

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): <u>City of Oakland</u>	CDBG-R Contact Person: <u>Michele Byrd</u>
Jurisdiction Web Address: www.oaklandnet.com	Address: <u>250 Frank Ogawa Plaza</u> <u>Suite 5313</u> <u>Oakland, CA 94612</u>
<ul style="list-style-type: none">(URL where CDBG-R Substantial Amendment materials are posted)	Telephone: <u>(510) 238-3714</u> Fax: <u>(510) 238-6596</u> Email: <u>mbyrd@oaklandnet.com</u>

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>.

See attached spreadsheet, Page 9

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.)

Residential Weatherization and Rehab Program

- (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.

The Residential Weatherization and Rehab Program will meet the requirements of Title XII of Division A and Section 1602 ARRA. The program can award contracts based on bids within 120 calendar days from the date the funds are made available. The program would build upon the existing Housing Rehabilitation Loan Fund by expanding services, including a specially designed revolving loan fund to provide weatherization services to low- and moderate-income residents and create construction jobs in weatherization.

The weatherization loan fund would be directly connected to the growing job training sector, including the programs offered by the Oakland Green Jobs Corps, which provides training in solar installation, weatherization, and energy audits, and the employment subsidy program to be provided in the stimulus Community Services Block Grant program. The City of Oakland's Community Action Partnership is planning to utilize the \$1.2 million in stimulus Community Services Block Grant funding to pilot an intensive training and transitional employment program designed to create 153 employment opportunities for Oakland's hard to serve low-income residents thereby stimulating and growing Oakland's local economy. The proposed training programs will focus on low-skill employment opportunities in Green Jobs/Weatherization, Building Trades/Home Rehabilitation and Logistic/Warehousing. Services and activities will include outreach, recruitment, career development training, paid transitional employment, subsidized/unsubsidized employment, retention and education.

Additionally, outreach and education services will be provided to potentially eligible low- and moderate-income households regarding available resources for residential rehabilitation and weatherization upgrades.

- (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)).

The Weatherization Revolving Loan Fund will allow for the creation/retention of 108 construction jobs per year. This number is based upon an average 1.5 FTE for each \$30,000 loan made to low- and moderate- income households.

- (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.)

The CDBG-R funds allow the Housing Rehabilitation Program to expand residential rehabilitation services and implement a Weatherization Loan Fund to reduce energy costs by providing assistance for weatherization and residential rehabilitation services to at least 75 low- and moderate-income households.

Energy Cost Savings to Oakland Low to Moderate Income Homeowners: Energy efficiency measures installed under the new Weatherization Loan Fund are expected to result in up to 30% reduction in utility bills per household.

Reduction of Oakland Carbon Footprint: An average low income home is estimated to save 3.2 metric tons CO₂ per year by reducing energy by 30%.

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

Loyd Ware, Manager
Residential Lending and Rehabilitation Loan Program
City of Oakland
250 Frank Ogawa Plaza, Suite 5313
Oakland, CA 94612

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:

The Draft Substantial Amendment was available for public review and comment between May 28, 2009 and June 3, 2009. The City published a notice in Oakland Tribune on May 28, 2009 informing public of the availability of the document for review and comment. The Draft Substantial Amendment was posted on the City's website. The public also has access to review the draft document at the Main Branch of the Public Library and CEDA.

The public was invited to provide comments on the Draft Substantial Amendment at 7:00 p.m. on June 2, 2009 at the City Council Meeting.

Comments were provided overwhelmingly in full support for the Weatherization Loan Fund. Comments included this being good for the climate change and environmental issues. This program is a "win win" in multiple ways with the job training, job placement and improvement of habitability for the households receiving the weatherization to their homes.

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): <u>City of Oakland</u> Lead Agency: <u>Housing and Community Development</u> Jurisdiction Web Address: www.Oaklandnet.com <i>(URL where CDBG-R Substantial Amendment materials are posted)</i>	CDBG-R Contact Person: <u>Michele Byrd</u> Address: <u>250 Frank Ogawa Plaza Suite 5313</u> <u>Oakland, CA 94612</u> Telephone: <u>(510) 238-3714</u> Fax: <u>(510) 238-6596</u> Email: <u>mbyrd@oaklandnet.com</u>
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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 **See spreadsheet, page 9**

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: **6/4/09**

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) **See spreadsheet, page 9**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) **See spreadsheet, page 9**
- the CDBG national objective citation,
 Yes No Verification found on page(s) **See spreadsheet, page 9**

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**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) **See Spreadsheet, page 9**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) **See Spreadsheet, page 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) **3**

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) **5**

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

Yes No Verification found on page(s) **5**

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"/> |

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|--|---|-----------------------------|
| (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 checked="" type="checkbox"/> | No <input type="checkbox"/> |
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D. STATE 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 State | 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) Consultation with Local Governments | 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) Compliance with laws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with ARRA | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (15) Project selection | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (16) Timeliness of infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (17) Buy American provision | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (19) 70% of CDBG-R for LMI | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Optional Certification

- | | | |
|------------------|---|-----------------------------|
| (20) Urgent Need | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
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CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: City of Oakland		CDBG-R Fomula Grant Amount: \$2,259,921				Date: 08/07/2012	
<i>Activity Name</i>	<i>Activity Description</i>	<i>Eligibility (Regulatory or HCDA Citation)</i>	<i>National Objective Citation</i>	<i>CDBG-R Project Budget (\$)</i>	<i>Additional Recovery Funds (\$)</i>	<i>Other Leveraged Funding (\$)</i>	<i>Total Activity Budget</i>
Residential Lending and Rehabilitation Services-Weatherization Loan Program	Expansion of residential rehabilitation programs, including implementation of a loan fund to provide weatherization services to low- and moderate-income residents and create construction jobs in weatherization.	570.202	570.208(a)(3)	1,873,929	7,700,000		9,573,929
Weatherization Outreach and Education	Outreach and education to low- and moderate-income households regarding the weatherization loan fund and other available residential rehabilitation resources.	570.201(e)	570.208(a)(1)	160,000			160,000
Housing and Community Development	General administrative expenses for CDBG-R program	570.205	n/a	\$225,992			225,992
	TOTAL			\$2,259,921	\$7,700,000		9,959,921