

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): Orange County	CDBG-R Contact Person: Mitchell Glasser, Manager Housing and Community Development Division
Jurisdiction Web Address: www.ocfl.net/housing	Address: 525 E. South Street Orlando, FL 32801 Telephone: (407)836-5190 Fax: (407)836-5193 Email: Mitchell.Glasser@ocfl.net

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.)

To remain consistent with the requirements of the Recovery Act, the Department of Housing and Urban Development (HUD) has strongly recommended the use of CDBG-R for 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. In keeping with this recommendation, the Housing and Community Development Division is proposing the following projects for CDBG-R funding:

Project #1: Pine Castle Area Sidewalks and Drainage Improvements Project

This project consists of sidewalk and drainage improvements in the Pine Castle area. The project will be implemented in two phases. Orange County is allocating \$1,185,606.00 in CDBG-R funds towards an estimated total cost of \$1.8 M.

The purpose of this project is to construct approximately 10,400 linear feet of five foot wide concrete sidewalks within the Pine Castle area during Phase 1, and approximately 10,020 linear feet of five foot wide concrete sidewalks during Phase 2. The sidewalks and storm water conveyance system will be constructed in phases to limit the amount of exposed soil while work is in progress on the project.

The general project area is between Lancaster Road (southern boundary), Wiengard (western boundary), Orange Avenue (eastern boundary) and Oak Ridge Road (northern boundary). The project is located in a low-income census tract____ and CDBG target area. Construction of the project should start in August, 2009. Completion of all construction services is expected within 390 calendar days from the date of the Notice to Proceed (NTP). At the time of this application, the project is ready for the bid process and has met environmental requirements under CDBG federal guidelines.

(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 Pine Castle Area Sidewalks and Drainage Improvements project is being proposed based on the following criteria:

- a) Project readiness - The Pine Castle Sidewalk and Drainage Improvements Project is ready to go out to bid. Substantial completion of all construction services is required within 360 calendar days with final completion in 390 calendar days from the Notice to Proceed (NTP). Orange County Public Works Engineering Division will be managing the project to ensure timely implementation and completion.
- b) Compliance with the requirements of the Recovery Act - The project is located in one of Orange County's CDBG target areas, serving a low income population. The Project also meets compliance requirements of the National Environmental Protection Agency (NEPA) review process. An environmental clearance was issued by the Department of Housing and Urban Development (HUD) in 2007 allowing Orange County to proceed with the project. In terms of long-term economic impact, the neighborhood will benefit from infrastructure improvements that create a more suitable living environment and help support housing values.
- c) Infrastructure improvements in low income communities is one of the priorities of Orange County's 2005-2010 Consolidated Plan.
- d) One hundred percent (100%) of the CDBG-R funds will benefit a low income community.

- (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 Pine Castle Sidewalk and Drainage project will utilize local construction industry subcontractors. The current economic recession has deeply affected the once vigorous local construction industry. The project will help retain and/or create approximately 50 full-time jobs throughout the duration of the project. These jobs are considered permanent during the construction of the project which is expected to last one year.

The estimated number of jobs to be created and retained by this activity is based on similar projects implemented in the past by Orange County utilizing CDBG funding. These jobs would otherwise be eliminated due to the lack of construction opportunities in our area.

- (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.)

Smart growth has been a priority for Orange County under the leadership of Mayor Richard T. Crotty. As part of this vision, Orange County promoted a county-wide smart growth and conservation initiative called "The Legacy Project." The Legacy Project included a sidewalk master plan that would promote green alternatives to traditional transportation means. Neighborhood sidewalks have become a desirable community feature because they promote energy conservation and reduce pollution emissions by eliminating the need for traditional vehicle use while improving the image and value of a neighborhood.

The Pine Castle Sidewalks and Drainage Improvements Project is part of the County's sidewalk master plan. However, unanticipated revenue reductions and economic challenges have delayed many of the County's infrastructure projects. CDBG-R offers a unique opportunity to advance the County's smart growth agenda while providing permanent economic benefits to a low income neighborhood.

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

Orange County will be the primary organization that will implement the CDBG-R activity. Orange County Public Works Engineering Division will oversee the construction and timely completion of all construction services. Orange County will solicit construction services and issue a construction contract that will include specific requirements of the CDBG-R program.

General administration and compliance for this project will be conducted by:

Orange County Housing and Community Development Division
Mr. Lee Coulter, Program Manager for Capital Improvements
701 E. South Street
Orlando, Florida 32801
(407)836-5168

- (6) 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).

Project #2: Energy Efficiency Rehabilitation Improvements to Orange County Community Centers - \$300,000.00

- (7) 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 Energy Efficiency Improvements to Orange County Community Centers Project involves energy efficient improvements to community centers serving low income communities in Orange County. This project assists in fostering energy independence through the use of modern technology and alternative energy features to help conserve energy. Most of these centers were built in the 1980s when energy efficient standards were not common in the construction industry.

Thousands of low income citizens take advantage of the social services provided at these centers, which include health care services, education courses, recreational activities, seniors program, after school child care and summer programs. Many of these communities have been the most impacted by the current economic recession because low income families are at high risk of financial instability during tough economic times and depend on these centers for the services they provide. The centers have endured physical deterioration because of heavy use by the residents that access these facilities on a regular basis.

The community centers to be assisted with CDBG-R funding are located in low income census tracts or CDBG target areas. One hundred percent (100%) of the CDBG-R funds utilized in this activity will serve a low income community.

In addition to meeting the priority needs of the 2005-2010 Consolidated Plan (Improvements to Public Facilities), this CDBG-R project fits Orange County's Orange to Green Development Program (OGDP). Since the program was approved on March 4, 2008, Orange County has aggressively encouraged sustainable development in our community. The OGDP offers incentives for building owners who incorporate green building techniques into the design and construction of their projects. However, the benefits of green building and energy conservation have not been transferred to lower income communities in the past. Most of the centers have older infrastructure that traditionally involved higher costs to retrofit and bring up to energy efficient standards.

CDBG-R offers the opportunity to bring the benefits of energy conservation and independence to facilities that serve lower income residents in Orange County. Funding for the energy efficient improvements will be leveraged by in kind services provided by Progress Energy (the local private utility company) and Orange County Environmental Protection staff that will assist in the administration and implementation of the project.

Progress Energy, the local utility company, is conducting full scale energy audits at these centers free of charge. Based on the proposed improvements and energy conservation estimates of the audits, the County will issue bid specifications and plans for the project. The specifications will include special requirements of the Recovery Act including, but not limited to: ability to start and complete the project within the required timeline, job creation, reduction of energy costs, other conservation measures such as water conservation; and utilization of parts and products manufactured in the United States, preferably in Florida.

Environmental requirements for this activity involve limited review process; Orange County's ability to meet environmental requirements within the established timeline by the CDBG-R program is feasible.

- (8) 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)).

Orange County plans to implement the project through subcontractors. This activity is expected to generate an estimated 5 part time jobs or assist in retaining 3 full time positions throughout the implementation of the project which is estimated to be 12 months. These jobs range from air conditioner installers and roofers to electricians.

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

In places like Florida, energy efficiency is no longer considered a luxury, but a necessity. Our hot climate requires air conditioning most of the year. The sunny climate makes solar energy and other alternative energy conservation products, ideal energy conservation options for most residents. Despite the fact that modern technology has provided more affordable energy options, many believe that these options are mostly available for new construction rather than for older structures. The perception has been that energy improvements in existing structures involve higher costs that take longer to compensate for the benefits of energy conservation. This is a misleading notion.

As part of the Recovery Act's objectives and goals, this project will help promote energy conservation and reduced pollution emissions through cost efficient, state of the art energy and water conservation improvements to public facilities serving low income communities. These improvements will include but will not be limited to: replacement, tinting and/or sealing of windows, roof insulation, attic fans, upgrades to air conditioning systems, installation of programmable thermostats, solar technology, energy saving devices to reduce electrical consumption and water conservation features.

Orange County will require subcontractors to utilize American made products, as feasible, for all the energy improvements at the center.

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

Orange County will be the primary organization implementing this CDBG-R activity. Orange County's Environmental Protection Division will oversee the construction and timely completion of all energy improvements at the community centers. Orange County will solicit construction services and issue a construction contract that will include specific requirements of the CDBG-R program.

General administration and compliance for this project will be conducted by:
Orange County Housing and Community Development Division
Mr. Mitchell Glasser, Division Manager
701 E. South Street
Orlando, Florida 32801
(407)836-5168

(11) 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).

Project #3: Administration - \$165,000.00

(12) 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.

Orange County will utilize \$165,000 in CDBG-R funds to cover salaries and administrative costs in connection with the planning and implementation the CDBG-R program and activities.

(13) 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)). - N/A

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

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

General administration and compliance for the CDBG-R program will be conducted by:

Orange County Housing and Community Development Division
Mr. Mitchell Glasser, Division Manager
701 E. South Street
Orlando, Florida 32801
(407)836-5168

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:

A public hearing was held on May 20, 2009 at the Housing and Community Development Division. Orange County announced a proposed substantial amendment to the 2008-2009 Action Plan to include the availability of \$1,650,606.00 under the CDBG-R program. The proposed substantial amendment including the CDBG-R Plan was presented to the public and to the Orange County Community Development Advisory Board (CDAB). The CDAB made a recommendation to approve the proposed projects under the CDBG-R funds. This recommendation is scheduled to go before the Orange County Board of County Commissioners on June 2, 2009. The public comment period began May 22, 2009 and ended on June 1, 2009. During this time, the proposed amendment including the CDBG-R Plan was available to the public at the Housing and Community Development Division, the Orange County Public Library and on the County's web site at: www.ocfl.net/housing

To this date, no public comments have been received regarding the proposed use of CDBG-R.

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>Orange County</u> Lead Agency: Housing and Community Development Division Jurisdiction Web Address: www.ocfl.net/housing	CDBG-R Contact Person: Mitchell Glasser, Division Manager Address: 525 E. South Street, Orlando, Fl Telephone: (407) 836-5190 Fax: (407) 836-5193 Email: Mitchell.Glasser@ocfl.net
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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 **Appendix A**

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 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) _____
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) _____
- the CDBG national objective citation,
 Yes 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) **Pages 3-6; 7-9**
- projected number of jobs created for each activity,
Yes No Verification found on page(s) **Page 4; Page 8**
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) **Page 5; Page 9**
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) **Page 6; Page 9**
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) **Page 10**
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) **N/A**
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) **Page 3; Page 7**

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) **Page 11**

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

Yes No Verification found on page(s) **Page 11**

D. CERTIFICATIONS

The following certifications are complete and accurate:

- (1) Affirmatively furthering fair housing Yes No
- (2) Anti-displacement and relocation plan Yes No
- (3) Drug-free Workplace Yes No
- (4) Anti-lobbying Yes No
- (5) Authority of jurisdiction Yes No

- | | | |
|--|---|-----------------------------|
| (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 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|
Optional Certification | | |
| (21) Urgent Need | Yes <input checked="" 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 No
- (14) Compliance with ARRA Yes No
- (15) Project selection Yes No
- (16) Timeliness of infrastructure investments Yes No
- (17) Buy American provision Yes No
- (18) Appropriate use of funds for infrastructure investments Yes No
- (19) 70% of CDBG-R for LMI Yes No

Optional Certification

- (20) Urgent Need Yes No