



## **Community Development Block Grant Program**

Substantial Amendment  
2010-2011 Action Plan  
2011-2012 Action Plan

## **What is an Action Plan?**

The U.S. Department of Housing and Urban Development (HUD) requires the City of Newport Beach to complete an Action Plan document each year in order to receive Community Development Block Grant (CDBG) funds. An Action Plan is a component of the City's Five-Year Consolidated Plan. The current Consolidated Plan was adopted on April 27, 2010 and covers 2010-2014. Each fiscal year's Action Plan document is:

- The City's annual application for CDBG funds.
- A budget document that provides for the allocation of CDBG funds to individual activities.
- A technical document that describes each activity's eligibility and National Objective under the regulations as well as the number of people, households, housing units or public facilities that will be served.
- A planning document that describes how each activity relates to the Strategic Plan objectives and performance goals contained within the Five-Year Consolidated Plan.

## **What is a Substantial Amendment?**

As a condition of the grant, HUD requires the City to provide for Citizen Participation in the planning process. The City established its CDBG Citizen Participation Plan on April 27, 2010. The plan requires citizen participation when certain changes are proposed with respect to activities contained within an Action Plan that has been adopted and submitted to HUD. The changes requiring a "Substantial Amendment" include:

- Carrying out an activity not previously described in the Action Plan;
- Canceling an activity previously described in the Action Plan;
- Increasing or decreasing the amount to be expended on a particular activity from the amount stated in the Action Plan by more than 20 percent; or
- Substantially changing the purpose, scope, location or beneficiaries of an activity.

## **How can residents participate?**

The published public notice specifies how residents can obtain a copy of the Substantial Amendment document. It provides details on the duration of the public review period and to whom comments may be submitted in writing. Substantial Amendments also require a public hearing before the City Council at which time members of the public may express their views on the proposed Substantial Amendment. The process is designed to ensure that residents have an opportunity to provide input into the planning process prior to the City Council's decision on the matter.

### **Substantial Amendment to the 2010-2011 Action Plan**

The City proposes to cancel the following activity:

**Title:** Utility Assessment District Grant Program      **Budget:** \$65,922

**Description:** This activity will provide maximum \$5,000 one-time grants to assist low- income owner-occupied households within the City's utility undergrounding assessment districts. Grants may be used for the actual costs associated with utility hook-ups, up to the program maximum of \$5,000. The City expected to serve 7 households in the first year of the program.

**Reason for Cancellation:** Eight (8) applications were received in FY 2010-2011. The status and disposition of those applicants includes:

- Four (4) were determined eligible and provided with information on how to solicit bids and to contract for the work in conformance with the Program Guidelines. None of those four (4) applicants provided the documentation necessary to actually provide grant assistance.
- Two (2) were determined ineligible based on household income exceeding the 50% of AMI threshold.
- Two applications were determined to be incomplete. Neither applicant provided the necessary documentation to complete their application.

**Future use of Funds:** Subsequent to cancellation, the entire \$65,922 budget is to be allocated to the new 2012-2013 Sidewalk, Curb and Gutter Improvements activity.

### **Substantial Amendment to the 2011-2012 Action Plan**

The City proposes to cancel the following activity:

**Title:** Sidewalk, Curb and Gutter Improvements      **Budget:** \$8,802

**Description:** This activity will repair concrete ADA access pathways and other ADA improvements throughout the city.

**Reason for Cancellation:** The activity was not implemented during 2011-2012 due to insufficient CDBG funds.

**Future use of Funds:** Subsequent to cancellation, the entire \$8,802 budget is to be allocated to the new 2012-2013 Sidewalk, Curb and Gutter Improvements activity as part of the 2012-2013 Action Plan.