health Services (NCHS) is one of two community clinics serving uninsured and underinsured children, youth and adults in the North Coastal San Diego Region, and provides outreach to uninsured persons in rural areas with very limited access to health services. NCHS will complete construction of a new Oceanside clinic in July 2009 but has not had the funds to complete all portions of the new facility. CDBG-R funds will be used primarily to expand Women's Health Services at the clinic, which will provide increased access to services for women without health insurance. Funds will also go toward acquisition and installation of equipment and furnishings for exam rooms and waiting areas throughout the clinic, and to upgrade the telephone system to allow for increased capacity and improved access for clients seeking appointments.

These improvements and consequent increased access to health services will become even more important with pending drastic cuts to health coverage by the State of California in order to balance the State budget.

- (3) Jobs created: Construction in various trades to complete exam rooms plus hiring of one or two clinicians as part of the expanded Women's Health Services
- (4) Additional activity information: The building is new construction and already includes a variety of energy efficient and water conservation measures. This activity may be considered as public services rather than capital projects and thus limited to 15 percent of the CDBG-R allocation to the City. This will be the only public services activity to receive CDBG-R funds. The project provides a benefit to persons and households, more than 70 percent of whom qualify for CDBG services as very low-, low- and moderate-income individuals (LMI).
- (5) Responsible organization: The NCHS Oceanside Clinic is located at 605 Crouch Street, Bldg.. C, Oceanside CA 92054. NCHS will manage the CDBG-R project as a subrecipient.

Contact person is Pia Mangini, 150 Valpreda Road, San Marcos CA 92069, tel: 760-736-8612, email: pia.mangini@nchs-health.org
- (6) 120 Day Goal: The new clinic facility will open July 9; planning for these additional exam rooms has been completed. The project can proceed as soon as funding is approved and will be completed within the 120 day period.

e. Women's Resource Center roof replacement

(1) Activity Name: Installation of new energy-efficient roof at Women's Resource Center (WRC) transitional housing facility

(2) Activity Narrative: In the early 1990's the City of Oceanside acquired an abandoned athletic club and partnered with the Women's Resource Center (WRC) to develop this into a 21-unit transitional housing facility for formerly homeless women, including women with young children. The City retains ownership of the building and leases it at no cost to the WRC for their programs. Clients are primarily though not exclusively victims of domestic violence and receive housing, supportive services and job-training toward becoming independent, self-sufficient members of the community. The program is supported by community donations, a HUD Supportive Housing Program (SHP) grant, funds from the state under the Federal Emergency Shelter Grants (FESG) program, and other resources.

The facility roof was originally constructed well prior to contemporary "green" building techniques and was not re-built at that time of initial rehabilitation and construction. The roof needs to be completely replaced with a twenty-year energy-efficient roof. As additional funds for the project are available, solar panels will be placed in the roof to increase energy efficiency and conservation in the facility. The project will improve access to the facility for persons in need of transitional housing while contributing to energy independence.

(2) Jobs created: Construction workers - six to eight for a period of up to a month depending upon the condition of the roof supports.

(3) Additional activity information: This project will install a "green" roof to reduce heating and cooling costs for the transitional housing facility. Depending upon the availability of funds, the project will install solar panels to produce electricity for the facility, thus reducing operational costs and fostering energy independence. The City may allocate Energy Efficiency and Conservation Block Grant (EECBG) funds for the solar panel portion of this project. The project will benefit formerly homeless women and their children, all of whom are low-income, and thus provides a benefit only to a limited clientele populations.

(4) Responsible organization: The City of Oceanside owns the WRC transitional housing facility at 1963 Apple Street, Oceanside CA 92054; the City will manage this project through the Neighborhood Services Department.

Contact person is John A. Lundblad, 300 North Coast Highway, Oceanside CA 92054; tel: 760-435-3393; e-mail: JLundblad@ci.oceanside.ca.us

(6) 120 Day Goal: Planning for this project will begin in July 2009 so that the project can be put out for bids as soon as funding approval is received. The project should be completed within the 120 day period, barring the discovery of any unknown problems during the construction period.

Energy Efficiency Upgrades

- (1) Activity Name: Provide funding to local nonprofit organizations with facilities that serve low- and moderate income individuals, families or neighborhoods to install energy efficient and/or water conservation upgrades.
- (2) Activity Narrative: A number of local nonprofit organizations have facilities that serve low- and moderate-income individuals, families or neighborhoods. Some of these facilities are twenty to fifty years old and the organizations have not had the funds to upgrade electrical, lighting and plumbing to current energy efficiency and water conservation standards. The City of Oceanside will issue a Request for Proposals for such upgrades; grants will be awarded based on review of the facility by San Diego Gas & Electric (SDG&E) for energy efficiency or the City Water Utilities Department for water conservation. The City expects that the most common projects will be to install new lighting (some facilities still use 12' fluorescent tubes) or to install water conservation items in kitchens or bathrooms.

The City will also receive Recovery Act funds through the Energy Efficiency and Conservation Block Grant (EECBG) program; these funds will be dedicated to larger projects in the City's water treatment plants, HVAC improvements in larger facilities, and other major energy efficiency projects. CDBG-R funds will go toward these smaller projects that also contribute to energy independence.

- (3) Jobs created: Unknown at this point; most likely short-term electrical and plumbing projects
- (4) Additional activity information: The project will improve energy efficiency and water conservation at various facilities in Oceanside that serve low- and moderate-income individuals, families or neighborhoods. Applicants must show that their facility serves residents of a low- or moderate-income area of the City (LMA) and thus qualify for CDBG funding.
- (5) Responsible organization: The City of Oceanside - Neighborhood Services Department, 300 North Coast Highway, Oceanside CA 92054 will manage the program including issuing the RFP, preparing grant contracts, monitoring project activity and collecting data on level of energy efficiency and/or water conservation achieved.

Contact person: John Lundblad, 300 North Coast Highway - Nevada Street Annex, Oceanside CA 92054; tel: 760-435-3393; e-mail: jlundblad@ci.oceanside.ca.us

- (6) 120 Day Goal: A Request for Proposals will be issued in August to eligible agencies with a requirement that they complete an energy and/or water conservation audit by September 15. Agencies will be responsible for obtaining bids for the projects. Applications will be approved on a rolling basis as long as funds are available, with project completion required within the 120 ARRA period.

f. Administration and Management of CDBG-R Program

- (1) Activity Name: Administration and management of the CDBG-R program in Oceanside
- (2) Activity Narrative: The Neighborhood Services Department will manage the CDBG-R program in Oceanside including preparation of application, public noticing, financial management, oversight of projects, preparation and timely filing of program and financial reports, and drawdown of funds.
- (3) Jobs created: None
- (4) Additional activity information: Administration and management only. This activity will be limited to no more than 10 percent of the CDBG-R allocation.
- (5) Responsible organization: The City of Oceanside - Neighborhood Services Department, 300 North Coast Highway, Oceanside CA 92054 will manage administration and management of the CDBG-R program from application through final reporting.

Contact person: John Lundblad, 300 North Coast Highway - Nevada Street Annex, Oceanside CA 92054; tel: 760-435-3393; e-mail: jlundblad@ci.oceanside.ca.us
- (6) 120 Day Goal: All administration and management funds will be expended and drawn down during the 120-day period.

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 seven calendar days for public comment.

Response:

The notice for the public hearing for the CDBG-R substantial amendment was published in the local paper of general circulation ten days prior to the date of the hearing; a copy of the notice is attached. Proposed CDBG-R projects were reviewed first by an ad hoc Application Review Committee that had previously been assembled to review applications for 2009-2010 CDBG public services funds. The report of this committee formed the basis for this CDBG-R application, which was posted on the Recovery Act pages of the City's website, <http://www.ci.oceanside.ca.us/recoveryact/default.asp>.

No written comments were received concerning the proposed projects. At the public hearing on June 3, the following comments were made:

- The rapid timeline for Recovery Act program applications makes it difficult for elected officials to complete adequate review of proposals.
- The funds could perhaps have been better used for a single large project.

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 Oceanside, CA Lead Agency: Neighborhood Services Dept Jurisdiction Web Address: www.ci.oceanside.ca.us/recovery/default.asp	CDBG-R Contact Person: John Lundblad Address: 300 North Coast Highway Oceanside CA 92054 Telephone: 760-435-3393 Fax: 760-757-9076 Email: jlundblad@ci.oceanside.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 11

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: 6/4/2009

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 No Verification found on page(s) 11
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) 11
- the CDBG national objective citation,
 Yes No Verification found on page(s) 11

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) **4-10**
- projected number of jobs created for each activity,
Yes **X** No Verification found on page(s) **4-10**
- whether an activity will promote energy efficiency and conservation,
Yes **X** No Verification found on page(s) **4-10**
- the name, location, and contact information for the entity that will carry out the activity,
Yes **X** No Verification found on page(s) **4-10**
- 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) **10**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes **X** No Verification found on page (s) **7**
- 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) **4-9**

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 seven calendar days of public comment?

Yes **X** No . Verification found on page(s) **10**

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

Yes **X** No Verification found on page(s) **10**

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 X | No <input type="checkbox"/> |
| (10) Use of Funds | Yes X | No <input type="checkbox"/> |
| (11) Excessive Force | Yes X | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes X | No <input type="checkbox"/> |
| (13) Lead-based paint procedures | Yes X | No <input type="checkbox"/> |
| (14) Compliance with laws | Yes X | No <input type="checkbox"/> |
| (15) Compliance with ARRA | Yes X | No <input type="checkbox"/> |
| (16) Project selection | Yes X | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments | Yes X | No <input type="checkbox"/> |
| (18) Buy American provision | Yes X | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes X | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI | Yes X | No <input type="checkbox"/> |

Optional Certification

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