

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 Downey</u>	CDBG-R Contact Person: Edward Velasco
Jurisdiction Web Address: • www.downeyca.org	Address: 11111 Brookshire Avenue Telephone: 562 904-7167 Fax: 562 869-2810 Email: evelasco@downeyca.org

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

The City of Downey is required to 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)

The City of Downey is proposing to fund four activities with the CDBG-R resources it is receiving from the U.S. Department of Housing and Urban Development. Not more than 10% of the CDBG-R allocation will be used for General Administration and 100% of the CDBG-R balance will be utilized for activities that will have a benefit to low and moderate income household. No funds have been allocated for public service activities.

ACTIVITY No. 1

Activity Name: Verizon Building Demolition: \$120,000
Eligibility Citation; 570.201 (e); Clearance Activities
National Objective; 570.201(a) (3); Low Mod Housing

Activity Narrative:

CDBG-R will provide funding for the demolition of one blighted building located in the city's Downey Redevelopment Project area. Demolition activity will include the abatement and disposal of environmentally hazardous materials as well as the disposal of demolished building materials resulting in complete site clearance. The scope of the activity will incorporate a waste management component which includes a minimum 50 % diversion of material from landfills via recycling and reuse. The proposed project site is located at 8314 2nd Street.

This project is estimated to provide 10 to 20 new construction related jobs. These jobs are temporary for the period of time required to complete the scope of work. The construction industry has been impacted by a slow down in construction projects resulting in an increase of unemployed or under-employed construction workers. In the long term, the City envisions a high density residential project on the subject site, which will potentially created hundreds of construction and support jobs over an 18 to 24 month construction period. The economy has placed economic stress to an increasing number of households in the city. The development of a quality and affordable housing project will provide additional housing opportunities for low and moderate income households many who may have been impacted economically by the recession.

Jobs Created: The demolition component will; create approximately 10 - 20 construction jobs for the duration of the demolition project.

Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

This demolition project will include a waste management plan with a minimum goal of recycling 50% of the demolition waste produced by the proposed project.

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

City of Downey, Community Development Department
11111 Brookshire Drive, Downey, CA 90241
Contact Edward Velasco
(562) 904-7167; evelasco@downeyca.org

ACTIVITY No. 2

Activity Name: Nance Street Public Parking: \$160,000
Eligibility Citation: 570.201 (c) Public Facility Improvements
National Objective: 571.208 (a) (1) Low & Mod Area Benefit

Activity Narrative:

This project involves the reconstruction of an exiting public street and right-of-way into a public parking lot. The location of the proposed project is Nance Street between Downey Avenue and La Reina Avenue. The proposed project affects an area of approx. 33,000 square feet and will create 100 public parking spaces. The project site will provide convenient parking space for two primary and adjacent uses: 1) a public transit center south of the site with both local and regional destination routes; and 2) several retail businesses north of the project site. The project would include site preparation, grading, surface paving, hardscape and landscape improvements, and potentially an upgrade to an existing water main transmission line.

It is estimated this project can produce 15 to 25 construction related jobs. These jobs are considered temporary for the period of time required to complete the scope of work. The construction industry has been impacted by a slowdown in construction projects, which has resulted in the increase of unemployed and underemployed construction workers.

The city's investment of CDBG-R funds will spur further economic investment attracting new retail businesses to the commercial properties adjacent to the proposed CDBG-R funded project. A proposal for a new private development is currently under consideration by the city of Downey, with the potential of an adding an extra 15 to 30 permanent full-time and part-time employment opportunities within an 18 to 24 month period. This project satisfies the intent of CDBG-R, further, it has a high chance of being ready to award within 120 – 150 days of the City's agreement with HUD, and the CDBG-R investment will be made in low and moderate-income area.

Jobs Created: This project will; create approximately 15 - 25 construction jobs for the duration of the project. A proposed retail development project under review would add estimated 15 – 30 new permanent jobs.

Additional Activity Information: Not Applicable(A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Improvements will maximize the use of energy considerate equipment and construction methods. Green building materials will be specified where economically feasible

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

City of Downey, Community Development Department
11111 Brookshire Drive
Downey, Ca 90241
Contact Edward Velasco - 562 904-7167
evelasco@downeyca.org

ACTIVITY No. 3

Activity Name: Building Rehabilitation Avenue Theatre Site: \$80,180
Eligibility Citation; 570.202 (3) Rehabilitation and Preservation Activity
National Objective; 570.208 (4) Job Creation

Activity Narrative

CDBG-R funds will be utilized to finance the rehabilitation of a publicly owned building. The recently purchase property has been vacant for many years and is located within the central business district at 11022 Downey Avenue. The project will focus on a 2,000 square foot portion of the existing building. The proposed improvements will be limited to the basic shell of the building space to make the site ready for a new business use. The City is interested in attracting a new commercial use that complements the areas business mix, and provides new job opportunities for Downey residents. The CDBG-R funded improvements will be limited to the basic shell of the building, including but limited, to the front exterior façade, windows, doors, fire sprinkler system, essential mechanical, electrical and plumbing systems, and interior of the shell walls and ceiling.

The investment of CDBG-R meets the intent of Title XII of Division A and Section 1602 of ARRA by creating new employment opportunities, first with the rehabilitation component and second when the new business is established in the project space.

Jobs Created: The proposed project will create an estimated 15 – 25 new construction jobs for the duration of the project

Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Improvements will maximize the use of energy considerate systems, and construction methods. Green building materials will be specified where economically feasible.

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

City of Downey, Community Development Department
11111 Brookshire Drive
Downey, Ca 90241
Contact Edward Velasco
Housing Manager
562 904-7167
evelasco@downeyca.org

ACTIVITY No. 4

Activity Name: General Administration: \$40,000
Eligibility 570.205

Activity Narrative:

General payment for the administrative costs and carrying charges related to planning and execution of eligible CDBG-R activities financed in whole or in part by CDBG-R funds. Administration charges will not exceed 10% of the CDBG-R funds

Jobs Created: No new jobs will be created or existing jobs retained due to the administration activity.

Additional Activity Information: Not applicable

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

City of Downey, Community Development Department
11111 Brookshire Drive
Downey, Ca 90241
Attn: Edward Velasco
Housing Manager
562 904-7167
evelasco@downeyca.org

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

No comment was received.

Response:

Posting of the CDBG-R amendment began on Tuesday May 19, 2009, and was available at the following locations:

Office of the City Clerk, 11111 Brookshire Avenue
Downey City Library, 11121 Brookshire Avenue
City of Downey Housing Division, 7850 Quill Drive Suite C
City of Downey website at www.downeyca.org

A seven day comment period was provided before the substantial amendment was approved by the Downey City Council at a regular city council meeting on Tuesday May 26, 2009

This page reserved for the Activity Spreadsheet

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 Downey</u> Lead Agency Community Development Jurisdiction Web Address: <i>(URL where CDBG-R Substantial Amendment materials are posted)</i> <u>www.downeyca.org</u>	CDBG-R Contact Person: Edward Velasco Address: 11111 Brookshire Avenue Downey, Ca 900241 Telephone: 562 904-7167 Fax: 562 869-2810 Email: evelasco@downeyca.org
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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 6

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: 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 No Verification found on page(s) 6
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) 6
- the CDBG national objective citation,
 Yes No Verification found on page(s) 6

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) - 2- 5
- projected number of jobs created for each activity,
Yes No Verification found on page(s) 2 - 5
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 2 - 5
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) 2 - 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) 2 and 5
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) 2
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) 2 and 6

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 and 7

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"/> |
| (8) Community development plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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|--|---|-----------------------------|
| (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"/> |
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D. STATE CERTIFICATIONS

THIS SECTION NOT APPLICABLE TO DOWNEY

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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CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: CITY OF DOWNEY		CDBG-R Formula Grant Amount: \$400,180					Date: June 5, 2009	
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leverage of Funding (\$)	Total Activity Budget	
Verizon Building Demolition Clearance Activities	Clearance, demolition and removal of buildings and improvements located within the Downey Redevelopment Project Area. Estimated creation of 20 temporary construction jobs.	570.201 (d)	570.208 (a) (3)	\$ 120,000	\$ 471,034		\$ 591,034	
Nance Street Public Parking Public Facility Improvements	Reconstruction of public street right-of-way into a public parking lot. Project location is on Nance Street between Downey Avenue and La Reina Avenue. The proposed project affects an area of approx. 33,000 square feet and will provide 100 public parking spaces. Project includes the paving modifications, hardscape, landscaping, and space striping.	570.201 (c)	570.208 (a)(1)	\$160,000	\$0	\$280,000	\$440,000	
Rehabilitation Avenue Theatre Public Facility Improvements	Rehabilitation project of approximately 2,00 square feet portion of an existing building located at 11022 Downey Avenue. Improvements will focus on the shell of the building space and standard interior improvements to make space available for a new commercial / restaurant use. Scope of improvement will not include any tenant specific amenities.	570.202 (3)	570.208(a)	\$ 80,180		\$279,820	\$ 360,000	
General Administration	General payment of reasonable administrative cost and carrying charges related to planning and execution of eligible CDBG-R activities financed in whole or in part by CDBG-R funds.	570.205	Not Applicable	\$ 40,000	\$ -	\$ -	\$ 40,000	
TOTALS				\$ 400,180	\$ 471,034	\$ 559,820	\$ 1,431,034	
							0	
							0	