



# City of Thousand Oaks

## ***CDBG-R Submission and Checklist***

Submitted: June 5, 2009

To : U.S. Department of Housing and Urban Development  
Community Planning and Development  
611 West Sixth Street  
Los Angeles, CA 90017

Attention: Jose S. Monzon, Senior Community Planning  
and Development Representative

***Jurisdiction:***

City of Thousand Oaks

Website / URL where CDBG-R  
Substantial Amendment materials  
are posted:

**[www.toaks.org](http://www.toaks.org)**

***CDBG-R Contact:***

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Submitted by:

Handwritten signature of Caroline R. Milton in cursive.

Caroline R. Milton  
Senior Analyst

CITY OF THOUSAND OAKS  
Community Development Department  
Housing and Redevelopment Division



## **CDBG-R Submission and Checklist**

### **Part B. CDBG-R Information by Activity**

(1). Activity Name: Bella Vista Apartments HVAC Replacement  
(Substantial Amendment # 2 to PY 2008 CDBG Action Plan)

(2) Activity Narrative – Proposed CDBG-R Action Plan:

	Activity Description
a.	<p>In accordance with procedures and guidance disseminated by the U.S. Department of Housing and Urban Development (HUD), the City of Thousand Oaks is proposing Amendment # 2 to the City's PY 2008 Community Development Block Grant (CDBG) Action Plan to allocate CDBG-R funding totaling \$182,881 to an activity previously proposed to be partially funded with PY 2009 CDBG funds.</p> <p>As shown in the Part A "Activity Data Spreadsheet", the City of Thousand Oaks is proposing to use \$182,881 in CDBG-R funds, plus \$47,179 in PY 2009 CDBG entitlement grant funds, for a total CDBG budget of \$230,060, to replace 63 roof-mounted air conditioning condenser units and 63 in-unit heaters at the low-income Bella Vista Apartments located at 2011-2025 Los Feliz Drive, Thousand Oaks, CA 91362 (Census Tract 71, Block Group 1.) All tenants are screened for income eligibility by Many Mansions to ensure their eligibility for residency as lower-income households.</p> <p>In January 2009, Many Mansions estimated the cost to replace 63 HVAC units at \$196,648. (This estimate is six months old and may need to be updated, potentially resulting in a cost increase.) In addition to equipment purchase and installation costs, funding for Davis-Bacon wage compliance by a consultant firm is estimated at \$10,000.</p> <p>If the project stays within budget and costs \$206,648, the City will discuss with Many Mansions other urgent needs that could be addressed with the remaining CDBG funds totaling \$23,412. Following the processing of a substantial amendment, the City would use these funds for other affordable housing improvements, or would re-program the funds to a different activity.</p>

## CDBG-R Submission and Checklist

b.	<p>HUD's guidance to grantees on the potential uses of CDBG-R funds includes the following sentence:</p> <p style="padding-left: 40px;">“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.”</p> <p>Given the limited CDBG-R funding allocated to Thousand Oaks (\$182,881) and in response to HUD's guidance, the City of Thousand Oaks believes the proposed Bella Vista project to replace the non-functioning and/or inefficient cooling and heating systems at the lower-income Bella Vista Apartments represents the best and highest use of these funds. The replacement HVAC units will use less energy thereby creating a “greener” building infrastructure while reducing the utility costs currently being borne by individual Bella Vista residents.</p>
Background	
c.	<p>In January 2009, during the City's annual Community Development Block Grant (CDBG) needs assessment process, Many Mansions, a Thousand Oaks-based Community Housing Development Organization (CHDO), identified the need to replace 63 non-functional and/or inefficient roof-mounted air conditioners and 63 in-unit heaters in similar or like condition. Many Mansions owns and manages the complex and would be the organization implementing the proposed CDBG-R-funded rehabilitation. A copy of Many Mansions' funding request letter is included as <b>Attachment 1</b> to this submission. Also included is an updated (June 4, 2009) Scope of Work for the proposed HVAC replacement activity</p>
d.	<p>All of Bella Vista's residential units are restricted by Many Mansions to low-income (80% of area median income) and very-low income (50% area median income) households. Along with its management of the complex, Many Mansions offers its tenant households a variety of supportive services for adults and children.</p>

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e.	<p>Each residential unit at Bella Vista has its own roof-mounted air conditioner and a heater located inside the apartment. In Thousand Oaks' warm climate, an air conditioner is more a necessity for decent housing, than a luxury as it might be in cooler weather areas. Many Mansions reports that, during the extreme heat in the fall of 2008, some Bella Vista tenants experienced, not merely discomfort, but medical problems because their unit's air conditioner was not working.</p>
f.	<p>In response to that 2008 heat emergency, Many Mansions used some of its reserve funding to replace 8 air conditioning condensers and heaters. In 2007, Many Mansions had previously replaced 1 other air conditioner for a total replacement of 9 units to date. Many Mansions is now seeking CDBG funding to replace the remaining 63 roof-mounted air conditioning condensers and 63 in-unit heaters.</p>
g.	<p>Because the air conditioners (condenser units) are roof-mounted, a crane is needed for removal of existing units and placement of new units. Many Mansions has estimated the cost to replace 63 roof-mounted A/C condensers and 63 in-unit heaters at \$196,658. If approved, the City's CDBG-R allocation totals \$182,881 which would fund approximately 93 percent of the project's cost. In addition, the City previously proposed to allocate \$47,179 from the City's regular PY 2009 CDBG entitlement. This additional funding will be used to replace the remaining HVAC units, cover the City's costs for a contractor to verify Davis-Bacon wage compliance for project labor and be available to address other affordable housing needs, pending the processing of a Substantial Amendment by the City.</p>
<p><b>City Council Approval of Substantial Amendment # 2 to PY 2008 CDBG Action Plan</b></p>	
h.	<p>The Thousand Oaks City Council approved the proposed Substantial Amendment # 2 and CDBG-R Action Plan at its May 19, 2009 meeting. During Council action, the Council directed the City Manager to supplement the proposed \$182,881 in CDBG-R funds with the additional funds needed for Many Mansions to replace all 63 air conditioners and heaters at the same time. The City would then reimburse the general fund from PY 2009 CDBG funds when said funding becomes available. Any PY 2009 funds totaling \$47,179 allocated, but not needed, to supplement CDBG-R funds for Many Mansions, would be re-programmed to other CDBG projects following the processing of</p>

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	a Substantial Amendment to the PY 2009 CDBG Action Plan.
i.	Preserving and creating jobs and promoting economic recovery
	The use of CDBG-R funds to replace 63 roof-mounted air conditioner condensers and 63 in-unit heaters at the Bella Vista Apartments will create 7 temporary full-time jobs for the installation contractor and the crane operator and indirectly preserve jobs for the manufacturers of the air conditioner and heating units, the suppliers of materials to those manufacturers and those persons involved in shipping and delivering the goods from the manufacturer to the supplier and from the supplier to the vendor.
j.	Assisting those most impacted by the recession
	The purchase by Many Mansions of 63 air conditioning units and 63 heaters will assist the lower-income wage earners involved in the manufacture, shipping and installation of the replacement HVAC units. In addition, 63 lower-income Bella Vista households will gain more decent housing with adequate heating and cooling for their homes, at a lower utility cost through the use of energy-efficient replacement HVAC units.
k.	Providing investment needed to increase economic efficiency
	The lower-income households occupying the 63 Bella Vista apartment units will be assisted because they currently pay higher electricity and gas bills due to the inefficiency of the old and/or malfunctioning HVAC units currently on site. The proposed replacement units will result in greater energy efficiency and lower utility bills for lower-income Bella Vista residents.
l.	Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits
m.	Currently, the lower-income residents of Bella Vista apartments pay higher gas and electric bills because their heater and air conditioner units are old and inefficient. Replacing these units will result in long-term utility cost decreases for these households as new units will require less energy and be more cost-effective.
n.	The York air conditioning units proposed to be purchased and installed with CDBG-R funds are manufactured in the U.S.A. The proposed purchase will help stabilize and preserve jobs at the materials supplier(s), the manufacturer(s), the shipper(s), the supplier(s) and the installer(s).

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o.	Minimizing or avoiding reductions in essential services
	<p>Many Mansions' President Rick Schroeder has stated that Bella Vista rental households experienced medical problems due to non-functioning air conditioners in the high heat of fall 2008. Replacing these units will avoid a recurrence of heat-related medical problems for these lower-income persons.</p>
p.	Fostering energy independence
	<p>While the proposed activity would not make Bella Vista residents independent from the need to purchase electricity and gas from local providers, it would significantly reduce the amount of their limited incomes they spend on these utilities, while improving their quality of life through efficient heating and cooling of their primary residences.</p>
<b>(3) Jobs Created:</b>	
a.	<p>According to Many Mansions, this activity is anticipated to create 7, full-time temporary jobs – 4 to remove old roof-mounted condensers and install new roof-mounted units (and in-unit heaters) and 3 crane operators.</p>
b.	<p>Estimated duration of temporary full-time employment totals 1,176 hours as follows:</p> <p>7 workers x 21 days x 8 hours/day = 1,176 hours.</p>
<b>(4) Additional Activity Information:</b>	
a.	How activity will promote energy conservation
	<p>This activity will replace 63 aged and inefficient air conditioners and 63 heaters with new, more energy-efficient models that will heat and cool more effectively while using less power.</p>

## **CDBG-R Submission and Checklist**

b.	<p>Will at least 70 percent of CDBG-R funds be used to benefit persons of low and moderate income?</p> <p>The City will use 100 percent of CDBG-R funds to benefit the low- and very low-income residents of the Bella Vista Apartments by allocating the City's entire CDBG-R allowance totaling \$182,881 for the replacement of HVAC equipment. The City will not take any administrative allowance from the CDBG-R grant. No CDBG-R funds will be used for administration and no CDBG-R funds will be used for public services</p>
c.	<p><b>Activity Eligibility</b></p> <p>The City is qualifying its proposed use of CDBG-R funds to replace HVAC units at Bella Vista Apartments as a "14-B-Rehab, Multi-Unit Residential", with a National Objective of Benefits to Low-Moderate Income persons (LMC); see the Part A spreadsheet.</p> <p>However, as described elsewhere in this narrative, Many Mansions president Rick Schroeder has stated that some Bella Vista tenants suffered health problems on excessively hot days in 2008 when their air conditioners did not work. For this reason, the City has signed the CDBG-R optional certification to recognize that, with summer coming, there is an element of urgency in replacing these HVAC units.</p>
(5)	<b>Responsible Organization:</b>
a.	Contact information for the organization that will implement the CDBG-R activity
	<p><b>Name:</b> Many Mansions</p>
	<p><b>Location:</b> 1459 E. Thousand Oaks Boulevard, Building D, Thousand Oaks, CA 91362</p>
	<p><b>Administrator:</b> Contact Information: Rick Schroeder, President Phone: (805) 496-4948, Fax: (805) 497-1305; e-mail: <a href="mailto:rick@manymansions.org">rick@manymansions.org</a></p>

## **CDBG-R Submission and Checklist**

### **C. CDBG-R Public Comment**

(1)	Public Notification
a.	<p>On Wednesday, May 13, 2009, the City published a legal notice in the Thousand Oaks Star newspaper, initiating a 7-day public comment period for the City Council's consideration of a proposed CDBG-R funded project. A copy of the City's notice signed by the Thousand Oaks City Clerk is provided herewith as <b>Attachment 2</b> to this document.</p> <p>In addition to being published in the Thousand Oaks Star, a copy of the Public Notice was posted at the City Clerk's Department at Thousand Oaks City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362 and on the City's internet web site <a href="http://www.toaks.org">www.toaks.org</a>.</p>
b.	<p>Also on Wednesday, May 13, 2009, the City posted a notice at the top of the City's internet home page (<a href="http://www.toaks.org">www.toaks.org</a>) describing the City's proposed CDBG-R activity the 7-day public comment period, and the scheduling of City Council review at the May 19, 2009 City Council meeting.</p> <p>A copy of the City's internet posting which included copies of the City's public notice, a copy of HUD's guidance to grantees and a copy of the funding request from Many Mansions is provided herewith as <b>Attachment 3</b> to this document.</p>
(2)	City Council Approval of Proposed CDBG-R Activity and Submission to HUD
a.	<p>Following the public notice described above, the City Council met at 6 pm, Tuesday, May 19, 2009 to consider various items of business including, as a Department Report, the City's Proposed Use of \$182,881 in CDBG-R funds to replace cooling and heating systems at the lower-income Bella Vista Apartments on Los Feliz Drive, owned and operated by local non-profit affordable housing developer/manager Many Mansions. A copy of the staff report for the City Council's review of the proposed CDBG-R activity is included as <b>Attachment 4</b> to this submission.</p>
b.	<p>The City of Thousand Oaks provides opportunities for public comment for all items on the City Council's agenda. Prior to consideration of the City's proposed CDBG-R project, the City Clerk invited members of the public to comment on the item. However, despite the City's efforts to engage the public in a discussion of this proposed CDBG-R funded activity, <b>no public comments were received either in response to the City's published informational notice, to the City's website posting, or at the May 19, 2009 City Council meeting.</b></p>

## **CDBG-R Submission and Checklist**

### **D. Other CDBG-R Requirements**

	As required by HUD the City is attaching the following documents:
1.	CDBG-R Substantial Amendment Grantee Checklist
2.	Federal Certifications
3.	CDBG-R Form SF 424

### **E. List of City's CDBG-R Attachments**

1.	Many Mansions Funding Request Letter (January 23, 2009) and updated Scope of Work (June 4, 2009)
2.	Public Notice for Thousand Oaks Star, Date of Publication, May 13, 2009
3.	Copy of Materials Posted on City's Website, May 13, 2009
4.	Copy of City Council Staff Report, May 19, 2009, annotated by the City Clerk to show "Approved as Recommended, 5 – 0" of the City's Proposed CDBG-R Submission.

# 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

<p><i>Jurisdiction:</i></p> <p>City of Thousand Oaks</p> <p>Website / URL where CDBG-R Substantial Amendment materials are posted:</p> <p style="text-align: center;"><b>www.toaks.org</b></p>	<p><i>CDBG-R Contact:</i></p> <p>Caroline R. Milton, Senior Analyst Community Development Dept. Housing Division, Suite B 2100 Thousand Oaks Boulevard Thousand Oaks, CA 91362</p> <p>Telephone: 805-449-2331 Fax: 805-449-2390 Email: cmilton@toaks.org</p>
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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 2

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: 6/05/2009

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) 2

- the Eligibility citation (eligibility regulatory cite or HCDA cite),

Yes  No  Verification found on page(s) 2

- the CDBG national objective citation,

Yes  No  Verification found on page(s) 2

**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) 6, 7
- projected number of jobs created for each activity,  
Yes  No  Verification found on page(s) 7
- whether an activity will promote energy efficiency and conservation,  
Yes  No  Verification found on page(s) 6, 7
- the name, location, and contact information for the entity that will carry out the activity,  
Yes  No  Verification found on page(s) 8
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes  No  Verification found on page (s) 8
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes  No  Verification found on page (s) 8
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes  No  Verification found on page (s) 8

**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) 9, Attachments 2 & 3

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

Yes  No  Verification found on page(s) 9

**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 <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"/> |
| (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"/> |

**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 <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"/> |

# CERTIFICATIONS

(1) **Affirmatively furthering fair housing.** The jurisdiction will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.

(2) **Anti-displacement and relocation plan.** The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under CDBG-R.

(3) **Drug Free Workplace.** The jurisdiction will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

(4) **Anti-lobbying.** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(5) **Authority of Jurisdiction.** The jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.

(6) **Consistency with Plan.** The housing activities to be undertaken with CDBG-R funds are consistent with its consolidated plan.

(7) **Section 3.** The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

(8) **Community development plan.** The jurisdiction certifies that the consolidated housing and community development plan identifies housing and community development needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the statute authorizing the CDBG program.

(9) **Following a plan.** The jurisdiction is following a current consolidated plan that has been approved by HUD.

(10) **Use of funds.** The jurisdiction has developed activities so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families or aid in the prevention of slums or blight. Additional activities may be included that are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG-R funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

**2. Special Assessments.** The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG-R funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG-R funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds, unless CDBG-R funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds if the jurisdiction certifies that it lacks CDBG-R or CDBG funds to cover the assessment.

(11) **Excessive Force.** The jurisdiction certifies that it has adopted and is enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and (2) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(12) **Compliance with anti-discrimination laws.** The CDBG-R grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

(13) **Compliance with lead-based paint procedures.** The activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K, and R of this title.

(14) **Compliance with laws.** The jurisdiction will comply with applicable laws.

(15) **Compliance with ARRA.** The jurisdiction will comply with Title XII of Division A of the American Recovery and Reinvestment Act of 2009.

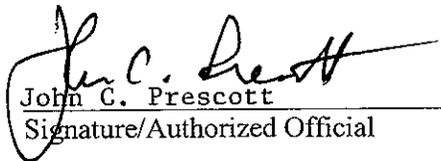
(16) **Project selection.** The jurisdiction will select projects to be funded, by giving priority to projects that can award contracts based on bids within 120 days from the date the funds are made available to the recipient, and that will ensure maximum job creation and economic benefit.

(17) **Timeliness of infrastructure investments.** When the jurisdiction uses CDBG-R funds for infrastructure investments, the grantee will give preference to quick-start and finish activities, including a goal to use at least 50 percent of the funds for activities within 120 days of enactment of the Recovery Act.

(18) **Buy American provision.** The jurisdiction will ensure that all iron, steel and manufactured goods used in construction, alteration, repair, or maintenance of a public building or public work project assisted with CDBG-R funds under the Recovery Act must be produced in the United States unless the Secretary finds that: (1) the requirement is inconsistent with public interest; (2) those goods are not reasonably available or produced in sufficient quantity in the U.S.; (3) or the use of the goods will increase the project cost by more than 25 percent.

(19) **Appropriate use of funds for infrastructure investments.** The Governor, mayor, or other chief executive, as appropriate certifies, that any infrastructure investments have received the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars. Alternatively, a grantee's chief elected official certifies that infrastructure investments will receive the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars.

(20) **70% of CDBG-R for LMI.** The aggregate use of CDBG-R funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the grant is expended for activities that benefit such persons over the life of the CDBG-R grant.

  
John C. Prescott  
Signature/Authorized Official

6-4-09  
Date

Community Development Director  
Title

OPTIONAL CERTIFICATION

CDBG-R

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

Where the urgent need is the current economic conditions, the grantee certifies that the activity is alleviating current economic conditions which pose a threat to the economic welfare of the community in which the activity is being carried out, the recipient is unable to finance the activity on its own, and other sources of funding are not available.

  
John C. Prescott  
Signature/Authorized Official

6-4-09  
Date

Community Development Director  
Title

**Application for Federal Assistance SF-424**

Version 02

<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>*Other (Specify)</b> _____
--	---	----------------------------------

<b>3. Date Received:</b>	<b>4. Applicant Identifier:</b>
--------------------------	---------------------------------

<b>5a. Federal Entity Identifier:</b>	<b>*5b. Federal Award Identifier:</b>
---------------------------------------	---------------------------------------

**State Use Only:**

<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>
-----------------------------------	---

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** City of Thousand Oaks

<b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 95-236-7314	<b>*c. Organizational DUNS:</b> 05-575-1937
--	--

**d. Address:**

**\*Street 1:** 2100 Thousand Oaks Blvd  
**Street 2:** \_\_\_\_\_  
**\*City:** Thousand Oaks  
**County:** Ventura  
**\*State:** CA  
**Province:** \_\_\_\_\_  
**\*Country:** USA  
**\*Zip / Postal Code** 91362

**e. Organizational Unit:**

<b>Department Name:</b> Community Development Department	<b>Division Name:</b> Housing and Redevelopment Division
---	---

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Ms.      **\*First Name:** Caroline  
**Middle Name:** R.  
**\*Last Name:** Milton  
**Suffix:** \_\_\_\_\_

**Title:** Senior Analyst

**Organizational Affiliation:**

**\*Telephone Number:** (805) 449-2331      **Fax Number:** (805) 449-2390

**\*Email:** cmilton@toaks.org

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.253 \_\_\_\_\_

CFDA Title:

Entitlement \_\_\_\_\_

**\*12 Funding Opportunity Number:**

N/A \_\_\_\_\_

\*Title:

CDBG-R \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Thousand Oaks, CA

**\*15. Descriptive Title of Applicant's Project:**

Replacement 63 roof-mounted air conditioner units and 63 in-unit heaters at the lower-income Bella Vista Apartments, 2011-2025  
Los Feliz Drive, Thousand Oaks, CA 91362..

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: CA-024

\*b. Program/Project: All

**17. Proposed Project:**

\*a. Start Date: 10/1/2009

\*b. End Date: 12/31/2009

**18. Estimated Funding (\$):**

*a. Federal	182,881
*b. Applicant	
*c. State	
*d. Local	
*e. Other	47,174
*f. Program Income	
*g. TOTAL	230,055

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes       No

21. \*By signing this application, 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. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

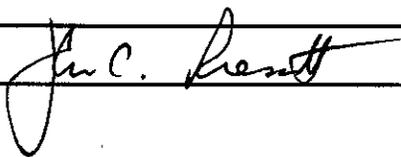
Prefix: Mr. \_\_\_\_\_ \*First Name: John \_\_\_\_\_  
Middle Name: C. \_\_\_\_\_  
\*Last Name: Prescott \_\_\_\_\_  
Suffix: \_\_\_\_\_

\*Title: Community Development Director

\*Telephone Number: (805) 449-2311

Fax Number: (805) 449-2350

\* Email: JPrescott@toaks.org

\*Signature of Authorized Representative: 

\*Date Signed: 6-4-09

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

**Substantial Amendment # 2 to  
PY 2008 CDBG Action Plan**

# **CDBG-R Activity Proposal**

## **Attachment 1**

**Many Mansions Funding Request Letter  
(January 23, 2009) and**

**Updated Scope of Work (June 4, 2009)**



January 23, 2009

Russ Watson  
Housing & Redevelopment Division  
City of Thousand Oaks  
Community Development Department  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

Re: Request for CDBG Funds  
Repair Work at Bella Vista Apartments

Dear Mr. Watson:

The purpose of this letter is to request an allocation of CDBG funds from the City of Thousand Oaks for additional repair work at the Bella Vista Apartments. In this letter we set out our specific request for CDBG funds, a short background of Bella Vista and its prior rehabilitation work, the need for new air conditioning and heating units, the proposed scope of work, and arguments for such funding.

**Request for CDBG Funds**

On behalf of Many Mansions, we request that the City allocate \$46,915 from its upcoming allocation of Community Development Block Grant (CDBG) funds for additional repair work at the Bella Vista Apartments, specifically for the replacement of 15 air conditioner condensers, heaters, and other related equipment ("air conditioner/heaters").

As set out below, if there are more funds available, we request additional funds; if there are fewer funds available, then we request a smaller allocation. Replacing all 63 air conditioner/heaters would cost around \$196,658. The following table (and Attachment "B") sets out a range of funding options:

Number of Units Replaced (air conditioner and heater)	Total Cost
10	\$31,185
15	\$46,915
20	\$62,370
30	\$93,555

*Providing hope and homes*



Number of Units Replaced (air conditioner and heater)	Total Cost
40	\$124,740
50	\$155,925
63	\$196,658

### **Background--Bella Vista Apartments & Prior Rehabilitation Work**

The Bella Vista Apartments is an eight building 72 unit apartment complex located at 2011-2025 Los Feliz Drive, Thousand Oaks California ("Bella Vista"). The buildings were built in 1972.

Many Mansions acquired Bella Vista on June 30, 2005 through funding from the State of California, the City of Thousand Oaks Redevelopment Agency, and a tax-exempt bond issued through the City of Thousand Oaks Redevelopment Agency.

All residential units are restricted to low-income (80% area median income) and very-low income (50% area median income) households. Along with its management of the complex, Many Mansions offers a variety of service programs to the Bella Vista residents, including the adults and children.

In 2005 and 2006 Many Mansions spent approximately \$540,000 from project funds on rehabilitation which addressed several immediate health and safety issues. Although the buildings were *generally* in good condition, we found a number of maintenance and other items that raised certain immediate health and safety concerns including decaying stair wells, decaying patios, a cracked boundary wall, and poor exterior lighting.

Unfortunately, over the last several years Many Mansions discovered other deferred maintenance problems at Bella Vista, including the fact that most of the buildings experienced severe water intrusion and leakage arising from old and defective roofs.

In 2008, Many Mansions spent an additional \$240,332 in CDBG funds, previously awarded by the City of Thousand Oaks, to completely replace five out of the eight building roofs. It was hoped that all eight roofs could have been replaced; however, the prevailing wage and other requirement associated with federal funding increased the projected costs of the planned roof repairs and only five of the buildings could be repaired.

### **Need for New Air Conditioning/Heating Units**

Another issue Many Mansions discovered in its management of Bella Vista is the poor quality of the air conditioning and heating units for almost all of the 72 units at Bella Vista.

While Many Mansions considered the acquisition of the Bella Vista property in 2004 and 2005, its consultants examined the existing air conditioners and the existing heating units at Bella Vista. Each residential unit at Bella Vista (72 units) has its own heater and its own air conditioner. The air conditioner condensers, though, are located upon the roofs of the buildings. The heaters are inside the tenants' unit.

Although it was known that the air conditioner condensers and the heaters were rather old, they *appeared* to be functional and in adequate shape.

However, over the years, Many Mansions discovered that many of the air conditioner condensers were not functional and actually had not worked for several years. The residents, unfortunately, were reluctant to report this fact to Many Mansions because of their poor experience with the prior management.

Additionally, these units were not very energy efficient. Although each tenant household gets a deduction from their rent as a 'utility allowance,' the tenant household is the one responsible for paying for electricity. The inefficiency of the air conditioner/heaters results in higher electricity and gas bills, which the low-income tenants must pay.

Lastly, the roof repair work in 2008 disrupted the condensers, resulting in many condensers not working. During the roof work, all the condensers had to be removed. However, most of these condensers were in such poor condition that many could not be properly re-wired and re-installed.

Because of the extreme heat we experienced in the fall of 2008, the effected tenant households experienced not only discomfort, but some suffered medical problems. Many Mansions used money from its reserve account to replace eight air conditioner condensers and heaters. In 2007 Many Mansions had previously replaced one other air conditioner condenser.

### **Proposed Scope of Work**

Many Mansions would like to replace the remaining 63 air conditioner condensers and 63 heaters at Bella Vista.

The work would be difficult. As mentioned above, the air conditioner condensers are on the roof and require a crane for installation.

We have bids and invoices from the prior work in the fall of 2008. The replacement of each air-conditioner condenser, the A/C coils, and the heater plus the labor came to around \$2,900 a unit. The additional permits cost \$53 a unit and the crane \$250 per three hours. The contractor (Pacific Air & Heating) would, however, charge only \$2,750 a unit for a job involving the purchase of more than 6 units (See Attachment "A" for quotes and prior invoices).

Thus, the total work to replace 63 air conditioner condensers and 63 heaters would be around \$196,658 (See Attachment "B" for calculations).

Many Mansions recognizes that there is not \$196,658 in available CDBG funds. A range of funds is thus sought depending upon the number of units replaced:

Number of Units Replaced (air conditioner and heater)	Total Cost
1	\$3,366
10	\$31,185
15	\$46,915
20	\$62,370
25	\$78,100
30	\$93,555
35	\$109,285
40	\$124,740
45	\$140,470
50	\$155,925
55	\$171,655
60	\$187,110
63	\$196,658

Many Mansions is specifically asking the City to fund at least \$46,915 (15 units). To the extent the City cannot fund the additional amount, Many Mansions will seek private sources (grants, donations) for the additional work.

#### **Argument for Funding**

Replacing the air conditioners and heaters at Bella Vista would be a wise and desired use of CDBG funds.

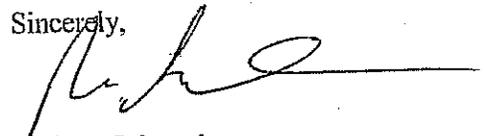
First, the replacement of such air conditioners/heaters at Bella Vista qualify as a permissible use of CDBG funding since the capital work would be at a property restricted to low and very-low income residents. Such capital equipment replacements are a recognized and preferred use of CDBG funds, especially where the funds assist low-income households.

Second, the replacement of such air conditioners/heaters at Bella Vista would address important health and safety concerns. As is known, Thousand Oaks can be rather warm in the summer/fall and somewhat cold in the winter/spring. Properly working air conditioners and heaters would provide the needed support for our most vulnerable population to sickness. Indeed, the experience previously cited revealed several tenants with serious health issues—issues exacerbated by nonworking air conditioners.

Third, the replacement of such air conditioners/heaters at Bella Vista is cost efficient and will have to be done at some time in the future. Within several years all remaining air conditioner/heaters will cease working. It will save Many Mansions and Bella Vista money in the long run, to efficiently replace as many of these units as possible while costs are still relatively low. This could directly benefit the Redevelopment Agency in the long run since, at some point, the Redevelopment Agency will share in the residual receipts generated at Bella Vista.

Fourth, the replacement of such air conditioners/heaters at Bella Vista would financially benefit these low-income residents since there would be substantial energy savings. Not only would the resulting energy savings from modern air conditioners/heaters be good for our environment, but the resulting savings would be directly passed on to the tenants since the tenants pay for all utilities (gas, electricity). A savings of just 30% per unit would result in savings of more than \$360 a year per average household<sup>1</sup>--a welcome savings in these unsettling economic times.

Sincerely,



Rick A. Schroeder,  
President,  
Many Mansions

city-02

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<sup>1</sup> Assuming that the average household pays \$80 a month in electricity and \$20 a month in gas, a savings of 30% results in an annual savings of \$360  $[(30\% \times (\$80 + \$20)) \times 12 = \$360]$

**Attachment "A"**



**PACIFIC AIR & HEATING**  
4456 VISTA DEL VALLE DR.  
MOORPARK, CA 93021  
(805) 529-3090 (805) 529-5769 FAX  
LICENSE # 424610

# INVOICE

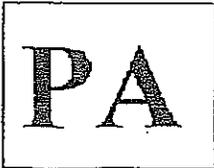
**CUSTOMER:**  
MANY MANSIONS  
BELLA VISTA APARTMENTS  
2011-2025 LOS FELIZ DRIVE  
THOUSAND OAKS, CA 91360

**JOB SITE:**  
MICHAEL RAMAKRISHNAN  
MANY MANSIONS

**DATE:**  
JANUARY 20, 2009

<b>DESCRIPTION OF WORK PERFORMED:</b>	
1.	2 TON A/C UNIT 13 SEER YORK
2.	2 TON HEATER 80 % YORK
3.	2 TON A/C COIL
4.	SHEET METAL
5.	LABOR
3 UNITS @ \$2900.00 EA -	\$8700.00
PERMITS -	159.00
CRANE SERVICE -	<u>250.00</u>
<b>TOTAL:</b>	<b>9109.00</b>
<b>PAID:</b>	<b>9755.00</b>
<b>CREDIT DUE:</b>	<b>646.00</b>

PAID  
CK # 28460



**PACIFIC AIR & HEATING**  
 4456 VISTA DEL VALLE DR.  
 MOORPARK, CA 93021  
 (805) 529-3090 (805) 529-5769 FAX  
 LICENSE # 424610

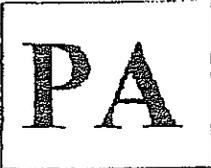
# QUOTE

**CUSTOMER:**  
 MANY MANSIONS  
 BELLA VISTA APARTMENTS  
 2011-2025 LOS FELIZ DRIVE  
 THOUSAND OAKS, CA 91360

**JOB SITE:**  
 MICHAEL RAMAKRISHNAN  
 MANY MANSIONS

**DATE:**  
 JUNE 26, 2008

<b>DESCRIPTION OF WORK TO BE PERFORMED:</b>	
<ol style="list-style-type: none"> <li>1. 2 TON A/C UNIT 13 SEER YORK</li> <li>2. 2 TON HEATER 80 % YORK</li> <li>3. 2 TON A/C COIL</li> <li>4. SHEET METAL</li> <li>5. LABOR</li> </ol>	
<p>ONE TO FIVE UNITS: \$2,900.00          SIX OR MORE UNITS: \$2,750.00</p>	
<p><b>ADDITIONAL:</b></p> <ol style="list-style-type: none"> <li>1. CRANE SERVICE: \$250.00</li> <li>2. PERMITS AND CITY FEES</li> </ol>	
<p style="text-align: center;"><b>PAID</b></p> <p>DEPOSIT          CK 28013</p>	<p>\$ 2500</p>



**PACIFIC AIR & HEATING**  
 4456 VISTA DEL VALLE DR.  
 MOORPARK, CA 93021  
 (805) 529-3090 (805) 529-5769 FAX  
 LICENSE # 424610

# INVOICE

**CUSTOMER:**  
 MANY MANSIONS  
 BELLA VISTA APARTMENTS  
 2011-2025 LOS FELIZ DRIVE  
 THOUSAND OAKS, CA 91360

**JOB SITE:**  
 MICHAEL RAMAKRISHNAN  
 MANY MANSIONS

**DATE:**  
 SEPTEMBER 18, 2008

**DESCRIPTION OF WORK PERFORMED:**

1. 2 TON A/C UNIT 13 SEER YORK
2. 2 TON HEATER 80 % YORK
3. 2 TON A/C COIL
4. SHEET METAL
5. LABOR

**DEPOSIT RECEIVED - \$2,500.00**

**JOB COMPLETED BALANCE DUE**

512,000.

**PAID**  
 C14 28043



**PACIFIC AIR & HEATING**  
 4456 VISTA DEL VALLE DR.  
 MOORPARK, CA 93021  
 (805) 529-3090 (805) 529-5769 FAX  
 LICENSE # 424610

# INVOICE

**CUSTOMER:**  
 MANY MANSIONS  
 BELLA VISTA APARTMENTS  
 2011-2025 LOS FELIZ DRIVE  
 THOUSAND OAKS, CA 91360

**JOB SITE:**  
 MICHAEL RAMAKRISHNAN  
 MANY MASIONS

**DATE:**  
 SEPTEMBER 18, 2008

<b>DESCRIPTION OF ADDITIONAL CHARGES:</b>	
1. CRANE SERVICE	\$250.00
2. PERMITS	\$303.25
<b>TOTAL DUE:</b>	<b>\$553.25</b>

PAID

**Attachment "B"**

