

**2008 Annual Action Plan Substantial Amendment: Proposed Use of CDBG-R funds  
City of Winchester, Virginia**

Grantees eligible to receive CDBG-R funds authorized under the American Recovery and Reinvestment Act of 2009 (ARRA) are required to complete a substantial amendment to the 2008 Annual Action Plan. This serves as that substantial amendment, outlining proposed use of CDBG-R funds in the City of Winchester, Virginia and meets all of the as specified in HUD CDBG-R Notice dated 5-05-09, and the President's Responsible Spending Memo dated 3-20-09.

To aid grantees in meeting the submission deadline of June 5, 2009, the CDBG-R Notice waives requirements for compliance with local Citizen Participation Plans. Grantees are instead required to make available the 2008 Annual Action Plan Substantial Amendment: Proposed Use of CDBG-R funds for seven calendar days for public comment. Grantees are encouraged, however, to reach out to all populations, including non-English speaking and disabled persons who may not have access to notices of general circulation. To maximize transparency, HUD requires that each grantee post the Substantial Amendment on the official website and maintain with updates as they occur.

A complete submission contains the following:

- Standard Form 424
- List and Description of Proposed Activities
- E-Submission of Grant Tracking Spreadsheet
- CDBG Certifications
- ARRA Certifications
- Summary of Public Comments Received

For additional information regarding the CDBG-R Program, visit the HUD website at [www.hud.gov](http://www.hud.gov) or [www.recovery.gov/hud](http://www.recovery.gov/hud) to review regular updates to the Program.

**A. General Information**

Grantee Name:	City of Winchester, Virginia
Entity Administering Funds:	City of Winchester, Virginia
CDBG-R Contact:	J. Brannon Godfrey
Title:	City Manager
Address:	15 N Cameron Street Winchester, Virginia 22601
Telephone:	540.667.1815
Fax:	
Email:	
Authorizing Official:	J. Brannon Godfrey, City Manager
Web Address:	<a href="http://www.winchesterva.gov">www.winchesterva.gov</a>
Amount Grantee is eligible to receive:	\$68,076
Amount Grantee is requesting:	\$68,076

## B. Citizen Participation and Public Comment

Winchester's Community Development Committee is a citizen advisory committee responsible for making policy, funding and performance recommendations to the City Council regarding the use of CDBG and local housing funds. The committee meets monthly, and beginning in January, 2009, began to discuss potential projects to be funded with 2009 Program Year CDBG funding. In February, the Committee also began to discuss the potential uses of funding received through ARRA.

Through prioritization of needs and projects for FY 2010, the Committee recommended and City Council approved the following program categories by percentage:

- Administration: 20%
- Public Services
  - o Homeless Prevention: 15%
- Housing:
  - o Housing Repair: 15%
  - o Homeownership: 25%
- Infrastructure: 25%

Original recommendations for use of funding through CDBG-R included application of the same percentages noted above. However, given the limited funds available and the requirements to apply funding to implementation-ready projects that will result in visible, measurable improvements in the community, this Substantial Amendment calls for use of the total CDBG-R funds, \$68,072 for the following:

- Administration: 10% (\$6,807)
- Infrastructure: 90% (\$61,265)

Notice of the proposed use of CDBG-R funds was made available to the public through advertisement in the local newspaper, and on the City's website. Additionally, Community Development stakeholders were notified, including the North and South End Citizens Associations, local Center for Independent Living (Access Independence) and the Latino Connection.

Additionally, the Community Development Committee met May 21, 2009 to review the proposed use of CDBG-R funds and to hear any public comment. Finally, Winchester City Council met May 26, 2009 to hear any final comments regarding the proposed use, and to authorize submission of this Substantial Amendment.

The Public Comment period, May 19<sup>th</sup>- 25<sup>th</sup>, resulted in the following comments:

*<insert public comment summary here>*

## C. Distribution and Administration of Funds

The City of Winchester identified three priority projects for use of CDBG-R funds. They are:

- N Kent Street Sidewalk Improvements (in front of the Douglass Community Learning Center)
- Kern Street Sidewalk Improvements- South Side (between Gray and Smithfield Avenues)
- Kern Street Sidewalk Improvements- North Side (between Gray and Smithfield Avenues)

Each of the projects entails repair and installation of sidewalks in the project areas:

N. Kent Street Sidewalk: Construction of a new 5-foot wide sidewalk adjacent to the Douglass Learning Center on N. Kent Street. The total length of the sidewalk is approximately 200 linear feet. The sidewalk will be constructed behind the existing sidewalk on the School's property. The existing sidewalk behind the curb will be removed and the area restored with topsoil and grass. The majority of the new sidewalk will be concrete, but there will be approximately 20 linear feet of rubber sidewalk panels used next to the large existing trees to minimize the disturbance to the tree roots. ADA ramps with detectable warning surfaces will be constructed at the intersections. Estimated time for construction: 30 days.

Kern Street Sidewalk (South Side): Construction of a new 4-foot wide sidewalk on the south side of Kern Street between Gray and Smithfield, a length of approximately 175 linear feet. No sidewalk currently exists at this location. The sidewalk will be constructed of concrete and will be located behind a new concrete curb that will be constructed on the edge of the street. ADA ramps with detectable warning surfaces will be constructed at the intersections. Estimated time for construction: 30 days.

Kern Street Sidewalk (North Side): Construction of a new 4-foot wide sidewalk on the north side of Kern Street between Gray and Smithfield, a length of approximately 175 linear feet. No sidewalk currently exists at this location. The sidewalk will be constructed of concrete and will be located behind a new concrete curb that will be constructed on the edge of the street. ADA ramps with detectable warning surfaces will be constructed at the intersections. Due to the existing topography, a small retaining wall will need to be constructed behind the sidewalk and an existing section of chain link fence will need to be replaced. Estimated time for construction: 45 days.

Project oversight will be the responsibility of the Public Utilities and Public Works Departments; the projects will be completed utilizing existing city staff from the two departments. The City Manager is responsible for overall management of CDBG-R funding, performance reporting to HUD, the City Council and members of the Public and compliance with all applicable federal regulations.

D. Estimated Budget Summary

CDBG-R Estimated Budget Summary				
	CDBG-R	CDBG09	Local	Total Amount
N Kent Street				
Administration	\$2,269			
Materials	\$15,000			
Labor	\$15,000			
Kern Street- South				
Administration	\$2,269			
Materials	\$10,000			
Labor	\$1,269		\$8,731	
Kern Street- North				
Administration	\$2,269			
Materials	\$20,000			
Labor	\$0		\$20,000	
Total	\$68,076	\$63,412	\$28,731	

E. Authorized Signature

By signing this Substantial Amendment, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (US Code, Title 218, Section 1001).

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Signature/ Authorized Official

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Date

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Title