



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
HYBRID (VIRTUAL & IN PERSON)
Thursday, February 10, 2022
6:00 PM

MASKS ARE REQUIRED FOR IN PERSON PARTICIPATION REGARDLESS OF VACCINATION STATUS

Pursuant to California Government Code section 54953(e)(1)(A) and (C) and the Seaside City Council's resolution authorizing virtual participation in public meetings given the COVID-19 pandemic; meetings of the Seaside City Council and its Boards, Commissions and Committees are being conducted with a hybrid format providing both in person and virtual (electronic) participation in order to promote social distancing and protect the health and safety of attendees.

PUBLIC COMMENTS: To make a public comment, the following options are available:

- Before the Meeting via Email: Written comments can be emailed to hnoori@ci.seaside.ca.us Include the following subject line: "Public Comment Item #" (insert the agenda item number relevant to your comment). Written comments are due at least two (2) hours prior to the start of the scheduled meeting time. All submitted comments are provided to the Commission for consideration.
- During the meeting via Public Comment: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Clerk will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your comments, with time set by the discretion of the Chair.

VIRTUAL MEETING ACCESS

This meeting can be watched via the City of Seaside Recreation YouTube channel:

https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

Or by joining the Zoom meeting link:

<https://us02web.zoom.us/j/85459616024?pwd=M2dHNGlyVzUyRVAYTTFXSldwWnliZz09>

Or call in phone number: 669-900-9128

Meeting ID: 854 5961 6024

Passcode: 135840

1. CALL TO ORDER

2. ROLL CALL

Trent Parker
Tina Cormier
Dayana Bergman

Committee Member
Committee Member
Committee Member

3. PUBLIC COMMENT

Members of the public wishing to address the Committee on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. COMMITTEE MEMBER INTRODUCTIONS

5. ELECTION OF OFFICERS

A. NOMINATE AND ELECT A CHAIR, VICE-CHAIR, AND SECRETARY FOR A ONE YEAR TERM

6. CONSENT AGENDA

A. RECEIVE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MEMBERSHIP GUIDE

B. RECEIVE FY20-FY24 CONSOLIDATED PLAN (ConPLAN)

C. RECEIVE FY22 ANNUAL ACTION PLAN (AAP)

D. RECEIVE FY21 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

E. RECEIVE SEASIDE CDBG CITIZEN PARTICIPATION PLAN

7. BUSINESS ITEMS

A. OVERVIEW THE FY22-FY24 NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR APPLICATIONS

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS FROM STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
February 24, 2022

6:00 p.m.

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:

<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 5.A.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

**SUBJECT: NOMINATE AND ELECT A CHAIR, VICE-CHAIR, AND SECRETARY
FOR A ONE YEAR TERM**

RECOMMENDATION

BACKGROUND

Pursuant to CDAC membership guide and the City's Boards, Commissions and Committees Handbook, CDAC must elect a Chair, Vice-Chair, and Secretary. The Chair shall serve a one year term with the option of reappointment for one additional year.

The Committee Chair or, if there is no Chair, the person who called the meeting to order, will ask for nominations for the office of Chair. Any member of the Committee may nominate himself/herself or any other member of the Committee; no second is required. Once nominations are complete, the Chair will close nominations, announce the slate of nominees, and ask for a vote on the nominees in the order of nomination.

Each voting member of the Committee shall have one vote. The nominee receiving votes from a majority of the members in attendance shall be declared the winner. If no member receives a majority, the process shall be repeated, except in the event of a tie between the top two vote-getters, in which case a run-off shall be held. The winner shall assume the office of Chair immediately.

Using the same procedure, the new Chair shall secure the election of a Vice Chair. The Committee may also appoint a Secretary.

Officer roles are described below:

Chair: The Chair is responsible to preside at meetings, establish the agenda with input from Council, staff and other Committee members, call special meetings, sign Committee documents and report to City Council as needed. The Chair is responsible for the timely filing of minutes with the City Clerk. Staff may assist in this responsibility upon request of the Chair.

Vice-Chair: The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if they vacate office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.

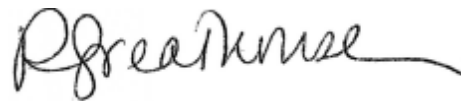
Secretary: If a Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes, which are forwarded to the City Clerk upon Committee approval. However, without a Secretary, preparation of minutes may be fulfilled by staff liaison at the request of the Chair.

FISCAL IMPACT

ATTACHMENTS

1. CDAC Membership Guide - Final 2022
-

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

City of Seaside
Community Development Advisory Committee (CDAC)
Membership Handbook

A. Purpose and Intent

The Community Development Advisory Committee (CDAC or “Committee”), which was established in 1974, serves in an advisory capacity to the Mayor, City Council, and City Manager on policy issues related to Community Development Block Grant (CDBG or “Program”) program.

B. Composition and Appointment

1. The Committee is comprised of five (5) members, who shall serve without compensation.
2. Insofar as practical, the Committee should represent the diversity of the community and include residents of low- and moderate-income areas.
3. Committee members shall be appointed by the Mayor subject to confirmation by a majority vote of the City Council. All members of the Committee shall be residents of the City of Seaside unless this requirement is waived by the City Council pursuant to the applicable Council Policy.

C. Qualification of Committee Members

1. Committee members considered for selection shall include persons who represent the following areas of interest and expertise: affordable housing; homelessness; disability services; neighborhood revitalization; social services; fair housing; accounting; auditing; economic development; general contracting; legal; non-profit management and low- to moderate-income persons.
2. City Council members shall use their best efforts to nominate as members of the Committee individuals who represent a diversity of backgrounds including gender, age, socio-economic class, geographic location, religion, sexual orientation, skills and abilities, ethnicity, political affiliation, or professional background.
3. An officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or has a contract with the City for CDBG grant funds shall not be considered for appointment to the Committee.
4. A member of the Committee who is or becomes an officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or that has a contract with the City for CDBG grant funds shall immediately resign from the Committee.
5. In appointing members to the Committee, the Mayor shall consider whether nominees would be able to effectively and ethically serve in light of any foreseeable conflicts of interest.

D. Length of Term for Committee Members

1. Members of the Committee shall serve two year terms and each Committee member shall serve until a successor is duly appointed and confirmed.
2. Members of the Committee are limited to serving a maximum of four consecutive years. An interval of four years must pass before a member can be reappointed after serving four consecutive years. Any member initially appointed to a term of less than two years shall be eligible to subsequently serve two consecutive two year terms.
3. Initial members of the Committee shall be appointed so that the terms of not more than three Committee members shall expire in any one year to allow the terms of the Committee members to be staggered.
4. Any vacancy shall be filled for the remainder of an unexpired term.

E. Election of Officers

The CDAC shall on or after August 15, select a Chair, a Vice-Chair, and a Secretary from among its members. The Chair shall serve a one year term with the option of reappointment for one additional year. The roles and responsibilities of each elected officer shall be as follows:

1. Chair: The Chair is responsible to preside at meetings, establish the agenda with input from Council, staff and other Committee members, call special meetings, sign Committee documents and report to City Council as needed. The Chair is responsible for the timely filing of minutes with the City Clerk. Staff may assist in this responsibility upon request of the Chair.
2. Vice-Chair: The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if they vacate office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.
3. Secretary: If a Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes, which are forwarded to the City Clerk upon Committee approval. However, without a Secretary, preparation of minutes may be fulfilled by staff liaison at the request of the Chair.

F. Policies and Procedures of the Committee

The Committee may adopt rules consistent with the City's Boards, Commissions & Committees Handbook and with all applicable state and local laws and regulations for the governing of its business and to establish procedures. The Committee shall adopt an attendance policy for the members of the Committee.

G. Committee Conflict of Interest Code

A conflict of interest code shall be adopted for members of the Committee, subject to City Council approval. All members of the Committee shall be required to complete and file statements of economic interests in accordance with the conflict of interest code, and shall comply with all applicable ethics laws.

H. Recusal of Committee Members

No member of the Committee shall participate in any decision in which he or she has any personal or financial interest.

I. Lobbying Restrictions on Former Committee Members

Former members of the Committee are prohibited from lobbying or otherwise attempting to influence the Committee or City Council members in connection with the business or operations of the Committee for a period of no less than one year after any such individual leaves the Committee for whatever reason.

J. Meetings of the Committee and Reporting

As determined by the Chair, the Committee will meet as necessary to fully perform its duties and functions as set forth in Citizen Participation Plan or otherwise required by the Program. All meetings of the Committee shall comply with the Ralph M. Brown Act. The Committee shall keep written records of the proceedings which shall be public records.

K. Quorum of the Committee

The Committee consist of five (5) members; and three members of the Committee shall constitute a quorum authorized to transact business. Three affirmative votes of the members of the Committee shall be necessary to make any Committee decision.

L. Duties and Functions of the Committee

The Committee shall:

1. Provide advice and recommendations on all policy issues relating to the Consolidated Plan, the Annual Action Plan, the CDBG Program;
2. Recommend processes, policies, and procedures for the fair distribution of CDBG funds to non-profit and other organizations eligible to receive CDBG funds;
3. Openly and impartially evaluate applications for CDBG funds, deemed eligible and complete by City staff, and provide funding recommendations to the City Council;
4. Provide advice and recommendations regarding the establishment of goals for the Consolidated Plan and the Annual Action Plan as well as any action(s) necessary to meet or reprioritize such goals or to amend such plans; and
5. Recommend policies and procedures to ensure the greatest possible public participation in the creation of each Consolidated Plan and Annual Action Plan.



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

**SUBJECT: RECEIVE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
(CDAC) MEMBERSHIP GUIDE**

RECOMMENDATION

BACKGROUND

The City of Seaside (City) is a recipient of federal entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grants (CDBG or "Program"). As a recipient of these funds, the City is required (pursuant 24 CFR 91.105) to encourage citizen participation (including enlisting resident advisory boards) in the process of developing and implementing the consolidated plan. Consistent with this requirement, the City first established a Community Development Advisory Committee (CDAC or "Committee") in 1974 to serve in an advisory capacity to the City Council on policy issues related to the program and to provide assistance on community development issues. The Committee was restructured twice in 1978 and 2012 respectively. Additionally, the Committee's membership criteria and related provisions existed in the City's Citizen Participation Plan.

DISCUSSION:

On December 2, 2021, in response to the HUD regulation updates, the Seaside City Council approved and adopted a new Citizen Participation Plan dissolving the Committee as set forth in the CPP and directed staff to move CDAC membership criteria and related CDAC items from the CPP to a new document. The new CDAC Membership Guide, which is attached herein, incorporates all sections removed from the former CPP and includes some new provisions to provide additional clarity on the roles and

responsibilities of the Committee. The Membership Guide also eliminates the requirement of having five (5) alternate members. Having moved CDAC to this new document also allows the City to change or update any of these sections as needed without having to amend the CPP and follow HUD's requisite process.

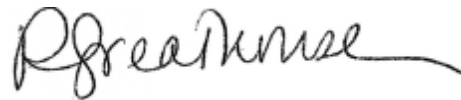
The new CDAC Membership Guide was approved by the Seaside City Council on January 20, 2022.

FISCAL IMPACT

ATTACHMENTS

1. CDAC Membership Guide - Final 2022
-

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

City of Seaside
Community Development Advisory Committee (CDAC)
Membership Handbook

A. Purpose and Intent

The Community Development Advisory Committee (CDAC or “Committee”), which was established in 1974, serves in an advisory capacity to the Mayor, City Council, and City Manager on policy issues related to Community Development Block Grant (CDBG or “Program”) program.

B. Composition and Appointment

1. The Committee is comprised of five (5) members, who shall serve without compensation.
2. Insofar as practical, the Committee should represent the diversity of the community and include residents of low- and moderate-income areas.
3. Committee members shall be appointed by the Mayor subject to confirmation by a majority vote of the City Council. All members of the Committee shall be residents of the City of Seaside unless this requirement is waived by the City Council pursuant to the applicable Council Policy.

C. Qualification of Committee Members

1. Committee members considered for selection shall include persons who represent the following areas of interest and expertise: affordable housing; homelessness; disability services; neighborhood revitalization; social services; fair housing; accounting; auditing; economic development; general contracting; legal; non-profit management and low- to moderate-income persons.
2. City Council members shall use their best efforts to nominate as members of the Committee individuals who represent a diversity of backgrounds including gender, age, socio-economic class, geographic location, religion, sexual orientation, skills and abilities, ethnicity, political affiliation, or professional background.
3. An officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or has a contract with the City for CDBG grant funds shall not be considered for appointment to the Committee.
4. A member of the Committee who is or becomes an officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or that has a contract with the City for CDBG grant funds shall immediately resign from the Committee.
5. In appointing members to the Committee, the Mayor shall consider whether nominees would be able to effectively and ethically serve in light of any foreseeable conflicts of interest.

D. Length of Term for Committee Members

1. Members of the Committee shall serve two year terms and each Committee member shall serve until a successor is duly appointed and confirmed.
2. Members of the Committee are limited to serving a maximum of four consecutive years. An interval of four years must pass before a member can be reappointed after serving four consecutive years. Any member initially appointed to a term of less than two years shall be eligible to subsequently serve two consecutive two year terms.
3. Initial members of the Committee shall be appointed so that the terms of not more than three Committee members shall expire in any one year to allow the terms of the Committee members to be staggered.
4. Any vacancy shall be filled for the remainder of an unexpired term.

E. Election of Officers

The CDAC shall on or after August 15, select a Chair, a Vice-Chair, and a Secretary from among its members. The Chair shall serve a one year term with the option of reappointment for one additional year. The roles and responsibilities of each elected officer shall be as follows:

1. Chair: The Chair is responsible to preside at meetings, establish the agenda with input from Council, staff and other Committee members, call special meetings, sign Committee documents and report to City Council as needed. The Chair is responsible for the timely filing of minutes with the City Clerk. Staff may assist in this responsibility upon request of the Chair.
2. Vice-Chair: The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if they vacate office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.
3. Secretary: If a Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes, which are forwarded to the City Clerk upon Committee approval. However, without a Secretary, preparation of minutes may be fulfilled by staff liaison at the request of the Chair.

F. Policies and Procedures of the Committee

The Committee may adopt rules consistent with the City's Boards, Commissions & Committees Handbook and with all applicable state and local laws and regulations for the governing of its business and to establish procedures. The Committee shall adopt an attendance policy for the members of the Committee.

G. Committee Conflict of Interest Code

A conflict of interest code shall be adopted for members of the Committee, subject to City Council approval. All members of the Committee shall be required to complete and file statements of economic interests in accordance with the conflict of interest code, and shall comply with all applicable ethics laws.

H. Recusal of Committee Members

No member of the Committee shall participate in any decision in which he or she has any personal or financial interest.

I. Lobbying Restrictions on Former Committee Members

Former members of the Committee are prohibited from lobbying or otherwise attempting to influence the Committee or City Council members in connection with the business or operations of the Committee for a period of no less than one year after any such individual leaves the Committee for whatever reason.

J. Meetings of the Committee and Reporting

As determined by the Chair, the Committee will meet as necessary to fully perform its duties and functions as set forth in Citizen Participation Plan or otherwise required by the Program. All meetings of the Committee shall comply with the Ralph M. Brown Act. The Committee shall keep written records of the proceedings which shall be public records.

K. Quorum of the Committee

The Committee consist of five (5) members; and three members of the Committee shall constitute a quorum authorized to transact business. Three affirmative votes of the members of the Committee shall be necessary to make any Committee decision.

L. Duties and Functions of the Committee

The Committee shall:

1. Provide advice and recommendations on all policy issues relating to the Consolidated Plan, the Annual Action Plan, the CDBG Program;
2. Recommend processes, policies, and procedures for the fair distribution of CDBG funds to non-profit and other organizations eligible to receive CDBG funds;
3. Openly and impartially evaluate applications for CDBG funds, deemed eligible and complete by City staff, and provide funding recommendations to the City Council;
4. Provide advice and recommendations regarding the establishment of goals for the Consolidated Plan and the Annual Action Plan as well as any action(s) necessary to meet or reprioritize such goals or to amend such plans; and
5. Recommend policies and procedures to ensure the greatest possible public participation in the creation of each Consolidated Plan and Annual Action Plan.



CITY OF SEASIDE STAFF REPORT

Item No.: 6.B.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

SUBJECT: RECEIVE FY20-FY24 CONSOLIDATED PLAN (CONPLAN)

RECOMMENDATION

BACKGROUND

To be considered for CDBG funding by HUD, the City of Seaside must adopt and submit a five-year Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan identifies the City's 5-year strategies related to priority needs in housing, community and economic development. It also identifies short- and long-term goals and objectives, strategies, and timetables for achieving its goals. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

Developed with the input of citizens and community groups, the Con Plan serves four basic functions:

- It is a planning document for the community built upon public participation and input.
- It is the application for funds under the CDBG Program.
- It articulates local priorities.
- It is a five-year strategy the jurisdiction will follow in implementing HUD programs.

The City's current five-year Consolidated Plan (covering the period of 2020-2024) was

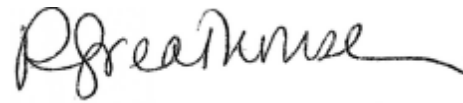
adopted by the Seaside City Council on May 21, 2020. FY2020-21 Annual Action Plan (i.e. current program year) encapsulates the second year of the Consolidated Plan cycle.

FISCAL IMPACT

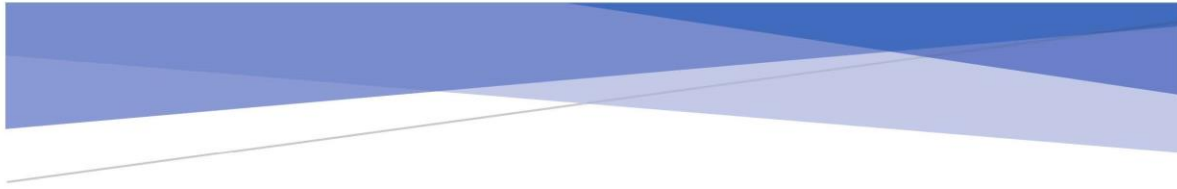
ATTACHMENTS

1. 2020-2025 Consolidated Plan - Draft 1st Substantial Amendmen
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager



First Substantial
Amendment to the
2020-2025 FIVE YEAR
CONSOLIDATED PLAN

Includes 2020-2021 Annual Action Plan and CDBG-CV funds

Community Development Block Grant Program

Draft Release Date: February 26, 2021

City of Seaside, CA

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Seaside (City) is an entitlement jurisdiction that receives federal funds from the US Department of Housing and Urban Development (HUD) to invest in local communities. The City receives HUD funding under the Community Development Block Grant (CDBG) Program, which is designed to assist low- and moderate-income (LMI) households. The consolidated plan must also address special needs identified as the needs of the elderly, persons with disabilities, homeless individuals, and others.

The 2020-2025 Consolidated Plan serves the following functions:

- 1) A planning document for the City of Seaside, which builds on a participatory process;
- 2) An application for federal funds under HUD's CDBG formula grants program;
- 3) A strategy to be followed in carrying out HUD's programs; and
- 4) An allocation of funds to specific projects for the first fiscal year of the Consolidated Plan.

The 2020-2025 Consolidated Plan covers the time frame from July 1, 2020, to June 30, 2025, a period of five fiscal years. As of the preparation of this document the City anticipates receiving only CDBG funding directly from HUD during this timeframe.

HUD provides a tool for grantees that allows the preparation of the Consolidated Plan and the Action Plan in the Integrated Disbursement and Information System (IDIS). IDIS is the system in which projects and funding are tracked. IDIS standardizes the preparation of the Consolidated Plan and ensures that all jurisdictions met the statutory requirements for the documents.

The IDIS Consolidated Plan software tool provides data from HUD-selected sources, primarily the American Community Survey (ACS) data set. In addition, the Consolidated Plan is structured in a question and answer format. Limited opportunities for customization are available. In some cases, the questions are targeted toward grantees receiving other HUD funding sources, such as HOME, Emergency Shelter Grant (ESG), and Housing Opportunities for People with AIDS (HOPWA). As a result, not every category or question may be applicable to Seaside's jurisdiction or CDBG program.

The primary focus of the CDBG program is on assisting low-income households. Throughout this document, there are several references to the income levels shown on the attached Text.

Note: * Although middle-income households are noted in some of the tables and calculations, households earning at this level are not the focus of the CDBG program.

The maximum income for each category is defined by HUD on an annual basis and is adjusted based on household size.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Community Development Advisory Committee took a multi-year approach to the outreach for preparation for the Consolidated Plan update. During the spring and summer of 2018, outreach focused on the Monterey County Joint Analysis of Impediments document preparation. The AI was approved by the five participating agencies in May of 2019.

The Community Needs Workshop in September 2018 re-affirmed several target populations from the priorities determined for 2015-2020 and the 2019 Community Needs workshop focused on the target areas for needs to be addressed in 2020-2025 as it immediately preceded the start of a two year subrecipient application process.

The target groups are:

- Extremely low-income and very low-income households
- Seniors
- Youth, primarily ages 6–17
- Persons with disabilities

The community priority needs recommended by the CDAC on October 16, 2019 :

- Access to community services (youth and senior services are priority services)
- Provide quality infrastructure (includes construct/upgrade public facilities)
- Improve accessibility for persons with disabilities
- Promote beautification (CDAC preferred not to use the term “blight”)
- Assist microbusinesses

Over the next five years, the City of Seaside anticipates funding projects related to all of these needs, although available funding resources, community-based organization partnerships, and market conditions may ultimately limit the City’s ability to fund some project types.

Given the City’s relatively small CDBG allocation, funds for affordable housing or other large capital improvement projects will need to come from other sources. The planning process for this document utilized a realistic expectation of funds available and realized that some of the public input during outreach sessions would not be financially feasible.

3. Evaluation of past performance

Below is a summary of progress over the last five years in addressing 2015 Consolidated Plan goals.

Affirmatively Furthering Fair Housing- the City joined in an MOU with five agencies also receiving HUD funding for a joint Analysis of Impediments document approved by the City of Seaside on May 2, 2019

Affordable Housing- the City implemented a modified housing rehabilitation program focusing on beautification and health and safety issues for low to moderate income residents. The City also contracted with Rebuilding Together Monterey/Salinas, a nonprofit organization to implement a residential facade improvement program which has since ended due to lack of participation.

Homelessness- the City continued to support Continuum of Care entities to implement the 10-Year Plan to End Homelessness entitled "Lead Me Home.". A Homeless Committee was formed, text amendments approved to permit emergency shelters without discretionary action in the Community Commercial zoning district and Census Tract 137 and funding pursued for a 50 bed shelter for homeless women and children on a vacant County-owned property at 1292 Broadway Avenue (Census tract 137).

The City approved a Safe Parking Program and the first location at a church. The CDBG program provided funds to the Veterans Transition Center to rehabilitate duplexes to provide for transitional housing for veterans and their families.

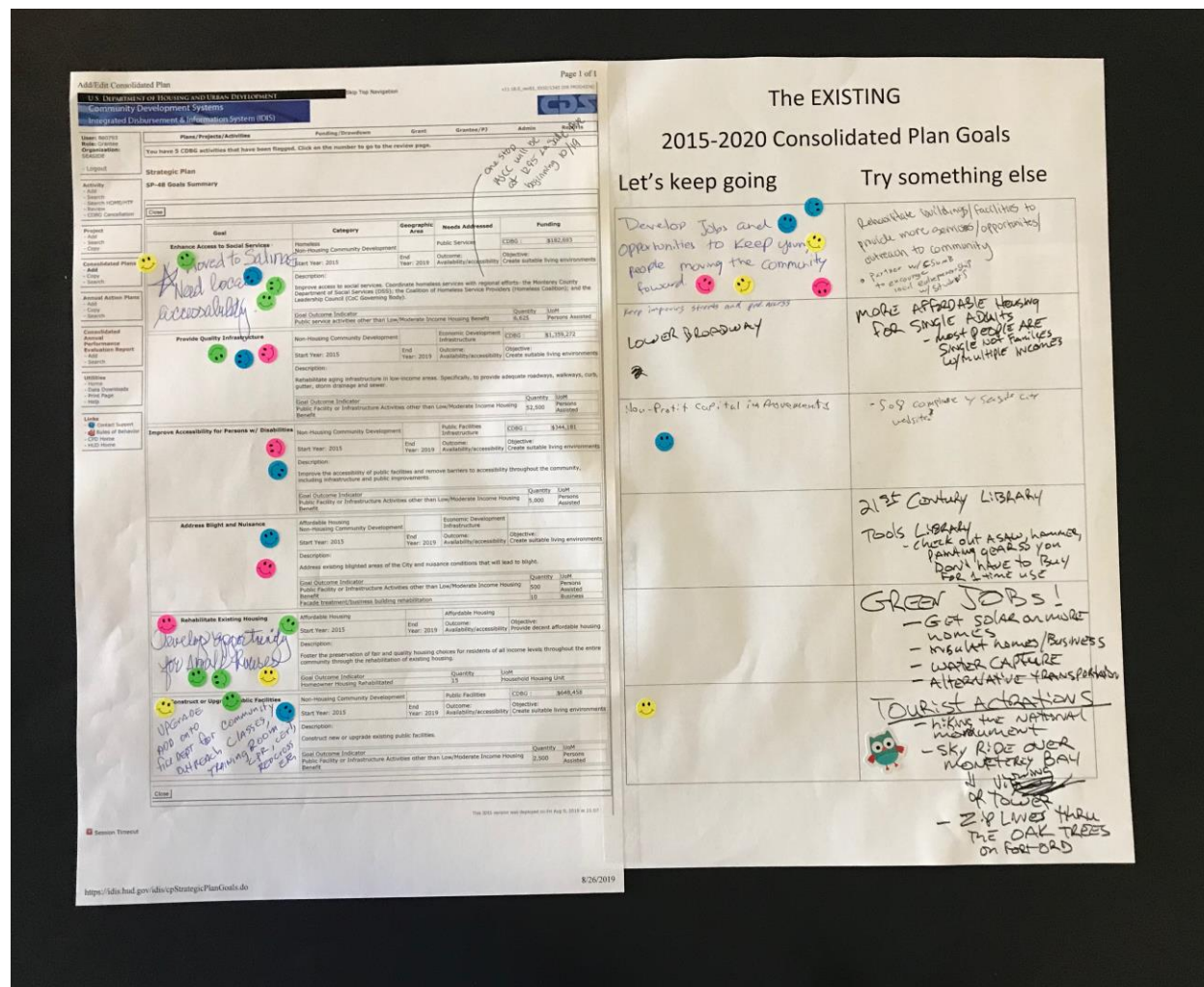
Senior Services- the City provided Public Services funding to Legal Services for Seniors to provide legal services for seniors over 62 years of age and to Meals on Wheels of the Monterey Peninsula for homebound seniors (most over 80 years of age).

Anti-Poverty Strategy- the City provided Public Services funding for several organizations that focus on increasing self-sufficiency among lower-income populations, including Legal Services for Seniors, Meals on Wheels of the Monterey Peninsula and the Salvation Army's transitional housing program. These organizations provided legal assistance, meals assistance to assist households in securing Earned Income Tax Credits. Capital improvements were done by the Veterans Transition Center to rehabilitate housing creating transitional housing for veterans and their families on former Fort Ord property.

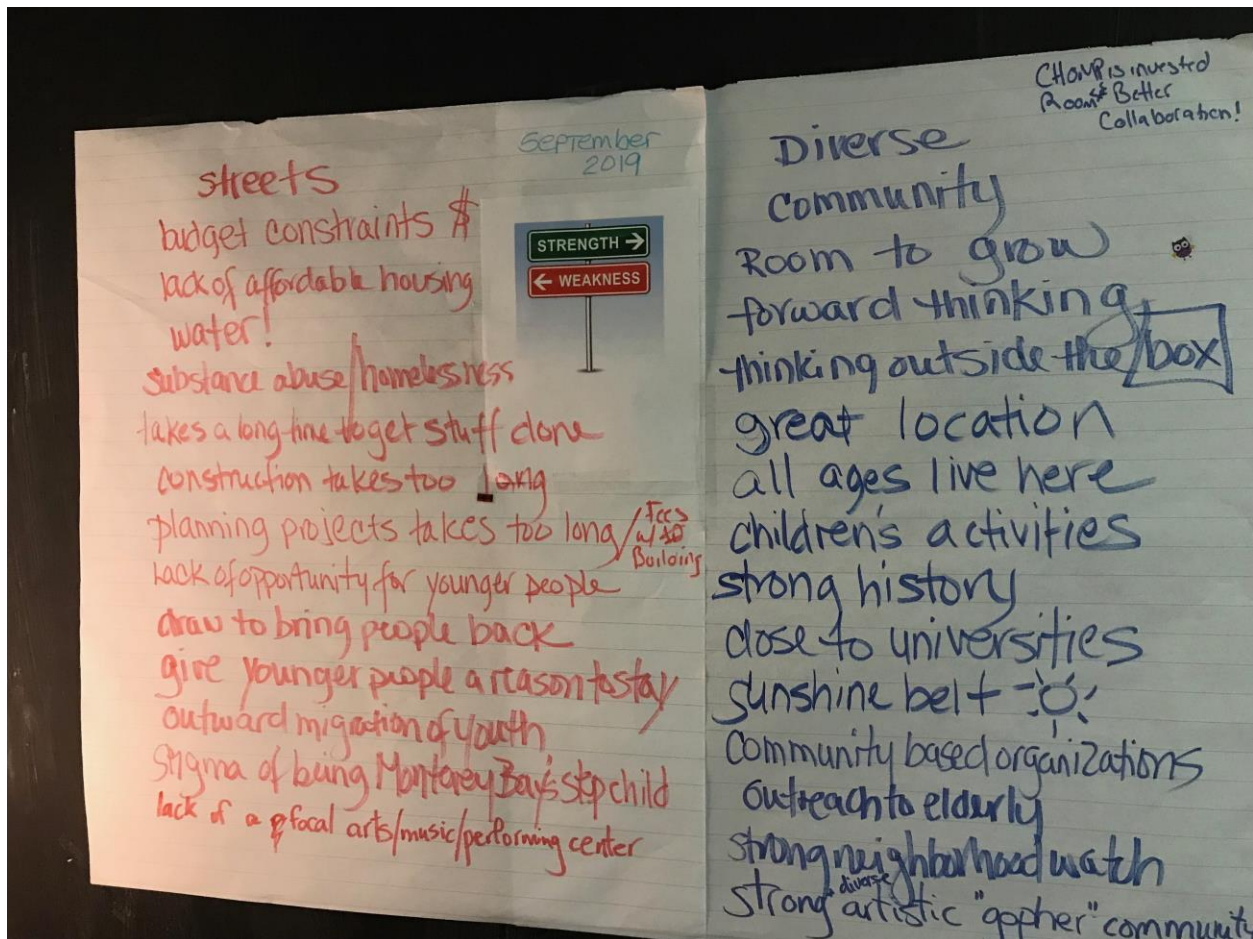
The greatest two challenges the City's CDBG program faces are increasing popularity of the program with an increased volume of applicants coupled with shrinking grant funds and the ability to adequately staff the program within the budget. The City continues to be impacted by the loss of redevelopment funding and a general reduction in grant dollars received. The City has greatly reduced the use of contract staffing to manage the CDBG grant program, and continues to encourage cross-training staff to assume grants management duties in an effort to redistribute the workload.

Another notable change in overall program management in the past few years has been the increased involvement of the Community Development Advisory Committee (CDAC). In 2012, the CDAC was formed as part of the implementation of City's Citizen Participation Plan. The CDAC has been intimately involved in the determination of the priority needs that guide this Plan and the annual allocation of CDBG funds. The CDAC meets regularly (monthly) as an active and viable part of the planning and management for CDBG funds, providing valuable feedback to staff and ensuring citizen participation.

The CDAC hosts an annual CDBG Community Needs workshop each September. The September 2018 Community Needs Workshop focused on the progress made from the needs determined on November 19, 2013 and September 17, 2014. The September 2019 Community Needs Workshop included a SWOT analysis brainstorm session, followed by hands on feedback placed on maps and exhibits taken from the current Consolidated plan.



9-2019 Current and Future Goals



Weaknesses and Strengths-Brainstorm Board 2019

4. Summary of citizen participation process and consultation process

The following is a summary of the outreach in the last fiscal year of the current Consolidated Plan. On September 5, 2019, the City published a Notice of Community Workshop for the Preparation of the 2020-2022 Application Cycle, the 2020-2021 Action Plan and the 2020-2025 Consolidated Plan update. The Workshop was publicized via social media and the City website. On September 18, 2019, the CDAC held a community workshop to assess the housing and community development needs of the City of Seaside. At this workshop, staff made a presentation about the CDBG program in general and the City's annual planning process. The meeting was live-streamed on the City of Seaside YouTube channel. A survey was also launched on SurveyMonkey to solicit the participation of those who could not attend the September 18 community workshop.

On October 16, 2019, the CDAC considered the results of the September 18 community workshop, online responses received to date. The CDAC did not feel that the 28 responses to the survey were statistically significant, but also noted that the results were consistent with the results obtained by workshop attendees. The CDAC determined priority needs to recommend to the City Council on November 7, 2019

On November 7, 2019, the City published a Notice of Funding Availability (NOFA) and Mandatory Application Workshop, which solicited applications for CDBG-funded programs and projects.

On November 7, 2019, the City Council waived the full presentation of the findings of community needs from the October 16 workshop and instructed staff to proceed on the established timeline.

On November 20, 2019 a proposal workshop was held for interested applicants for the 2020-2022 funding cycle. Twenty-seven representatives from organizations attended a mandatory application workshop held at the Seaside Creates office at 656 Broadway. This cycle, all applications were submitted via the City Data Services portal to streamline the process and allow easier interface with the IDIS system.

On January 10, 2020, the 2020-2022 CDBG applications were due. The CDAC received instruction on reviewing the applications online through the City Data Services Portal during the January 15, 2020 regular meeting. Applications were also made available to the public on the City Website at <https://www.ci.seaside.ca.us/262/Community-Development-Block-Grant-CDBG>

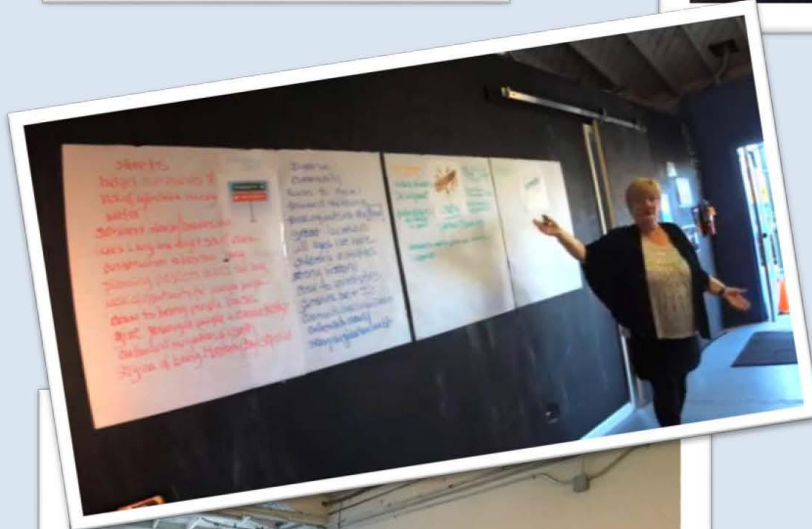
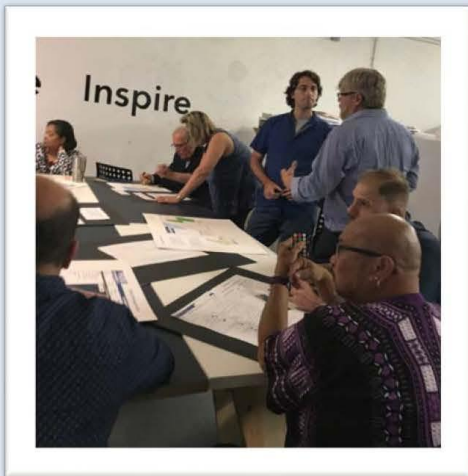
In March 2020, the CDAC and the Homeless Commission held a joint meeting, to review and form recommendations for CDBG funding for public service applicants and of eligible projects. Due to emergency measures undertaken due to the COVID-19 pandemic, the City requested a waiver from HUD to extend deadlines.

The CDAC held a discussion of the CDBG-CV possibilities on April 27, 2020 via Zoom/YouTube linked <https://www.youtube.com/watch?v=LkPACYItxKA&t=28s>.

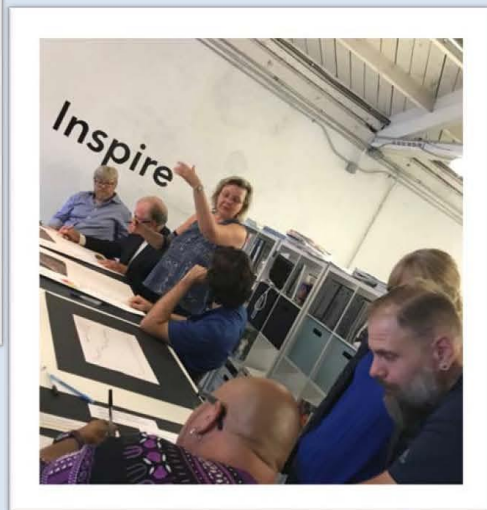
On May 21, 2020, the City Council considered the reviewers' recommendations and provided direction to staff to complete the draft of the Annual Action Plan prior to the public review period. City Council gave direction on preparation for both the regular CDBG and CDBG-CV action plans on May 21, 2020 with discussion on the two items totalling two hours and 26 minutes. Video link https://www.youtube.com/watch?v=K_PVVnWYDkA discussion starts at 2:05 into the meeting.

The Citizen Participation Plan will be amended and presented at the Public Hearing scheduled for approval of this CON/AAP document, following a HUD approved public comment period.

On February 26, 2021, the City released the draft Amendment No. 1 to the Consolidated Plan and Annual Action Plan for 5 days for public review and comment. On March 4, 2021, the City held a public hearing to approve Amendment No. 1 to the 2020-2025 Consolidated Plan and 2020 Annual Action Plan and invited the public to comment on the proposed changes.



Community Needs Workshop 9/18/2019



2019 Community Needs Session Photos




AVISO DE FINANCIACIÓN DISPONIBLE Y TALLER OBLIGATORIO DE APLICACIONES 2020-2022

SE ESTÁ AVISANDO que los fondos estarán disponibles a través del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG, por sus siglas en inglés) del 2020-2022 de la Ciudad de Seaside para las organizaciones sin fin de lucro y para agencias públicas para proporcionar servicios públicos o para mejorar instalaciones públicas. El programa de CDBG está autorizado bajo el Título 1 de la Ley de Vivienda y Desarrollo Comunitario de 1974. Los servicios y las instalaciones deben beneficiar principalmente a personas de bajos ingresos o áreas designadas como bajos ingresos.

Agencias que desean recibir fondos de CDBG 2020-2022 de la Ciudad, deben asistir al taller obligatorio y completar y enviar una solicitud a través del portal en línea de City Data Services. Las aplicaciones deben ser entregadas a más tardar, el 10 de enero del 2020 antes de la 5 p.m. No se aceptarán aplicaciones tardías.

SE ESTÁ AVISANDO que el Comité Consultivo de Desarrollo Comunitario (CDAC por sus siglas en inglés) de la Ciudad de Seaside se reunirán para sostener el taller para aplicaciones de CDBG del 2020-2022 el:

martes, 20 de noviembre del 2019, a las 6:30 p.m.

en Seaside Creates, 656 Broadway

Este taller es obligatorio para todas las agencias que desean solicitar financiación de CDBG para 2020-2022. No se aceptarán aplicaciones de agencias que no asistan.

Las aplicaciones que atiendan a las necesidades prioritarias o que sirvan a las poblaciones prioritarias identificadas por el CDAC se clasificarán más alto que aquellas que no lo hacen.

Las agendas de CDAC se publican en el ayuntamiento de la Ciudad de Seaside, en la Biblioteca Pública de Seaside, y en el sitio web de la Ciudad. Por favor, tenga en cuenta las siguientes fechas importantes para la financiación de CDBG 2020-2022. Las fechas están sujetas a

cambio con aviso.

nov. 20, 2019	Aplicaciones de CDBG estarán disponibles en City Data Services
nov. 20, 2019	Taller obligatorio para los solicitantes de CDBG
enero 10, 2020	Último día para entregar las aplicaciones de CDBG en City Data Services, a más tardar a las 5 PM.
febrero 19, 2020	CDAC revisará las solicitudes para dar recomendación al consejo municipal
marzo 20, 2020	El consejo municipal escucha las recomendaciones de CDAC
mayo 7, 2020	Periodo de comentario público de 30 días y el borrador del Plan de Acción anual de CDBG
mayo 15, 2020	Entregar el Plan de Acción a HUD

Para más información o para ser agregado(a) a la lista de los interesados en fondos de CDBG, por favor llame a la Ciudad de Seaside al (831) 899-6734. Comentarios o preguntas escritas pueden ser enviadas a Sharon Mikesell, analista administrativa, Ciudad de Seaside, 440 Harcourt Avenue, Seaside, CA 93955 o por correo electrónico a smikesell@ci.seaside.ca.us.

El taller para aplicaciones se realizará en inglés. Si necesita un traductor, por favor contacte a la secretaria de la Ciudad a lmliton@ci.seaside.ca.us o (831) 899-6707, no menos de dos días de trabajo antes del taller para hacer los arreglos necesarios.

En cumplimiento de la Ley de Estadounidenses con Discapacidades (ADA), la Ciudad de Seaside no discrimina a las personas con discapacidades y es una instalación accesible. Cualquier persona con una discapacidad que requiere una modificación o acomodo para poder participar en este taller se le pide contactar la oficina de la Secretaria Municipal a lmliton@ci.seaside.ca.us o llame al (831) 899-6707, no menos de dos días de trabajo antes del taller para permitir hacer los arreglos razonables.

Dispositivos de audición asistidos también están disponibles bajo petición.




NOTICE OF FUNDING AVAILABILITY & MANDATORY 2020-2022 CDBG APPLICATION WORKSHOP

NOTICE IS HEREBY GIVEN that funding will be made available through the City of Seaside's 2020-2022 Community Development Block Grant (CDBG) program for nonprofit organizations and public agencies to provide public services or make improvements to public facilities. The CDBG program is authorized under Title 1 of the Housing and Community Development Act of 1974. Services and facilities must primarily benefit low-income persons or designated low-income areas.

Agencies wishing to receive 2020-2022 CDBG funding from the City of Seaside must attend the mandatory workshop and complete and submit an application through the City Data Services online portal. Applications will be due January 10, 2020 by 5PM. No late applications will be accepted.

NOTICE IS HEREBY GIVEN that the Community Development Advisory Committee (CDAC) of the City of Seaside will meet to hold the 2020-2022 Mandatory CDBG Application Workshop on:

Wednesday, November 20, 2019, at 6:30 p.m.

Seaside Creates, 656 Broadway

This workshop is mandatory for all agencies who wish to apply for 2020-2022 CDBG funding. Applications from agencies who do not attend will not be accepted.

Applications that address the priority needs or serve the priority populations and areas identified by HUD and the CDAC will be ranked higher than those that do not.

CDAC agendas are posted at Seaside City Hall, at the Seaside Public Library, and on the City's

website. Please note the following important dates for 2020-2022 CDBG funding. Dates are subject to change with notice.

Nov. 20, 2019	CDBG application portal available on City Data Services
Nov. 20, 2019	Mandatory CDBG application workshop
Jan. 10, 2020	CDBG applications must be submitted online through City Data Services portal by 5pm
February 19, 2020	CDAC reviews applications for recommendation to City Council
March 20, 2020	City Council hears CDAC recommendations and directs staff to prepare AAP
May 7, 2020	30-day public comment period concludes with Public Hearing considering draft annual CDBG Action Plan included in the 2020-2025 Consolidated Plan
May 15, 2020	Action Plan due to HUD

For more information or to be included on the CDBG interest list, please call the City of Seaside at (831) 899-6734. Written comments or questions may be sent to Sharon Mikesell, Administrative Analyst, City of Seaside, 440 Harcourt Avenue, Seaside, CA 93955 or by e-mail to smikesell@ci.seaside.ca.us

The application workshop will be conducted in English with a Spanish translator available. In compliance with the Americans with Disabilities Act (ADA), the City of Seaside does not discriminate against persons with disabilities and Seaside Creates is an accessible facility. Any person with a disability who requires a modification or accommodation to be able to participate in this workshop is asked to contact the office of the City Clerk at lmliton@ci.seaside.ca.us or (831) 899-6707, no fewer than two business days prior to the workshop to allow for reasonable arrangements. Assisted listening devices are also available upon request.

seaside_11-07-19

NOFA and Application Timeline 11-19



Seaside Creates @Sea... · 9/19/19 ✓

Did you miss the Community Development Advisory Committee's CDBG Community Needs workshop? Your ideas are still important for our planning efforts! Take the Community Needs survey. surveymonkey.com/r/NYXPYRW Results discussed at CDAC's October meeting!



Twitter outreach for CDBG survey

5. Summary of public comments

The public actively participated in the Community Needs sessions held in September of 2018 & 2019. Applications were reviewed at a 90+ minute joint meeting of the CDAC/Homeless Commission on

March 11, 2020 at the Seaside Creates office. Shelter in Place orders occurred shortly thereafter and a waiver was prepared to extend deadlines.

The CDAC held a discussion of the CDBG-CV possibilities on April 27, 2020 via Zoom/YouTube linked <https://www.youtube.com/watch?v=LkPACYltxKA&t=28s> and the City Council gave direction on preparation for both the regular CDBG and CDBG-CV action plans on May 21, 2020 with discussion on the two items totalling two hours and 26.minutes. Video link https://www.youtube.com/watch?v=K_PVVnWYDkA discussion starts at 2:05 into the meeting. Public comments were emailed and read by the Assistant City Manager/City Clerk into the record.



CDAC officers 2019-2020 on Social Media



Seaside Creates @Sea... · 3/11/20 ✓

Thanks to CDAC & Homeless Commission for reviewing Seaside's CDBG applications in joint special meeting [@City_of_Seaside](#)



Joint Committee reviews applications 3-11-2020

6. Summary of comments or views not accepted and the reasons for not accepting them

Not Applicable

7. Summary

The Consolidated Plan sets funding priorities for the City's CDBG funds for the next five years. Based on an extensive public outreach process including preparation of the Monterey County Joint Analysis of Impediments, priority needs were identified. Five-year goals were established based on these priority needs, as well as findings from Consultations with other agencies, the Needs Assessment, and the Market Analysis. Chapters of the Consolidated Plan are dedicated to each of these sections, followed by the Strategic Plan, and the Annual Action Plan. Due to the COVID-19 pandemic, the Public Hearing

for the Consolidated Plan, Annual Action Plan (including CDBG-CV funds) and amended Citizen Participation Plan was held on July 2, 2020 with submittal of the plan as soon as possible thereafter.

CLASSIFIEDS LEGAL NOTICES

Public Notice

ADOPTED ORDINANCE NO. 5333

NOTICE is hereby given that at its regularly scheduled meeting on June 16, 2020, the Monterey County Board of Supervisors adopted Ordinance No. 5333, which is set forth below.

AN ORDINANCE OF THE COUNTY OF MONTEREY, STATE OF CALIFORNIA, APPROVING FIRST AMENDMENT TO DEVELOPMENT AGREEMENT BETWEEN THE COUNTY OF MONTEREY AND UCP EAST GARRISON, LLC

County Counsel Summary

This ordinance approves the First Amendment to Development Agreement between the County of Monterey and UCP East Garrison, LLC. The First Amendment establishes a fee to replace the Fort Ord Reuse Authority Community Facilities District Special Tax, with such replacement fee to be paid by the developer or its successors in interest upon issuance of the remaining building permits for the East Garrison Project. The First Amendment also extends the term of the Development Agreement an additional fifteen years to October 4, 2035. The East Garrison Project is in the former Fort Ord in the unincorporated area of Monterey County.

The Board of Supervisors of the County of Monterey obtains as follows:

SECTION 1. FINDINGS AND DECLARATIONS

- A. The County of Monterey and East Garrison Partners, LLC (the "Original Developer") entered into that certain Development Agreement dated October 4, 2005 and recorded in the Official Records of Monterey County on May 16, 2006 as Instrument No. 2006044223 (the "Development Agreement"), related to development of approximately 244 acres on the former Fort Ord, a former United States military base, in the unincorporated area of Monterey County. The County Board of Supervisors adopted the Development Agreement by Ordinance No. 05001 on October 4, 2005 pursuant to California Government Code sections 65864 through 65869.6 and Monterey County Code Chapter 18.62.
- B. Concurrent with approval of the Development Agreement, the Board of Supervisors adopted the East Garrison Specific Plan and approved the Original Developer's application for a Combined Development Permit and other entitlements for development of the Property (the East Garrison Project).
- C. In 2009, UCP East Garrison, LLC (the "Developer") acquired title to the real property subject to the Development Agreement, and UCP East Garrison, LLC became the successor-in-interest to Original Developer under the Development Agreement.
- D. As fully set out in the First Amendment to Development Agreement ("Amendment"), attached hereto as Exhibit 1 and incorporated herein by reference, and for the reasons stated in the Amendment, the County and Developer mutually desire to amend the Development Agreement to: 1) extend the term of the Development Agreement an additional fifteen years to October 4, 2035; and 2) establish a fee to replace the Fort Ord Reuse Authority (FORA) Community Facilities District Special Tax, with such replacement fee to be paid by Developer or its successors in interest upon issuance of the remaining building permits for the East Garrison Project.
- E. Final subdivision maps have been recorded for the entire East Garrison Project, and a majority of the lots have been sold and developed. As provided in Section 9.3(c) of the Development Agreement, the Development Agreement automatically terminated as to any single family residence, multifamily building or non-residential building, and the lot upon which such building is located, when the County approved the residence or building for occupancy, while the Development Agreement continues to apply to the remainder of the Property. Accordingly, the Amendment to the Development Agreement applies only to the portion of the Property for which the County has not approved a residence or building for occupancy and for which a building permit has not issued as of June 30, 2020.
- F. Pursuant to sections 65867.5 and 65868 of the California Government Code and Chapter 18.62 of the Monterey County Code, the Board of Supervisors makes the following findings:
 1. The Amendment is consistent with the General Plan and the East Garrison Specific Plan. The change in funding mechanism from FORA CFD Special Tax to a County replacement fee and the fifteen-year extension of the term of the Development Agreement do not alter the Project in a manner that would create an inconsistency with the General Plan or East Garrison Specific Plan.
 2. The Amendment is in the public interest. The Amendment enables continuation of a fee equivalent to the FORA CFD fee after termination of the FORA fees due to the dissolution of FORA. Establishment of the

replacement fee is consistent with the environmental analysis and mitigation measures for the East Garrison project and will be used for the same beneficial purposes of infrastructure improvements and habitat management as the FORA Fee. The replacement fee consists of fair share contribution to the Transportation Agency of Monterey County's Regional Development Impact Fee for roads in TAMC's Zone 5 (former Fort Ord), the County roadway fee for the Greater Salinas area, and habitat management in County unincorporated area in the former Fort Ord.

3. The Amendment provides public benefits that may not otherwise be attainable through other applicable development approval processes by providing Developer's voluntary agreement to the levy of a replacement fee on future building permits in light of FORA dissolution and termination of the FORA fee.
4. The Amendment is consistent with the requirements of Chapter 18.62. The Amendment has been processed in accordance with the procedures set forth in Chapter 18.62, including public hearing and recommendation by the Monterey County Planning Commission and public hearing by the Board of Supervisors.
- G. On October 4, 2005, the Board of Supervisors of Monterey County certified a Final Subsequent Environmental Impact Report (FSER) for the East Garrison Project (Board of Supervisors' Resolution No. 05-264). An Addendum to the FSER has been prepared describing the replacement fee and extension of the term of the Development Agreement. The County has considered the Addendum together with the FSER and finds that none of the conditions described in section 15162 of the CEQA Guidelines that would warrant preparation of a subsequent EIR have occurred.

SECTION 2. APPROVAL OF AMENDMENT

The Board of Supervisors hereby approves the First Amendment to Development Agreement between the County of Monterey and UCP East Garrison, LLC, attached hereto as Exhibit 1 and incorporated herein by reference. The Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute the First Amendment to Development Agreement, provided that it has first been duly executed by UCP East Garrison, LLC and approved as to form by County Counsel.

SECTION 3. RECORDATION AND BINDING EFFECT

The Clerk of the Board shall cause to be recorded, at Developer's expense, a fully executed copy of the Amendment, on the Subject Property described in Exhibit A-2 of the Amendment. The burdens of the Amendment shall be binding upon, and the benefits of the Development Agreement shall inure to, all successors in interest to the Amendment.

SECTION 4. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 5. This ordinance shall become effective on the thirty-first day following its adoption.

PASSED AND ADOPTED this 16th day of June 2020, by the following vote:

AYES: SUPERVISOR ALEJO, PHILLIPS, LOPEZ, PARKER AND ADAMS

NOES: NONE

ABSENT: NONE

The First Amendment to Development Agreement is attached to the ordinance and incorporated by reference as Exhibit 1 to the ordinance. Copy of the full text of the ordinance and the First Amendment to Development Agreement are available for public inspection at the Office of the Clerk of the Board of Supervisors, 168 W. Alisal Street, First Floor, Salinas, California and are available for copying pursuant to the California Public Records Act.

For additional information, please contact Melanie Beretti at (831) 755-5285

Dated: June 22, 2020

/s/ Christopher M. Lopez, Chair of the Monterey County Board of Supervisors

/s/ Valerie Ralph, Clerk of the Monterey County Board of Supervisors

/s/ Leslie Girard, County Counsel for Wendy Strimling Assistant County Counsel

NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC HEARING

CITY OF SEASIDE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2020-2025 CONSOLIDATED PLAN 2020-2021 ANNUAL ACTION PLAN AMENDED CITIZEN PARTICIPATION PLAN

The Consolidated Plan is required by the U.S. Department of Housing and Urban Development (HUD) and will guide how the federal funds that the City of Seaside expects to receive over the five-year period (July 1, 2020 - June 30, 2025) will be invested from these federal grant programs and includes the 2020-2021 Annual Action Plan:

1. Community Development Block Grant (CDBG)
2. A special allocation of CDBG-CV funds to respond to the impacts from coronavirus or COVID-19.

The Citizen Participation Plan sets forth the City's procedures for involving the public in the planning, implementation, and assessment of U.S. Department of Housing and Urban Development-funded housing and community development activities in the City. These activities include the development of the City's 5 Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Reports (CAPERs) and required an amendment to reflect adaptation to meetings due to COVID-19.

City Council gave direction to staff to prepare documents at the May 21, 2020 meeting. Due to the COVID-19 Crisis, a waiver is available and the City will be shortening the comment period from 30 days to 5 days for the Consolidated Plan, Annual Action Plan and Amended Citizen Participation Plan.

The Amended Citizen Participation Plan, 2020-2025 Consolidated Plan and 2020-2021 Annual Action Plan includes COVID-19 response and the documents are available on the CDBG page of the City's website:

www.ci.seaside.ca.us/262/Community-Development-Block-Grant-CDBG

The public comment period will begin on Sunday, June 28, 2020 and end at the conclusion of the virtual public hearing during the City Council meeting on Thursday, July 2, 2020 at 7pm. Comments may be directed to cityclerk@ci.seaside.ca.us or you can participate live by following the virtual meeting participation instructions on the published agenda.

AVISO DEL PERÍODO DE COMENTARIOS PÚBLICOS Y LA AUDIENCIA PÚBLICA

PROGRAMA DE SUBVENCIÓN GLOBALES PARA EL DESARROLLO COMUNITARIO DE LA CIUDAD DE SEASIDE 2020-2025 PLAN CONSOLIDADO 2020-2021 PLAN DE ACCIÓN ANUAL PLAN DE PARTICIPACIÓN DE CIUDADANA MODIFICADO

El Plan Consolidado es requerido por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) y guiará cómo los fondos federales que la Ciudad de Seaside espera recibir durante el periodo de cinco años (1 de julio de 2020- 30 de junio de 2025) se invertirá en estos programas de subvenciones federales e incluye el Plan de Acción Anual 2020-2021:

1. Subvención global de desarrollo comunitario (CDBG, por sus siglas en inglés)
2. Una asignación especial de fondos CDBG-CV para responder a los impactos del coronavirus o COVID-19.

El Plan de Participación Ciudadana establece los procedimientos de la Ciudad para involucrar al público en la planificación, implementación y evaluación de las actividades de vivienda y desarrollo comunitario financiadas por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos en la Ciudad. Estas actividades incluyen el desarrollo del Plan Consolidado de 5 años de la Ciudad, el Plan de Acción Anual y los Informes Anuales Consolidados de Evaluación y Desempeño (CAPER, por sus siglas en inglés) y requirieron una enmienda para reflejar la adaptación a las reuniones debido a COVID-19.

El ayuntamiento dio instrucciones al personal para preparar documentos en la reunión del 21 de mayo de 2020. Debido a la crisis de COVID-19, hay una exención disponible y la Ciudad acortará el periodo de comentarios de 30 días a 5 días para el Plan consolidado, el Plan de acción anual y el Plan de participación ciudadana enmendada.

El Plan de Participación Ciudadana Modificado, el Plan Consolidado 2020-2025 y el Plan de Acción Anual 2020-2021 incluye la respuesta COVID-19 y los documentos están disponibles en la página de CDBG en el sitio web de la Ciudad de Seaside:

www.ci.seaside.ca.us/262/Community-Development-Block-Grant-CDBG

El periodo de comentarios públicos comenzará el domingo 28 de junio de 2020 y finalizará a la conclusión de la audiencia pública virtual durante la reunión del Consejo de la Ciudad el jueves 2 de julio de 2020 a las 7pm. Los comentarios pueden dirigirse a cityclerk@ci.seaside.ca.us o puede participar en vivo siguiendo las instrucciones de participación en la reunión virtual en la agenda publicada.

Public Hearing Notice (bilingual)

The 2020-2024 Consolidated Plan and 2020-2021 Annual Action Plan also guides the use of CDBG-CV funding to respond to COVID-19. Feedback to guide the use of these funds was solicited from the City Council, Monterey County Health Department, and other community stakeholders.

On March 4, 2021, the City of Seaside City Council adopted Amendment No. 1 to the 2020-25 Consolidated Plan and 2020 Annual Action Plan. For more details on Amendment No. 1, as well as the signed resolution from City Council, please refer to the appendix at the end of this document.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SEASIDE	Community Development Department

Table 1 – Responsible Agencies

Narrative

The City of Seaside Community Development Department serves at the lead agency for the administration of CDBG funds. In 2018, the Community Development Department was re-located in a satellite office/meeting space at 656 Broadway, easily accessible to the downtown businesses and able to host community input meetings such as Seaside Chats, development charrettes, SBDC small business workshops and community volunteer meetings including the Community Development Advisory Committee (CDAC).

Consolidated Plan Public Contact Information

Haroon Noori, Administrative Analyst II

hnoori@ci.seaside.ca.us

Mailing Address:

City of Seaside

440 Harcourt Avenue

Seaside, CA 93955

Direct Line : (831) 899-6726

Physical Location: Seaside Creates, 656 Broadway, Seaside, CA 93955

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

1. Introduction

The City of Seaside worked with the Coalition of Homeless Services Providers (Monterey County's designated Continuum of Care (CoC) lead agency), the Monterey County Housing Authority Development Corporation (HDC), housing and service providers, and other local jurisdictions to develop the Consolidated Plan, as described below.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The City of Seaside works collaboratively in all of its housing and community development efforts with other local governments, nonprofits, advocacy groups, and citizens. This collaboration takes place through the City's cooperation with the Monterey County Continuum of Care (CoC) lead agency Coalition of Homeless Services Providers (CHSP), planning processes such as the City's Housing Element and Consolidated Plan, and the CoC 10-Year Strategy to End Homelessness. Additionally, the City consulted a variety of agencies, including local and regional nonprofits, government organizations, faith-based organizations, and other organizations involved in the development of affordable housing, creation of job opportunities for low- and moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. To facilitate this consultation, the City solicited feedback through the following methods:

- Stakeholder surveys (web-based, social media, and paper surveys)
- Individual stakeholder consultations
- Community meetings
- Public hearings
- Receipt of written comments

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The CoC's Coordinator and the Coalition of Homeless Services Providers (CHSP) is in a 10-Year Strategy to End Homelessness, which involves extensive collaboration with the City of Seaside. The City coordinates homeless prevention strategies with the CoC and CHSP. A key element of this strategy is connecting those discharged from public institutions to assistance from agencies addressing housing, health, social services, employment, education and youth needs. The City also coordinates plans for providing the most needed housing for those who are homeless or at-risk of homelessness. In addition,

the City has depended on the CHSP, Monterey County and nonprofit groups to perform social services functions.

The City is also partnering with the Coalition, Community Human Services and Gathering for Women to transform a vacant County owned property in the City into a 50 bed emergency homeless shelter.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City of Seaside does not receive ESG funds from HUD. The City relies on the County of Monterey and nonprofit groups to perform these social service functions.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Partnership for Youth
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Partnership for Youth (CPY) was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with CPY to make after-school enrichment programs available for children and youth. CPY has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
2	Agency/Group/Organization	Salvation Army Monterey Peninsula Corps
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army was consulted to understand the needs of their transitional housing program in Seaside and services they provide. This included an estimate of the number of families in need of services including financial counseling. The Salvation Army has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings. They are a previous Seaside CDBG subrecipient and did not apply for funding for the upcoming AAP cycle.
3	Agency/Group/Organization	ACTION COUNCIL OF MONTEREY COUNTY
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Action Council of Monterey County/Palenke Arts program was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services provided in their multi-cultural arts programs . The City will strive to work with Palenke Arts to make after-school enrichment programs available for children and youth. Palenke Arts has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
4	Agency/Group/Organization	Meals on Wheels of the Monterey Peninsula
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meals on Wheels (MOW) was consulted to understand the needs of homebound elderly frail seniors in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with MOW to make meal delivery programs available for homebound Seaside residents. MOW has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
5	Agency/Group/Organization	Legal Services for Seniors
	Agency/Group/Organization Type	Services-Elderly Persons Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Legal Services for Seniors (LSS) was consulted to understand the needs of seniors desiring legal assistance in Seaside. This included an estimate of the number of seniors in need of services. The City will strive to work with LSS senior legal programs available. LSS has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
6	Agency/Group/Organization	Eden Housing for Council for Hope and Opportunity (ECHO)
	Agency/Group/Organization Type	Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Eden Housing Council for Hope and Opportunity(ECHO) was consulted to understand the needs of fair housing in Seaside. This included an estimate of the number of residents in need of fair housing or tenant/landlord services. The City will strive to work with ECHO to make fair housing programs available. CPY has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings and Analysis of Impediments to Fair Housing outreach sessions.
7	Agency/Group/Organization	Girls Inc. of the Central Coast
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Girls, Inc. was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with Girls, Inc. to make after-school enrichment programs available for children and youth. Girls, Inc. has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
8	Agency/Group/Organization	Greater Victory Temple Church of God in Christ
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Victory Temple (GVT) was consulted to understand the needs of children, and families in need in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with GVT to make after-school programs available for youth and their families including some that may be experiencing homelessness. GVT has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
9	Agency/Group/Organization	The Village Project, Inc.
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Village Project(TVP) was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with TVP to make after-school enrichment programs available for children and youth. TVP has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
10	Agency/Group/Organization	Boys and Girls Club of Monterey County
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Boys and Girls Club was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with the Boys and Girls Club to make programs available for children and youth and coordinates activities with adjoining Cutino Park. The Boys and Girls Club has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings

11	Agency/Group/Organization	Community Human Services
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Human Services(CHS) was consulted to understand the needs of persons experiencing substance abuse and homelessness in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with CHS to make facilities and programs available for persons experiencing these special needs. CHS has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
12	Agency/Group/Organization	Veterans Transition Center
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Partnership for Youth (VTC) was consulted to understand the needs of veterans in Seaside. This included an estimate of the number of veterans in need of services. The City will strive to work with VTC to make housing available for homeless veterans. VTC has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings.
13	Agency/Group/Organization	County of Monterey
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with Monterey County (Urban County) to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.
14	Agency/Group/Organization	City of Salinas
	Agency/Group/Organization Type	Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with the City of Salinas to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.
15	Agency/Group/Organization	City of Monterey
	Agency/Group/Organization Type	Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with Monterey to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.
16	Agency/Group/Organization	Alliance on Aging
	Agency/Group/Organization Type	Services-Elderly Persons Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Alliance on Aging has participated in CDAC workshops and indicated a need for services for seniors.
17	Agency/Group/Organization	SUN STREET CENTERS
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Sun Street Centers has participated in CDAC workshops and indicated a need for substance abuse treatment services and associated homeless/employment challenges.
19	Agency/Group/Organization	Monterey Peninsula Unified School District
	Agency/Group/Organization Type	Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Monterey Peninsula Unified School District (MPUSD) was consulted to understand the needs of persons experiencing educational challenges in Seaside, particularly with the adult school. This included an estimate of the number of persons in need of services. The City will strive to work with MPUSD to make facilities and programs available for persons experiencing these special needs. MPUSD has participated in the CDAC's Community Needs Workshop, many Seaside Creates community outreach events and NOFA potential applicant meetings
20	Agency/Group/Organization	Monterey Peninsula Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders Business and Civic Leaders

	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several teams of participants canvassed Seaside Businesses on November 8, 2019 as part of the Chamber's Business Walk. The short in-person survey was able to reach many businesses at their own facility and check in with them, finding their needs and promoting community good will. Many businesses surveyed were non-English speakers.
21	Agency/Group/Organization	Gathering for Women
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Gathering for Women is working with CHS and the City working toward opening a homeless shelter in HUD qualified census tract 137. They have been participating in CDAC activities .
22	Agency/Group/Organization	CASA of Monterey County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services - Victims Child Welfare Agency Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CASA was consulted to understand the needs of foster youth and advocacy in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with CASA to make facilities and programs available for persons experiencing these special needs. CASA has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings

23	Agency/Group/Organization	FOOD BANK OF MONTEREY COUNTY
	Agency/Group/Organization Type	Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Food Bank of Monterey County not only serves persons directly, they also work with many non-profits receiving grant funds. The City participated in a regional organization tour of their facility in fall 2019 and has reached out to them for coordination of food drives since the inception of the COVID-19 shelter in place impacts. The City will be coordinating with the Food Bank with CDBG-CV activity.
24	Agency/Group/Organization	Monterey Bay Economic Partnership
	Agency/Group/Organization Type	Housing Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Regional organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homelessness Needs - Veterans Non-Homeless Special Needs Economic Development Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Seaside is a member of the Monterey Bay Economic Partnership and participates in their twice yearly regional conferences addressing housing, water, transportation and technology. The COVID-19 pandemic has highlighted the need for broadband improvement and MBEP created a white paper on the topic. https://mbep.biz/wp-content/uploads/2020/04/MBEP-COVID-19-Response_Broadband.pdf The MBEP and Monterey Peninsula Unified School District encouraged students to use the mobile Bus hotspots internet connectivity for digital learning if connections were not available in homes in Seaside.
--	---	--

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Seaside encourages consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Leadership Council	The "Lead Me Home" 10-Year Plan to End Homelessness Goals overlaps with the Seaside Strategic Plan in the SP-40 Institutional Delivery Structure and the goal of Access to Social Services.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Seaside coordinated planning efforts with the Housing Authority of the County of Monterey (HACM) and the Cities of Salinas and Monterey in preparation of the joint Analysis of Impediments (approved by all five agencies in 2019). The agencies share information in completing their Housing Elements , Consolidated Plans and other related documents.

Narrative (optional):

The City has experienced an outpouring of support for addressing community needs. Funding is not readily available to serve all the needs of the community. With the unexpected COVID-19 pandemic,

health and safety have become even higher priorities and basic human needs of food and shelter are priorities.

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen participation began for the CON with the September 2018 Community Needs Session, reviewing the existing plan.

September 2019—public workshop at Seaside Creates included a SWOT analysis, updates of the specific in the current plan including in the Opportunity Zones, difficult development areas and individual census tracts. An online survey following the September 2019 workshop to which 28 stakeholders responded. In October, The CDAC did not feel that the results were statistically significant, but noted that the results were consistent with the workshop.

November 7, 2019 – a presentation agendaized for the City Council to review needs recommended by CDAC for interested applicants for the 2020-2022 funding cycle.

The CDAC received online access to review the applications in January 2020. A meeting was scheduled for February to provide recommendations to Council.

Due to unexpected vacancies on the CDAC, in accordance with the Homeless Committee's workplan and the Citizen Participation Plan a CDAC joint meeting with the Homeless Commission considered the applications for funding for recommendations to Council.

The eight citizen volunteers of the joint committee discussed the applications on 3/11/2020. As in 2018, the deliberations were verbal and conducted in a noticed and recorded public meeting. The agenda packet can be accessed at <https://seasideca.civicclerk.com/Web/UserControls/DocPreview.aspx?p=1&aoid=1936>

The meeting can be viewed at

<https://www.youtube.com/watch?v=4uKhXZvupFo&t=12s>

Following recommendations from the joint committee, a report was prepared for consideration at City Council on March 19 for direction to staff for items to be included in the Consolidated Plan/AAP. Due to the COVID-19 pandemic, the item was postponed. Seaside submitted a waiver to HUD to extend deadlines for submittal of the CON/AAP per official guidance using the HUD suggested template on April 6. The CON/AAP would contain the CDBG-CV funding so a substantial amendment to 2019 AAP would not be necessary.

The Council discussed the recommendations on Thursday, May 21 during a virtual City Council meeting.

The video link at https://www.youtube.com/watch?v=K_PVVnWYDkA

Starting at 2:05 through 3:47. Written public comment received by the City Clerk via email was read into the record.

CDBG-CV was discussed on the immediately following item 3:47 through 4:31. Written public comment received by the City Clerk via email was read into the record.

These two topics concerning the CDBG program were discussed for a total of 2 hours and 26 minutes during the May 21 virtual City Council meeting.

The Notice was printed in the Monterey County Weekly on June 25 (advance copy online on 6/24 for the Public Hearing of the Consolidated Plan, Annual Action Plan and the amended Citizen Participation Plan) The plans were available for viewing when the notice was posted, although the stated time to start the review period was June 28. The public hearing was held July 2 at 7:00 pm and Council approved a resolution to approve all items and authorize the City Manager to sign all forms and certifications to submit to HUD.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Newspaper ad was placed on September 5, 2019 for both the CAPER document and the September 18, 2019 Community Needs Workshop. The ad was placed in both English and Spanish in the Monterey County Weekly	over two dozen people attended the Community Needs workshop which included a brainstorming board/SWOT analysis, placement of dots and comments to show how current needs are met and future needs in each census tract	All participation was welcomed.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Community Needs workshop held in September 2018 at Oldemeyer Center and 2019 at Seaside Creates downtown satellite office to review past goals and set new goals. Interactive activities included brainstorming, dots, consideration of past, present and future.	Comments were positive and thoughtful considering the needs of our diverse community.	All comments are appreciated.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	The City of Seaside/Seaside Creates Twitter page highlights activities of the Community and Economic Development teams, including the CDBG program. CDAC meetings are promoted and reported	In general, comments are supportive of City's outreach efforts		https://twitter.com/SeasideCreates

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	Non-targeted/broad community	The City of Seaside/Seaside Creates facebook page highlights activities of the Community and Economic Development teams, including the CDBG program. CDAC meetings are promoted and reported	In general, comments are supportive of City's outreach efforts	N/A	https://www.facebook.com/SeasideCreates/?ref=aymt_homepage_panel&eid=ARBJ-ZgudXbDNKO7PGrAJm--2G6ZPbZfG7FR9D2J6swYqZQKxboQNT49NRXjh1JlawuIZpTbFMxdUK24

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Community Development Advisory Committee Meetings are held the third Wednesday of the Month at 6:30 PM. Due to openings on the CDAC, a joint meeting with the Homeless Commission was held on 3/11/2020 to make sub recipient recommendations to City Council.	Public comment is welcomed for all topics at all meetings.	N/A	http://www.ci.seaside.ca.us/160/Community-Development-Advisory-Committee

6	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The Seaside City Council determines the funding for subrecipients using the recommendations from the The Council directs staff to use the determination for the Annual Action Plan, then holds a Public Hearing on the AAP. The Council meeting was a virtual meeting Zoom/YouTube . See narrative above for link to video	Emailed comments were received by the City Clerk and read into the record of the Virtual meeting held on May 21, 2020 (delayed due to COVID-19 shelter in place and Emergency declarations)	N/A	http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas
---	----------------	--	---	---	-----	--

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	A Public Hearing on the CON/AAP on July 2, 2020. Council Meetings have gone to a virtual format due to COVID_19. Meetings are conducted via Zoom and live streamed on the City's YouTube Channel	All comments in virtual meetings must be submitted via email to the City Clerk and read into the record during the meeting. Staff Report and agenda may be accessed in link above. City of Seaside YouTube channel is linked below.	N/A	https://www.youtube.com/channel/UC1Cu7854Ohtjpr_XV1tDvRg

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8	Newspaper Ad	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	Public noticing of Amendment No. 1 to the Consolidated Plan and Annual Action Plan available for public comment	TBD	TBD	
9	Public Review Period	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	Public review period from February 26, 2021 to March 4, 2021	TBD	TBD	

10	Public Hearing	Non-targeted/broad community	On March 4, 2021, the City Council will hold a public hearing to consider the first substantial amendment to the 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan at a regularly scheduled City Council meeting.	TBD	TBD	
----	----------------	------------------------------	--	-----	-----	--

Table 5 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

This section of the Plan provides a summary of Seaside's needs related to affordable housing, special needs housing, community development, and homelessness. The Needs Assessment includes the following sections:

- Housing Needs Assessment
- Disproportionately Greater Need
- Public Housing
- Homeless Needs Assessment
- Non-Homeless Needs Assessment
- Non-Housing Community Development Needs

The Needs Assessment identifies those needs with the highest priority, which forms the basis for the Strategic Plan section and the programs and projects. Data came from the 2018 US Census Bureau QuickFacts. A significant portion of the data was prepopulated by HUD into this report. Other sources noted throughout the Consolidated Plan include the Joint Analysis of Impediments prepared for all HUD funding recipients in Monterey County and approved by each participating agency in 2019.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Please note the tables in this section were generated by HUD.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	33,025	34,000	3%
Households	10,369	10,195	-2%
Median Income	\$59,040.00	\$51,704.00	-12%

Table 6 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,200	1,615	2,090	1,185	4,105
Small Family Households	395	725	1,105	485	2,180
Large Family Households	140	365	375	220	380
Household contains at least one person 62-74 years of age	154	245	350	195	895
Household contains at least one person age 75 or older	320	190	210	135	255
Households with one or more children 6 years old or younger	300	620	675	310	570

Table 7 - Total Households Table

Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	0	0	4	4	0	0	0	0	0
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	85	100	40	15	240	0	0	0	25	25
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	110	200	195	110	615	0	0	25	0	25
Housing cost burden greater than 50% of income (and none of the above problems)	505	625	420	45	1,595	135	150	160	30	475

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	105	255	545	330	1,235	50	20	95	180	345
Zero/negative Income (and none of the above problems)	25	0	0	0	25	65	0	0	0	65

Table 8 – Housing Problems Table

Data 2011-2015 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	700	925	655	175	2,455	135	150	185	55	525
Having none of four housing problems	135	350	920	550	1,955	145	190	330	405	1,070
Household has negative income, but none of the other housing problems	25	0	0	0	25	65	0	0	0	65

Table 9 – Housing Problems 2

Data 2011-2015 CHAS
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	305	625	620	1,550	65	35	140	240
Large Related	105	315	260	680	15	20	55	90
Elderly	149	89	50	288	94	85	60	239
Other	230	130	140	500	10	30	20	60
Total need by income	789	1,159	1,070	3,018	184	170	275	629

Table 10 – Cost Burden > 30%

Data 2011-2015 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	285	465	285	1,035	50	35	115	200
Large Related	70	250	60	380	0	20	30	50
Elderly	114	65	40	219	75	65	20	160
Other	180	70	40	290	10	30	10	50
Total need by income	649	850	425	1,924	135	150	175	460

Table 11 – Cost Burden > 50%

Data 2011-2015 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	175	225	185	110	695	0	0	0	10	10

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	25	75	50	15	165	0	0	25	15	40
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	200	300	235	125	860	0	0	25	25	50

Table 12 – Crowding Information – 1/2

Data 2011-2015 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 13 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

According to the 2009–2013 American Community Survey 5-Year Estimates, about 19% of Seaside households are single-person households. While it is difficult to estimate the number of single-person households in need of housing assistance from the data available, having only one household income increases the probability of needing housing assistance if financial hardship occurs.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

According to the 2009–2011 ACS, there were an estimated 2,787 persons with disabilities age 5 years old and older. In that group, a total of 1,559 persons with disabilities were between 18 and 64 years old (the working age population), with reported disabilities including ambulatory difficulty (50%) and cognitive difficulty (42%). The Housing Authority continues to work with various service providers to better serve those families with special needs, including the disabled.

Many single women and women with children become homeless as a result of domestic violence. According to a 2011 census and survey of homeless person in the counties of Monterey and San Benito, domestic violence was found to be the fifth most common event or condition that led to homelessness.

About one in ten (12%) of those surveyed stated that family and domestic violence was responsible for their current episode of homelessness.

What are the most common housing problems?

Cost burden and lack of available housing are the core problems in Seaside. Of households below the AMI, 1,025 pay more than 30% of their income to housing and another 1,725 pay more than 50% toward housing. This can contribute to overcrowding, as people find roommates to reduce the cost. Low vacancy rates in the area further exacerbate crowding, as the low vacancy rate makes it difficult to find available and affordable homes. Overcrowding has dropped by 8.8% since 2000, but is still an issue at 10.4%.

Are any populations/household types more affected than others by these problems?

Small, related households who rent and earn less than 50% of the median income are far more likely to have a cost burden of more than 50% of income. Small, related households who rent with incomes at 50%–80% of the median income are much more subject to both overcrowding and a cost burden of more than 30% of their income. Rental households of all income levels are much more likely to have inadequate housing problems than those who own their homes.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

There are 280 households in the extremely low income (ELI) category that have children 6 years old or younger. Being in the ELI category with small children is especially perilous, putting them at imminent risk of housing instability and homelessness. According to Table 3, there were 110 ELI renter and 35 owner households that were overcrowded. In addition, 190 ELI renter households and 80 ELI owner households had a cost burden, spending 50% or more of their income on housing. Seaside is not providing receiving rapid re-housing assistance.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Not applicable

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The housing characteristics most commonly linked with instability and an increased risk of homelessness include high cost burden (the gap between income and the high cost of housing), a tight rental market, and a shortage of affordable housing. These factors are further compounded by job loss and a high unemployment rate and personal circumstances such as health conditions, mental illness, substance abuse, and trauma.

Discussion

Page 58 of the Monterey County Joint AI states that Seaside has moderate home prices compared to the rest of the County, but the prices are showing an increasing trend.

The Monterey Bay area is viewed as a very desirable place to live and, consequently, housing costs have become increasingly less affordable over the years.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

These are HUD-generated tables unless noted otherwise. Columns may not add up because not all races are included in the table per HUD, and race and ethnicity (Hispanic) are enumerated separately by the US Census Bureau. The universe of households is presented in these tables first by race, then by the total households (all races) who indicated Hispanic ethnicity.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	990	130	90
White	255	50	30
Black / African American	185	25	25
Asian	95	10	10
American Indian, Alaska Native	0	0	0
Pacific Islander	15	0	0
Hispanic	410	45	25

Table 14 - Disproportionally Greater Need 0 - 30% AMI

Data 2011-2015 CHAS

Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,350	270	0
White	385	130	0
Black / African American	90	24	0
Asian	115	25	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	0	0
Pacific Islander	10	0	0
Hispanic	740	85	0

Table 15 - Disproportionally Greater Need 30 - 50% AMI

Data 2011-2015 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,480	610	0
White	605	290	0
Black / African American	65	19	0
Asian	95	90	0
American Indian, Alaska Native	15	0	0
Pacific Islander	50	0	0
Hispanic	625	215	0

Table 16 - Disproportionally Greater Need 50 - 80% AMI

Data 2011-2015 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	740	445	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
White	355	185	0
Black / African American	70	34	0
Asian	60	40	0
American Indian, Alaska Native	0	0	0
Pacific Islander	35	10	0
Hispanic	205	155	0

Table 17 - Disproportionally Greater Need 80 - 100% AMI

Data 2011-2015 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

	Owner Occupied	Renter Occupied
Total Units	3903	6225
Overcrowded	112	636
Severely Overcrowded	45	317
%	4.0%	15.3%

Table 18 - Overcrowding in Seaside from Monterey County AI

Discussion

Countywide, 73 percent of low and moderate income households were affected by a housing cost burden, of which 43 percent were paying at least 50 percent of their income towards housing. In Monterey, Salinas, and Seaside, similar proportions of low and moderate income households were experiencing housing cost burdens. About 25 to 35 percent are experiencing a cost burden, while another 40 to 55 percent are experiencing a severe cost burden of at least 50 percent of their income spent on housing cost.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A household is considered to have severe housing problems when their home lacks complete kitchen or plumbing facilities, when there is more than one and a half persons per room, or when a severe cost burden (50% or more of income toward housing) exists.

For purposes of this Consolidated Plan, disproportionately greater need is assumed to exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.

A disproportionately greater need of households experiencing one or more of four severe housing problems will be assessed at the extremely low income level (0%–30% of the area median income – AMI), the very low income level (30%–50% AMI), and the low income level (50%–80% AMI).

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	835	280	90
White	195	110	30
Black / African American	140	70	25
Asian	60	45	10
American Indian, Alaska Native	0	0	0
Pacific Islander	15	0	0
Hispanic	410	45	25

Table 19 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,075	540	0
White	355	155	0
Black / African American	60	55	0
Asian	90	50	0
American Indian, Alaska Native	0	0	0
Pacific Islander	10	0	0
Hispanic	545	275	0

Table 20 – Severe Housing Problems 30 - 50% AMI

Data 2011-2015 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	840	1,250	0
White	300	595	0
Black / African American	45	34	0
Asian	80	105	0
American Indian, Alaska Native	0	15	0
Pacific Islander	10	40	0
Hispanic	390	445	0

Table 21 – Severe Housing Problems 50 - 80% AMI

Data 2011-2015 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	230	955	0
White	85	455	0
Black / African American	4	105	0
Asian	20	75	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	45	0
Hispanic	125	230	0

Table 22 – Severe Housing Problems 80 - 100% AMI

Data 2011-2015 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

Countywide, 73 percent of low and moderate income households were affected by a housing cost burden, of which 43 percent were paying at least 50 percent of their income towards housing. In Monterey, Salinas, and Seaside, similar proportions of low and moderate income households were experiencing housing cost burdens. About 25 to 35 percent are experiencing a cost burden, while another 40 to 55 percent are experiencing a severe cost burden of at least 50 percent of their income spent on housing cost.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Housing cost burden is defined as a household spending more than 30% of its gross income on housing expenses. A severe cost burden exists when a household expends more than 50% of its gross income on housing expenses.

A disproportionately greater need is assumed to exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	5,080	2,515	2,510	100
White	2,420	1,120	935	30
Black / African American	490	205	235	25
Asian	630	195	215	10
American Indian, Alaska Native	10	15	0	0
Pacific Islander	60	85	40	0
Hispanic	1,310	735	1,040	35

Table 23 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

The above table was produced by IDIS/HUD default data. Per the Analysis of Impediments information, Countywide, 73 percent of low and moderate income households were affected by a housing cost burden, of which 43 percent were paying at least 50 percent of their income towards housing. In Monterey, Salinas, and Seaside, similar proportions of low and moderate-income households were experiencing housing cost burdens. About 25 to 35 percent are experiencing a cost burden, while another 40 to 55 percent are experiencing a severe cost burden of at least 50 percent of their income spent on housing cost.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

None Identified

If they have needs not identified above, what are those needs?

None identified

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

A racial/ethnic concentration is considered to exist when a racial/ethnic group's percentage in a certain area is greater than that of the group's overall population percentage in the community. A high concentration is present when the group's population in an area is double or more the group's percentage representation in the community. Census tracts 136 and 137 have the highest concentration of Hispanic or Latino origin populations.

NA-35 Public Housing – 91.205(b)

Introduction

The Housing Authority of the County of Monterey (HACM) administers the Public Housing and Housing Choice Voucher programs on behalf of jurisdictions in Monterey County. The table below provides information for the entire county. According to HUD (see Totals In Use), 3,595 Housing Vouchers are used countywide.

Specific information on the race/ethnicity of the public housing residents and voucher recipients, their household characteristics, and special needs is available only for the entire county. Specific information is not available for the City of Seaside. In general, households being assisted with public housing, Housing Choice Vouchers, and other Housing Authority programs earn extremely low income (less than 30% of the county Area Median Income). The majority of those households assisted are Hispanic, and many include household members with disabilities.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	566	3,595	241	3,230	72	43	0

Table 24 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	17,604	15,599	14,579	15,701	11,802	15,814
Average length of stay	0	0	7	7	2	7	0	5
Average Household size	0	0	3	2	2	2	1	3
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	140	1,113	67	1,030	15	1
# of Disabled Families	0	0	84	916	64	816	28	8
# of Families requesting accessibility features	0	0	566	3,595	241	3,230	72	43
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 25 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	528	3,196	222	2,877	48	40	0
Black/African American	0	0	27	266	12	230	21	3	0
Asian	0	0	3	82	1	80	1	0	0
American Indian/Alaska Native	0	0	5	38	4	33	1	0	0
Pacific Islander	0	0	3	13	2	10	1	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 26 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	480	2,222	138	2,036	10	29	0
Not Hispanic	0	0	86	1,373	103	1,194	62	14	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 27 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Sharon Mike Sell, the Administrative Analyst
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the County of Monterey
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Seaside
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The PHA is consistent with the consolidated plan. We have worked as a partner with HACM on the joint Analysis of Impediments approved by all 5 agencies receiving HUD funds in 2019. in Monterey County

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sharon Mike Sell

Signature

Sharon Mike Sell

Title

Administrative Analyst

Date

February 25, 2020

HACM statement of consistency

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The Five-Year Annual Plan outlines the Housing Authority's plan for addressing the housing need of families in the jurisdiction and on the waiting list for the upcoming year. The waiting list for HCV and Family Public Housing programs is now closed. The Housing Authority continues to issue new vouchers depending on available funding.

HOUSING CHOICE VOUCHER WAITING LIST (SECTION 8):

Current Housing Choice Voucher Waiting List Status: **CLOSED**

Last Opened: October 16, 2017 through October 31, 2017 – Applications were accepted **ONLINE ONLY**

The Housing Authority will announce the next opening of the HCV Wait List in the following newspapers:

- *The Californian*
- *Monterey Herald*
- *South County News*
- *Monterey County Weekly*
- *Seaside Post News Sentinel*
- *El Sol*

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

Low- and moderate-income Housing Choice Voucher (HCV) participants clearly need continued access to housing assistance. Many HCV program participants also need help to maintain their stability in housing, including family self-sufficiency, case management, and access to mental health and disability services.

Eligibility for a rental voucher is determined by HACM based on the total annual gross income and family size and is limited to U.S. citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. Median income levels are published by HUD and vary by location. HACM can provide the income limits for an area and family size.

During the application process, HACM will collect information on family income, assets, and family composition. HACM will verify this information with other local agencies, your employer and bank, and will use the information to determine program eligibility and the amount of the rental assistance payment.

If HACM determines that your family is eligible, the HA will put your name on a waiting list, unless it is able to assist you immediately. Once your name is reached on the waiting list, HACM will contact you and issue to you a rental voucher.

How do these needs compare to the housing needs of the population at large

While the challenging economy poses obstacles for many families, needs are generally more acute among low-income families. Once 30% of the household's income is paid for housing costs, little remaining income is available for other household expenses.

Discussion

Existing housing challenges combined with the economic impacts of the 2020 COVID-19 pandemic indicate that the challenges will evolve during the Consolidated Plan period. The City will explore possibilities to meet the community's needs as they become available.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

A Point-in-Time Survey was conducted on January 31, 2019, which included sheltered and unsheltered homeless persons in Monterey County. This survey provided an extensive amount of insight to the characteristics and needs of the county's homeless population, including demographics, living situation both at the time of the survey and prior to becoming homeless, and other data that will help assess the needs of individuals experiencing homelessness. Monterey County joins agencies across the country to conduct a point-in-time count every two years in order to measure the prevalence of homelessness in each local Continuum of Care. Over half of the homeless (61%) were over 41 years of age.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	22	2	24	0	0	338
Persons in Households with Only Children	9	9	18	0	0	338
Persons in Households with Only Adults	140	7	0	0	0	338
Chronically Homeless Individuals	126	56	182	6	0	338
Chronically Homeless Families	0	0	0	0	0	338
Veterans	0	0	0	0	0	338
Unaccompanied Child	0	0	0	0	0	338
Persons with HIV	0	0	0	0	0	338

Table 28 - Homeless Needs Assessment

Data Source Comments: Monterey County Homeless Census & Survey 2019 can provide countywide data. Information on the local level is not readily available. IDIS guidance indicated regional information could be used, the numbers were interpreted using the same percentage as county data on a scale using the known point in time number for Seaside.

Monterey County

Homeless Census & Survey

2019 Executive Summary

Every two years, during the last 10 days of January, communities across the country conduct comprehensive counts of the local homeless populations in order to measure the prevalence of homelessness in each local Continuum of Care.

The 2019 Monterey County Point-in-Time Count was a community-wide effort conducted on January 31st, 2019. In the weeks following the street count, a survey was administered to 450 unsheltered and sheltered individuals experiencing homelessness in order to profile their experience and characteristics.

Census Population: Longitudinal Trend



Age



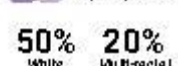
Gender



Sexual Orientation



Race



Ethnicity



Residence Prior to Homelessness



Length of Time in Monterey County



Foster Care



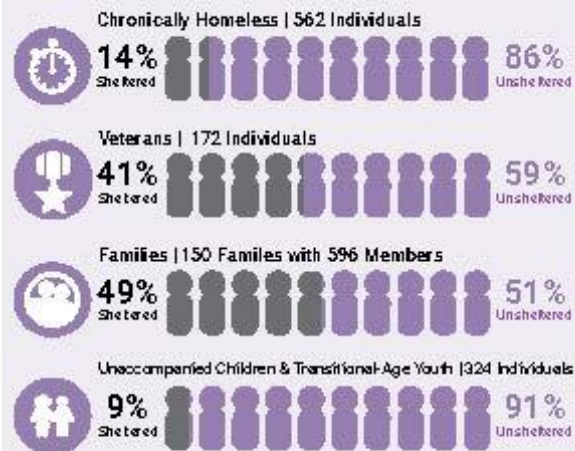
Justice System Involvement



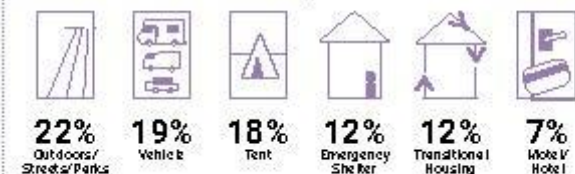
2019 Sheltered/ Unsheltered Population



Subpopulation* Data



Accommodation on Count Night



Employment Status

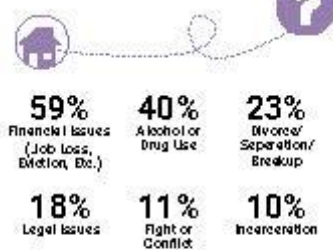


Unemployment Status

2019 Monterey County Homeless Census

Primary Event or Condition That Led to Homelessness*

Top 6 Responses*



First Episode of Homelessness



55% of survey respondents indicated their current episode of homelessness was their first.

Age at First Episode of Homelessness

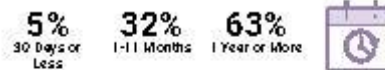


Ways to Obtain Permanent Housing*

Top 4 Responses*



Duration of Current Episode of Homelessness



Self-Reported Health*

Current health conditions that may affect the housing stability or employment of those experiencing homelessness.



Disabling Conditions

58% of survey respondents reported having at least one disabling condition.



A disabling condition is defined by HUD as a developmental disability, HIV/ AIDS, or a long-term physical or mental impairment that impacts a person's ability to live independently, but could be improved with stable housing.

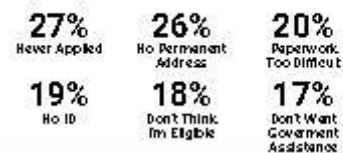
Services and Assistance



61% of survey respondents reported receiving government benefits.

Reasons for Not Receiving Any Government Assistance*

Top 6 Responses*



Services Currently Accessing*

Top 6 Responses*



*Subpopulation Definitions

Chronically Homeless

An individual with one or more disabling conditions or a family with a head of household with a disabling condition who:

- Has been continuously homeless for 1 year or more and/or;
- Has experienced 4 or more episodes of homelessness within the past 3 years.

Veterans

Persons who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Families

A household with at least one adult member (persons 18 or older) and at least one child member (persons under 18).

Unaccompanied Youth & Young Adults

Youth under the age of 18 and young adults between the ages of 18 and 24 years old (YAY) who are experiencing homelessness and living without a parent or legal guardian.

Monterey County Homeless Census pg 2

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

The City of Seaside has no rural homeless.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	0	0
Not Hispanic	0	0

Data Source

Comments:



Rep. Jimmy Panetta

February 14 at 6:09 PM · 🌐

As part of my tour with Seaside Human Services, Rob Rapp, the development director, took me to Casa de Noche Buena, a new development that was recently approved in Seaside and will be partially developed using HEAP grant funds, a program that I continue to work to fund in Congress.

This will be a homeless shelter for women and families with children, and hopefully open within the year. Women and families will be given stability of a healthy place to live while being connected with Services at Gathering for Women.

It's wonderful to see how these federal funds are being used in our community- from my work to get funds appropriated in Congress to seeing these plans and blue prints, and soon helping our community members. I look forward to seeing it when it is completed.



4 Comments 6 Shares

Consolidated Plan

SEASIDE

72

Progress on new Homeless Shelter 2020



Little Free Library and Pantry example at the Seaside Creates office



**Community Human Services is with
Community Foundation for
Monterey County and 2 others at
Casa De Noche Buena.**

Yesterday at 8:56 AM • Seaside •

Community Human Services and Gathering for Women announce the virtual groundbreaking of Casa de Noche Buena, the peninsula's first homeless shelter for women and families with children. Casa de Noche Buena shelter will provide approximately 30 shelter beds each night, as well as comprehensive case management. Construction on the shelter has begun and the rehabilitation is projected to take five months. We hope to welcome our first guests in November 2020!



Casa de Noche Buena

Co



Write a comment...



4

Homeless Shelter to open 2020

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Children in families experiencing homelessness have an increased incidence of illness, and are more likely to have emotional and behavioral problems, than children with consistent living accommodations.

Many veterans experience conditions that place them at an increased risk for homelessness. Veterans have higher rates of post-traumatic stress disorder (PTSD), traumatic brain injury, sexual assault, and substance abuse. Veterans experiencing homelessness are more likely to live on the street than in shelters and often remain on the street for extended periods of time. Seaside was home to the former Fort Ord, and many veterans call this area home.

Homeless needs are being addressed by construction of Casa de Noce Buena for women and children (scheduled opening late 2020) and transitional housing duplexes renovated by the Veterans Transition Center (including some CDBG funding). The Homeless Committee is encouraging residents to place "Little Free Pantries and Little Free Libraries" on their properties to help those in need.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

In the Monterey County point in time census, 50% of the homeless identified as white, 36% as Hispanic/Latinx, 25% as Black or African-American. By gender: 65% identified as male, 35% female and less than 1% transgender.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The City of Seaside is actively addressing the homelessness crisis by instituting a Safe Parking program ordinance and using HEAP funding to create shelter facilities for women and children which will open on Olympia Avenue (in HUD Qualified census tract 137 during this Consolidated Plan.

Discussion:

Along with its community partners, the Monterey County Department of Social Services provides a broad range of innovative and creative services designed to protect, promote, and achieve healthy individuals, families, and communities. The department administers over 70 programs that daily serve an estimated 100,000 Monterey County residents. The programs include mental health and substance abuse, among others. The goal is to protect and improve the well-being of individuals and families who reside in Monterey County, especially those who cannot protect themselves. Their programs serve adults, children, families, veterans, people with disabilities, and the elderly.

The Monterey County Department of Social Services, Area Agency on Aging produces a yearly Resources Guide of the Aging & Disability Services Network, which provides a full list of nonprofit, government, and for-profit services available to those in need in the county.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Certain groups may have more difficulty finding housing and may require specialized services or assistance. Due to their special circumstances, they are more likely to be low income. These groups include the following:

- Elderly households
- Persons with disabilities and developmental disabilities
- Large households
- Female-headed households

Describe the characteristics of special needs populations in your community:

Elderly Households

The elderly face unique housing circumstances due to three factors: a limited or fixed income; health care costs; and disabilities. Many seniors are retired and/or living on fixed incomes and may not be able to afford major home repairs or large increases in rent. Because of these factors, seniors have special needs for affordable housing and special services.

The Monterey Area Agency on Aging acknowledges the need for housing for seniors. For this group, housing not only must be affordable due to fixed incomes but must also be accessible, with hardware in the bathroom and other areas.

Persons with Disabilities and Developmentally Disabled

Physical, mental, and/or developmental disabilities may prevent a person from working, restrict one's mobility, or make it difficult to care for oneself. Thus, disabled persons often have special housing needs related to limited earning capacity, a lack of accessible and affordable housing, and higher health costs associated with a disability.

Developmentally disabled residents suffer from disabilities that require living in an institutional setting.

Many developmentally disabled persons can live and work independently in a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely developmentally disabled require medical attention and physical therapy. As a result of these conditions, persons with disabilities have special housing needs.

Large Family Households

Large households, defined as having five or more members, often require special housing needs due to a limited supply of adequately sized, affordable housing units.

Lower income large renter households usually face a number of housing problems, including cost burden, overcrowding, and deteriorated housing conditions.

Female Headed Households

Single parent households generally and female headed households in particular often require special assistance as a result of their greater need for affordable housing and accessible day care, health care, and other supportive services. As a result of having lower household income, female-headed households in particular have limited housing options and restricted access to supportive services.

What are the housing and supportive service needs of these populations and how are these needs determined?

Elderly Households

Senior housing needs may be more problematic to meet than the needs of other residents since seniors are often living on a fixed income and many have special housing and care needs, primarily resulting from physical disabilities and limitations, income, and health care costs. Additionally, senior households have other needs to help preserve their independence, including protective services to maintain their health and safety, in home support services to perform activities of daily living, conservators to assist with personal care and financial affairs, public administration assistance to manage and resolve estate issues, and networks of care to provide a wide variety of services and daily assistance.

Persons with Disabilities and Developmental Disabilities

Persons with disabilities may have special housing needs because of health costs, fixed or limited incomes, and/or a lack of accessible and affordable housing. A disability is broadly defined by state and federal agencies as any physical, mental, or emotional condition that lasts over a long period of time, makes it difficult to live independently, and affects one or more major life activities. A number of housing types are appropriate for people living with a developmental disability, including rent subsidized homes, licensed and unlicensed single family homes, inclusionary housing, Section 8 housing, and HUD housing.

Large Family Households

Large households of five or more members need larger units with four or more bedrooms.

Female Headed Households

Female headed households may have special housing needs due to limited income and child day care requirements. These special needs particularly affect female householders with children because their incomes tend to be lower than male householders. Single parent households generally have a higher ratio between income and living expenses. Therefore, finding affordable, decent, and safe housing is often more difficult for single parent households.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

HIV infection can generally be broken down into three distinct stages: primary infection, clinical latency when symptoms may subside, and progression from HIV to AIDS. Statistics from the Monterey County Health Department report that in 2017, there were 50 new cases of HIV in Monterey County. Over the past ten years ending in 2017, there has been a 25% increase in new diagnoses and in the past five years a 79% increase in new diagnoses. The Monterey Peninsula has a 9.6% rate per 100,000 population 2016-2018.

Central Coast HIV/AIDS Services provided free and anonymous testing for high-risk individuals, as well as supportive services, housing assistance, and counseling and therapy services until their closure in the summer of 2015.

Discussion:

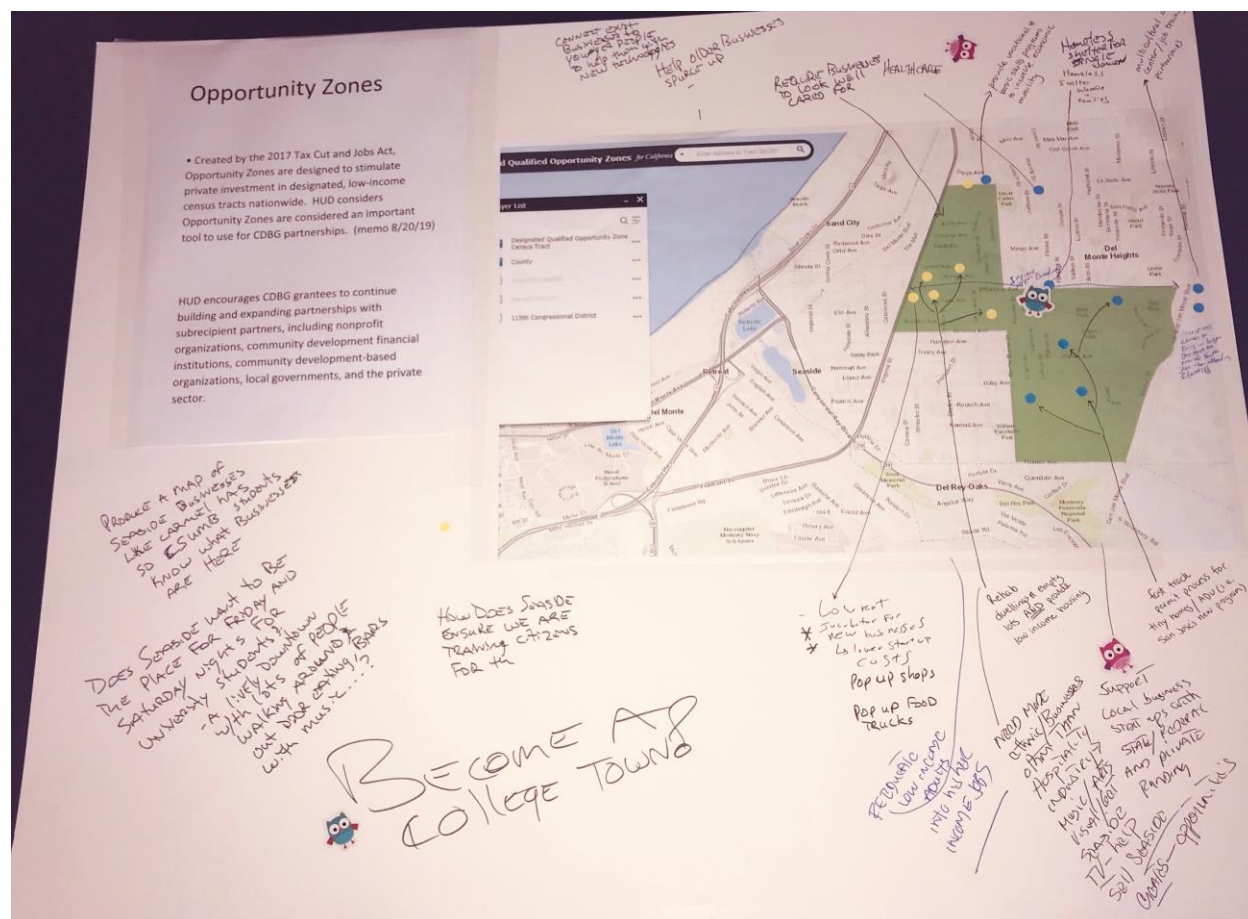
Local data regarding HIV cases in Monterey County is available at <https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/hiv-aids/hiv-local-data>

Describe the jurisdiction's need for Public Facilities:

New infrastructure needs include facility improvements like modular rehab and addition of a garden classroom at the Monterey Adult School run by the Monterey Peninsula Unified School District. The Veterans Transition Center is not only addressing blighted buildings, but converting abandoned duplexes on the former Fort Ord into transitional housing for homeless Veterans.

How were these needs determined?

Community needs workshops are hosted by the Community Development Advisory Committee yearly. During the 2018 and 2019 Community Needs workshops, the CDAC focused on outcomes from the 2015 Consolidated Plan and moving forward in the new 2020 Consolidated Plan. Participants used brainstorming Boards, mapping, adding notes to the existing plan on posters and more.



Community feedback on Opportunity Zones Sept 2019

Describe the jurisdiction's need for Public Improvements:

The City of Seaside has a Capital Improvement Program that is developed in conjunction with the Transportation Association of Monterey County (TAMC).

How were these needs determined?

Public improvement and public services needs to be addressed through CDBG funding were identified through the above-mentioned community workshop, meetings, and consultation with public service organizations and agencies including outreach for Seaside's General Plan Update. The City looks for a variety of funding sources for projects.

CITY of SEASIDE Exhibit A
MEASURE X FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FOR YEARS 2018 – 2022

YEAR 1

Project	Description & Phase	Total Cost	Measure X	PCI
Residential Streets	Phase 1 – Remove & Replace Failed Road Sections on Harcourt between Fremont & Prospect and on Trinity between Fremont & Noche Buena	\$400,000	\$400,000	<50
Bike Safe Grates	Phase 1 – Construct bike safe grates	\$200,000	\$200,000	n/a
Totals:		\$600,000	\$600,000	

YEAR 2

Project	Description & Phase	Total Cost	Measure X	PCI
Residential Streets	Phase 2 – Remove & Replace Failed Road Sections on Hamilton between Fremont & Noche Buena and on Sonoma between Fremont & Noche Buena	\$430,000	\$430,000	<50
Playa Ave	Phase 1 – Design ADA Upgrades from Del Monte Blvd to Frontage Road	\$100,000	\$100,000	<50
Totals:		\$530,000	\$530,000	

YEAR 3

Project	Description & Phase	Total Cost	Measure X	PCI
Playa Ave	Phase 1 – Construct ADA Upgrades from Del Monte Blvd to Frontage Road	\$300,000	\$300,000	<50
Residential Streets	Phase 3 – Remove & Replace Failed Road Sections on Amador between Fremont & Noche Buena and on Elm between Fremont & Noche Buena	\$500,000	\$500,000	<50
Totals:		\$800,000	\$800,000	

\\92.168.60.110\stream\SEASIDE\CA\omswymiv\ug1.docx

Capital Improvement Program 2018-2020

**CITY of SEASIDE
MEASURE X FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FOR YEARS 2018 – 2022**

YEAR 4

Project	Description & Phase	Total Cost	Measure X	PCI
Residential Streets	Phase 4 – Remove & Replace Failed Road Sections on Residential Streets	\$500,000	\$500,000	<60
Hilby Ave	Phase 2 – Design ADA Upgrades between Yosemite & Mescal	\$100,000	\$100,000	<50
Totals:		\$600,000	\$600,000	

YEAR 5

Project	Description & Phase	Total Cost	Measure X	PCI
Residential Streets	Phase 5 – Remove & Replace Failed Road Sections on Residential Streets	\$200,000	\$200,000	<60
Hilby Ave	Phase 2 – Construct ADA Upgrades between Yosemite & Mescal	\$400,000	\$400,000	<60
Totals:		\$600,000	\$600,000	

DEFINITIONS OF REQUESTED INFORMATION:

1. Project: The title of the project to receive Measure X funding.
2. Description & Phase: A general description of the project and the phase (e.g. Environmental; Design; Right-of-Way; or Construction) that will be funded in the given year.
3. Total Cost: The total cost of the project.
4. Measure X: The amount of Measure X funding that will be expended on the project.
5. PCI: The Pavement Condition Index for the roadway, from the local jurisdiction's Pavement Management Program.

\\92.168.60.110\stream\SEASIDE\CA\omswymiv\ug1.docx

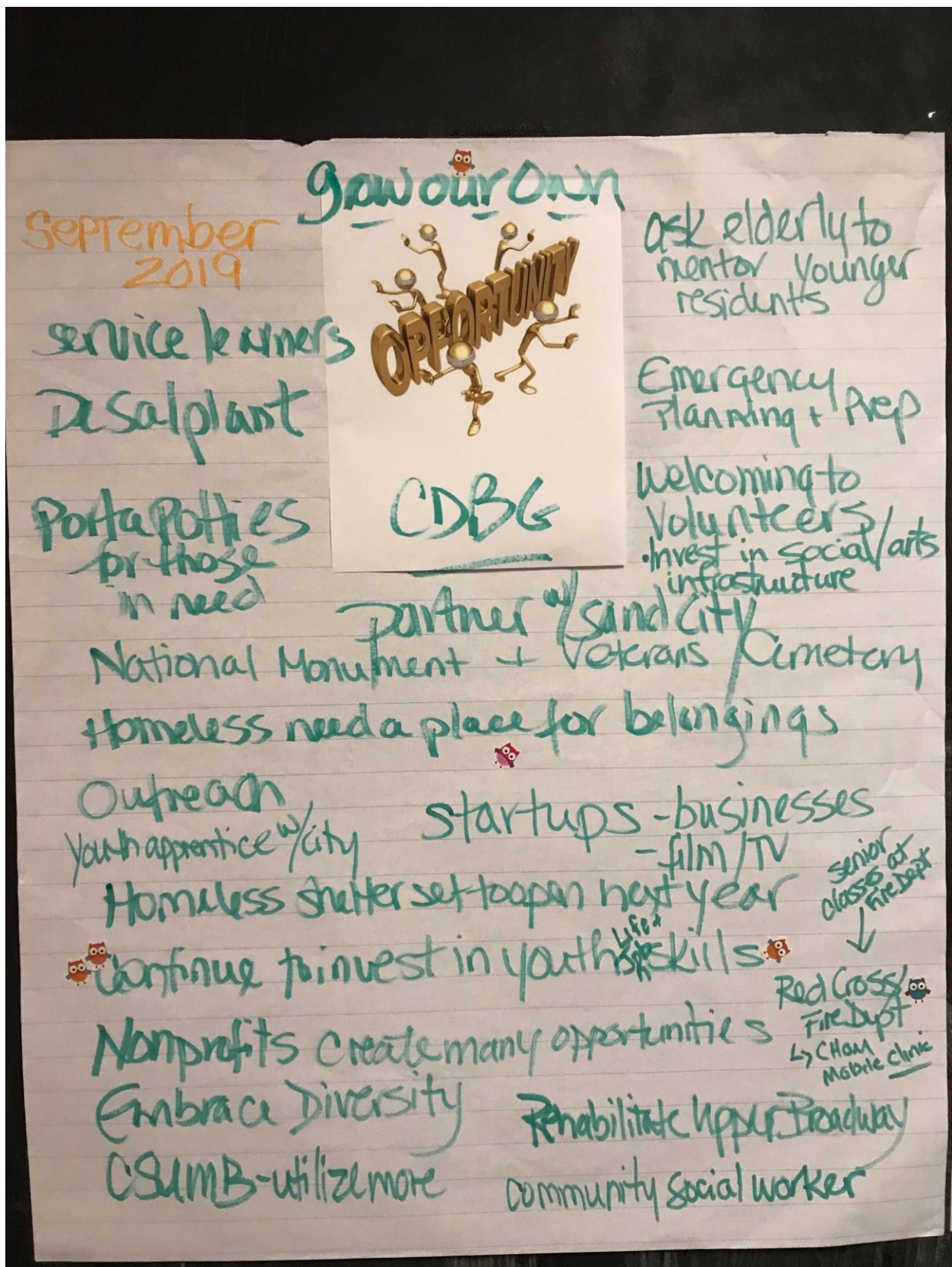
Capital Improvement Program 2021-2022

Describe the jurisdiction's need for Public Services:

The City's Community Development Advisory Committee (CDAC) examined special needs groups who may have more difficulty finding housing and require specialized services or assistance, and who are more likely to be low income due to their special circumstances. Youth and the elderly are consistently high priority groups

How were these needs determined?

Public improvement and public services needs were identified through the above-mentioned community workshop, meetings, and consultation with public service organizations and agencies. In addition, public service priorities were development based on input from the CDAC. The CDAC is part of the Citizen Participation Plan for the Community Development Block Grant Program (CDBG) and assists with evaluation and assessment of proposed and implemented programs to meet community needs at both citywide and neighborhood levels and to develop realistic goals and objectives to meet identified needs and assist in the implementation of the CDBG program and any modifications as determined by community assessment and HUD program requirements. The CDAC's recommendations are presented to the City Council for their action.



Brainstorming Opportunities Sept. 2019

Housing Market Analysis

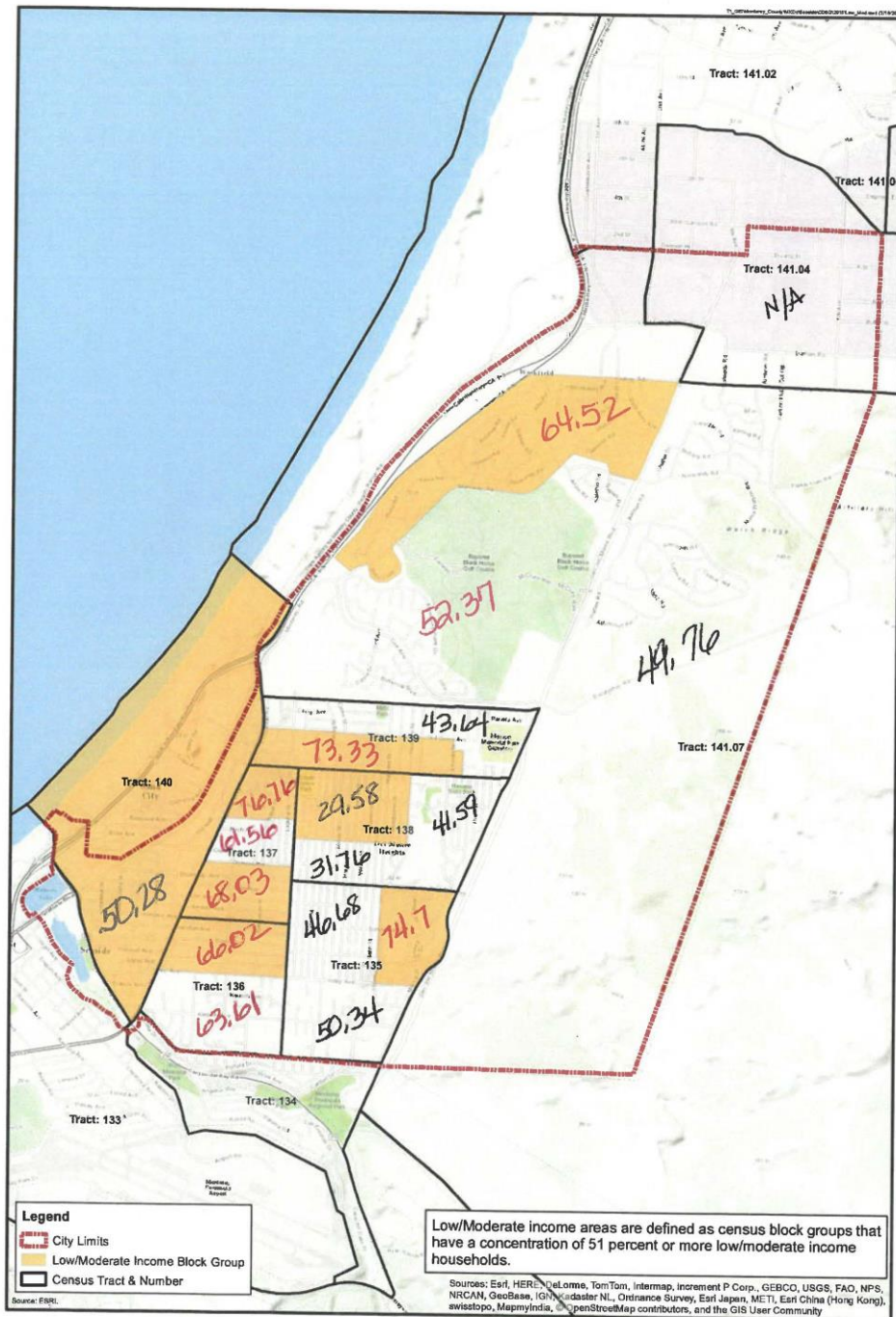
MA-05 Overview

Housing Market Analysis Overview:

The purpose of this section of the Plan is to provide a clear picture of the environment in which the City will administer its CDBG program over the term of the Plan. The Market Analysis includes the following sections:

- Number of Housing Units, Cost of Housing, Condition of Housing
- Public and Assisted Housing
- Homeless Facilities and Services
- Special Needs Facilities and Services
- Barriers to Affordable Housing
- Non-Housing Community Development Assets
- Needs and Market Analysis Discussion

In conjunction with the Needs Assessment, the Market Analysis provides the basis for the Strategic Plan and the programs and projects to be administered. Most of the data tables in this section are populated with default data from HUD.



low/mod % in census tracts
Released 5/20/2019

HUD eligible -> over 51% L/M

Low/Mod Census Tracts 2019

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The data prepopulated by HUD as seen below indicates that there are 10,865 residential units in Seaside. Most categories of "number of units" saw an increase since the last Consolidated Plan. However, the numbers of mobile homes and detached structures have declined enough to show a slight overall decrease in total number of units from 10,925 to 10,865.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	6,630	61%
1-unit, attached structure	1,360	13%
2-4 units	1,210	11%
5-19 units	1,000	9%
20 or more units	315	3%
Mobile Home, boat, RV, van, etc	350	3%
Total	10,865	100%

Table 29 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	335	5%
1 bedroom	115	3%	975	16%
2 bedrooms	800	20%	2,145	34%
3 or more bedrooms	3,020	77%	2,805	45%
Total	3,935	100%	6,260	100%

Table 30 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Since 1975, when the City started receiving CDBG funds, the City has used some of its funds to assist units, through rehabilitation of existing housing units, down payment assistance for first-time homebuyers, and completion of urban renewal programs.

The City strives to direct the majority of its available resources to the development of new affordable housing. When prioritizing the income levels to be assisted by the new housing units, the City uses the

Regional Housing Needs Allocation (RHNA) as a gauge. Based on the RHNA for 2014–2023, the total projected housing need is 393 units broken down by income category as follows: 47 extremely low, 48 very low, 62 low, 72 moderate, and 164 above moderate. Since 2014, 71 above moderate income single family units and 12 above moderate income multifamily units have been completed, are under construction or are permitted.

The Ascent project recently approved to be built at Broadway and Terrace will have 20% affordable units included in the 100+ total units. The Campus Town project kicked off in earnest in 2018 with a series of design charrettes and the Environmental Impact Report was reviewed by the City Council in March 2020. Construction is expected to begin on this multiphased project during this Consolidated Plan. .

In order to produce affordable housing, the City has an inclusionary housing ordinance. The ordinance requires that for all new developments, at least 20% of new units constructed must be restricted for occupancy by moderate-, low-, or very low-income households.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

State housing element law requires the analysis of government-assisted housing units that are eligible to convert from low-income housing to market-rate housing during the next 10 years due to expiring subsidies, mortgage prepayments, or expiration of affordability restrictions and the development of programs aimed at their preservation. There are two affordable housing projects subsidized through HUD Multi-family and HUD Public Housing programs. It is not anticipated that The Hannon Seaview complex or Del Monte Manor will lose their rent restrictions.

The City will continue the practice of using Affordable Purchase/Rental Housing Agreements to secure the affordability of housing on a long-term basis.

Does the availability of housing units meet the needs of the population?

Seaside has some of the lowest housing costs on the Monterey Peninsula. A simple way of ensuring housing units meet population needs is having a wide diversity of housing types at a range of prices. Seaside has a strong mix of owner and renter units, with varying numbers of bedrooms.

Describe the need for specific types of housing:

Housing needs of households within the 30%–80% income group with a housing cost burden greater than 30% are identified as a high priority in the Plan due to the large number of low-income households with housing problems. Another high priority is increasing affordable housing and maintaining the existing housing stock. The City will address affordable housing needs of low-income households by

encouraging developers to build deed-restricted affordable housing units for purchase by low/mod residents and encouraging more rental assistance to reduce the cost burden to low-income renters

Discussion

Several new housing developments have very recently come before the Board of Architectural Review and Planning Commission that will include affordable units. Should the projects move forward to fruition, housing availability will be positively impacted.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

This section is using the default data provided by HUD using the 2005-2009 ACS for base year and 2011-2015 ACS for most recent year of 2015. The amount of rent paid has increased significantly, however HUD default data shows the median home value at a decrease which may have been applicable in 2015 but is inconsistent with 2020 housing comparables as per the Zillow information attached following the charts.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	589,700	346,600	(41%)
Median Contract Rent	1,291	1,316	2%

Table 31 – Cost of Housing

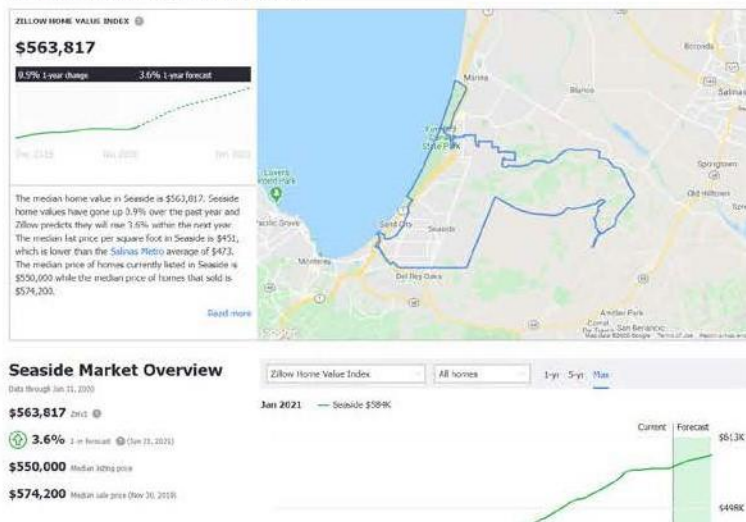
Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	319	5.1%
\$500-999	1,520	24.3%
\$1,000-1,499	1,805	28.8%
\$1,500-1,999	1,835	29.3%
\$2,000 or more	780	12.5%
Total	6,259	99.9%

Table 32 - Rent Paid

Data Source: 2011-2015 ACS

Seaside Home Prices & Values



2020 Zillow-Seaside Home Prices and Values

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	80	No Data
50% HAMFI	510	85
80% HAMFI	1,980	227
100% HAMFI	No Data	511
Total	2,570	823

Table 33 – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	1,490	1,469	2,030	3,028	3,350
High HOME Rent	683	828	1,000	1,235	1,700
Low HOME Rent	283	828	1,000	1,235	1,350

Table 34 – Monthly Rent

Data Source Comments: Page 59 Monterey County Analysis of Impediments (2018 data for Seaside)

Is there sufficient housing for households at all income levels?

California is experiencing a housing crisis. Seaside continues to have some of the lowest housing costs in incorporated areas on the Monterey Peninsula.

Rental units are much more likely to be affordable, especially studio and one- or two-bedroom units. Lower-income families may therefore be limited to smaller units that result in overcrowded living conditions.

On July 5, 2018, the City of Seaside adopted Ordinance 1054 amending the Seaside Municipal Code adding the collection of Transient Occupancy Tax (TOT) from Short Term Rentals. Section 3.24 was amended to mandate that 50% of the monies received by the City from Short Term Rentals be placed in an account to be used for affordable housing and the remaining 50% be earmarked for neighborhood improvements.

How is affordability of housing likely to change considering changes to home values and/or rents?

Given the way the market is trending, it is likely that affordability will continue to be a moderate challenge, especially to large households and those seeking to buy homes. The market has become increasingly difficult for low-income buyers due to a variety of factors, including a shrinking inventory of affordably priced homes, fierce competition from cash investors bidding on the same homes, and the more restrictive credit market that has made it difficult for many homebuyers to obtain financing. Most development has already taken place in residential districts. The upcoming Ascent project should bring over 100 units to Seaside in HUD Qualified Census tract 137 with 20% of those units affordable. The Campus Town Project on the former Fort Ord lands should provide hundreds of units into the market at a variety of affordability levels. Campus Town is expected to complete the approval process and move into construction during this Consolidated Plan.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Seaside's housing prices continue to be more affordable than our neighbors on the Monterey Peninsula. California in general is experiencing a housing crisis and Seaside is encouraging property owners to consider adding Accessory Dwelling Units (ADUs) and explore new strategies to keep housing affordable, including earmarking a portion of Short Term Rental revenue for an affordable housing fund.

The City of Seaside does not currently participate in the HOME program.

Discussion

The Monterey County Analysis of Impediments to Fair Housing indicates on pages 58 and 59 that housing prices in Seaside are moderate compared to the County overall but are increasing. Rental Housing costs are higher in the peninsula cities of Monterey and Seaside than the rest of the county. Page 60 of the document states "

Essentially, lower and moderate income households in the County have very limited affordable housing opportunities. Few could afford to purchase a home and most could not afford adequately sized rental units. Housing becomes moderately affordable only when household incomes reach the middle income level."

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Housing conditions are partially determined by the presence of adequate facilities. “Conditions,” as defined in Table 8 below, include (1) lack of complete plumbing facilities; (2) lack of complete kitchen facilities; (3) more than one person per room; and (4) cost burden greater than 30%. According to the default data set provided by HUD, of the 10,195 reported occupied units, 2,066 homeowner occupied housing units, or approximately 36%, identified as having one or more housing problems. Of the 6,265 renters, 4,075 or 65% identified as having one or more housing problems. These households have the greatest housing cost burden. Renters need assistance in rent payment and owners need assistance in housing rehabilitation to maintain the affordability of their residences.

With regard to the age and condition of the housing stock, the majority of Seaside’s housing units were built between 1950 and 1979, as shown in the below. Units built more than 30 years ago are generally in greater need of repair, including possible lead-based paint remediation. These units are also likely to benefit from low-cost energy efficiency upgrades.

Definitions

The City uses California Health and Safety Code Section 19920.3 to determine habitability. The code states in part: “Any building or portion thereof including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof shall be deemed and hereby is declared to be a substandard building.”

The City, in its Municipal Code, provides general acceptability criteria for all existing living unit properties and defines unacceptable conditions. The code states in part that, not acceptable in any property, are:

- A. Buildings in which adequate attic or roof and/or basementless space ventilation has not been provided to prevent conditions conducive to dampness, decay, fungi and/or insect infestation and deterioration of the structure.
- B. Buildings constructed on wood mud sills resting directly on the ground.
- C. Crawl space vents with vent bottom less than six inches above the finish grade. Minimum clearance between bottom of floor joists or bottom of floors without joists and the ground beneath shall be eighteen inches. Minimum clearance under girders shall be twelve inches.
- D. Foundations with top of wall less than six inches above ground.
- E. Wood, siding, floors, and/or door casings or sills in contact with ground or outside paving. (Ord. 796 § 1 (part), 1991)

The City conducts general code compliance citywide through the Building & Code Enforcement Division of the Building Department. Code compliance is complaint-based; staff does not actively seek code violations. Staff contacts the person against whom a complaint was filed to request an inspection to assess whether a code violation does exist. City staff works with individuals to correct violations, with

corrections including improvement of substandard housing conditions and blight as well as neighborhood safety.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,370	35%	3,490	56%
With two selected Conditions	40	1%	585	9%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	2,520	64%	2,190	35%
Total	3,930	100%	6,265	100%

Table 35 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	325	8%	795	13%
1980-1999	325	8%	1,045	17%
1950-1979	2,895	74%	3,610	58%
Before 1950	390	10%	805	13%
Total	3,935	100%	6,255	101%

Table 36 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,285	83%	4,415	71%
Housing Units build before 1980 with children present	925	24%	75	1%

Table 37 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)



Protect Your Family From Lead in Your Home



September 2013

Lead Paint Brochure given out at CDAC meetings

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	508	143	651
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 38 - Vacant Units

Alternate Data Source Name:

Midterm Update Seaside Housing Element (March 2020)

Data Source Comments:

There are 10,185 housing units per the report, with 6.4% vacancy and 22% of those not marketable.

Abandoned vacant units are unknown. A check of HUD REO on 8/3/20 shows no REO units in Seaside.

Need for Owner and Rental Rehabilitation

Because the majority of Seaside's housing units were built more than 30 years ago, there is a greater need to rehabilitate these units than might be true in a city with mostly newer units. Rehabilitation may be especially needed for lower-income families that may struggle to afford the higher maintenance costs of older homes. Prior to 2012, the City ran housing rehabilitation programs and projects through its Redevelopment Agency. One of the City's goals is to maintain the existing affordable housing stock. With the addition of a Housing Manager position in late 2019, efforts to promote Accessory Dwelling Units and other housing activities are increasing and expect to continue throughout this Consolidated Plan period.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

As part of the inspection process for the Housing Rehabilitation, Section 8 Housing Choice Voucher, and First-Time Homebuyer programs, the City will continue to inspect for the potential presence of lead-based paint and the potential hazard such paint may pose to occupants of the residence. If the inspection reveals that a potential hazard exists, the City will require the mitigation or removal of the lead-based paint hazard in accordance with HUD guidelines.

As part of the inspection process for the Housing Rehabilitation, Section 8 Housing Choice Voucher, and First-Time Homebuyer programs, the City will continue to inspect for the potential presence of lead-based paint and the potential hazard such paint may pose to occupants of the residence. If the inspection reveals that a potential hazard exists, the City will require the mitigation or removal of the lead-based paint hazard in accordance with HUD guidelines.

The City has addressed the issue of lead-based paint hazards by providing notices to landlords and tenants who participate in the Section 8 Housing Choice Voucher Program, borrowers/tenants of the

previous CDBG Rehabilitation Loan Program, and homebuyers who use other federal or state funds, warning them of the hazards of lead-based paint.. Through the creation of new affordable housing units, low-income households are able to reside in new housing units that are free of lead-based paint hazards. Lead based paint brochures are available at the Seaside Creates planning and economic development office and distributed at CDAC meetings including the Community Needs workshops.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

This section describes the availability of public housing and rental assistance vouchers. The Housing Authority of Monterey County (HACM) administers the programs and uses project-based vouchers to assist in the development of affordable housing.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	0	595	4,072	218	3,854	360	364	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 39 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Two HUD assisted housing complexes in Seaside include:

- Hannon Seaview Housing Apartment Complex is an affordable apartment community located at 1773 Waring Place. Of the 133 total units in the complex, 85 receive Section 8 assistance. The property was renovated using the Low Income Housing Tax Credit Program.

- Del Monte Manor is an affordable apartment community located at 1466 Yosemite Street. Del Monte Manor has a project-based Section 8 contract. Of the 192 total units, 98 units at the property receive Section 8 assistance.

Since both of the public housing complexes receive federal funding from HUD through Project-Based Section 8, they are subject to regular physical inspections to ensure the properties are providing a safe, clean living environment for their residents. These inspections are referred to as REAC inspections. They get their name from the division of HUD responsible for carrying out the inspections, the Real Estate Assessment Center.

The data released from HUD regarding inspections at these properties is included in the Public Housing Condition table. HUD does not provide details regarding the inspections other than scores.

Public Housing Condition

Public Housing Development	Average Inspection Score
Hannon Assembled Apartments Last inspected 2016	95
Del Monte Manor Last Inspected 2018	90

Table 40 - Public Housing Condition

Public Housing MF Inspection Report-Seaside 2-21-2020

REMS	has_active_fi	has_active_assi	Inspection		Inspection		Inspection		Inspection		Inspection	
Property Id	nancing_ind	stance_ind	Inspection Id 1	Score1	Release Date 1	Inspection Id 2	Score2	Release Date 2	Inspection Id 3	Score3	Release Date 3	Property Name
800001613 N		Y	583794	95b	11/10/2016	508160	96b	8/28/2013	335001	97c*	1/21/2010	Hannon Assembled Apt
800001373 N		Y	629550	90b*	10/23/2018	569803	76b*	6/2/2016	532032	77c*	4/15/2015	Del Monte Manor

Inspection report Seaside Public Housing 2020



Del Monte Manor - 2020 Renovation



May 22 at 11:42 AM • 🌐

The patios on building 1520 are turning out great!



Del Monte Manor Renovation Facebook Post

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

New property managers at Del Monte Manor have started renovations. Villa Del Monte at 1760 Broadway Avenue in Seaside requested Project Based Voucher assistance in July 2019 for continued capital improvements.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The Housing Authority of Monterey County manages a \$1.5 million annual capital improvement budget for the public housing stock. The authority uses this capital on construction, maintenance, property management, finance, urban planning, and development of public housing in Seaside and throughout the county. Their Five-Year Action Plan identified multiple units that will be rehabilitated in the next five years. According to this plan, seven to eight units will be rehabilitated each year.

Discussion:

Renovation work at two major public housing facilities will not only provide needed improvements, but revitalize the community spirit.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Homelessness is viewed as a countywide issue. Therefore, data presented in this section is based on statistics for the entire region rather than for Seaside alone. In Monterey County, three entities shoulder the burden of planning for a Continuum of Care to address homelessness. These are the lead governmental agency—Monterey County Department of Social Services (DSS)—and two unique local collaborative efforts—the Coalition of Homeless Services Providers (Homeless Coalition) and Leadership Council (CoC Governing Body).

This working group of nonprofits, City and County staff, and community members met throughout the year. The primary focus during this period continued to be the implementation of a comprehensive, 10-year plan to end homelessness called Lead Me Home.

Approximately 2,420 homeless persons were reported in Monterey County during the 2019 Homeless Census and Survey sponsored by the Monterey County Coalition of Homeless Providers, an organization representing several nonprofit agencies committed to working together to reduce homelessness in the county. Of these, approximately 7.5% were encountered in Seaside. The strategy for alleviating homelessness includes financial and technical assistance to support the work of homeless service providers

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	22	0	42	0	0
Households with Only Adults	0	0	28	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	15	0	0
Unaccompanied Youth	0	0	0	0	0

Table 41 - Facilities and Housing Targeted to Homeless Households

Data Source Comments: from the Seaside Midterm Housing Element Technical Appendix page APP-36-37 and CDBG program application information.

JURISDICTIONAL BREAKDOWN

The 15% decrease in homelessness across Monterey County was mirrored across its sheltered and unsheltered populations. Of the jurisdictions in the county, Seaside and Soledad were the only two to see increases, rising 86% and 169% from 2017 to 2019. Salinas saw a decrease of 13%, while Marina saw a small decrease of just 3%.

FIGURE 6. HOMELESS POPULATION BY JURISDICTION

JURISDICTION	UNSHELTERED			SHELTERED			TOTAL			'17-'19 % Change
	2015	2017	2019	2015	2017	2019	2015	2017	2019	
Total Incorporated	1,300	1,692	1,492	601	724	560	1,901	2,416	2,052	-15%
Monterey	306	292	167	31	46	37	337	338	204	-40%
Salinas	634	1,097	976	233	264	206	867	1,361	1,182	-13%
Marina	68	51	98	230	356	261	298	407	396	-3%
Seaside	152	40	126	107	58	56	259	98	182	86%
Sand City	55	31	8	0	0	0	55	31	8	*
Gonzales	0	0	21	0	0	0	0	0	21	*
Pacific Grove	13	35	14	0	0	0	13	35	14	*
King City	4	0	27	0	0	0	4	0	27	*
Greenfield	2	6	14	0	0	0	2	6	14	*
Del Rey Oaks	55	111	0	0	0	0	55	111	0	*
Carmel	6	16	6	0	0	0	6	16	6	*
Soledad	5	13	35	0	0	0	5	13	35	169%
Total Unincorporated	330	421	338	77	0	32	407	419	370	-12%
Pajaro	144	14	10	77	0	32	221	14	42	*
Prunedale	8	16	50	0	0	0	8	16	50	*
Other	178	391	278	0	0	0	178	391	278	-29%
Total	1,630	2,113	1,830	678	724	592	2,308	2,837	2,422	-15%

Note: % change was not calculated when jurisdiction was below 25 individuals.

Monterey County Homeless Jurisdictional Breakdown 2019



Seaside homeless shelter nears going to bid for site rehab



By **JIM JOHNSON** | jjohnson@montereyherald.com |

Monterey Herald

PUBLISHED: December 18, 2019 at 3:35 p.m. | UPDATED:
December 18, 2019 at 3:36 p.m.



Monterey Herald article-going to bid on new shelter bldg rehab

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Homeless Full Services Partnership Program provides outreach to the most underserved, difficult to reach population of homeless adults and engages clients in health care, mental health treatment, and housing.

Employment Services

Of those enrolled in CoC-funded programs, 25% have earned income. Homeless clients are referred to the Employment Development Department and the Workforce Investment Act One Stop Centers. The Homeless Veteran Reintegration Program provides employment services to homeless veterans.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

In Monterey County, there are a total of 675 transitional housing beds. Of these, 424 are for households with children and 251 are for households without children. There are 14 facilities in all, each of which serves a particular subpopulation, as indicated below. In 2010, 74% of Monterey residents moved from transitional to permanent housing, an outcome which exceeds HUD's goal of 65% moving to permanent housing within 12 months. The Continuum of Care plans to increase this percentage in future years as follows: 76% in 12 months, 85% in 5 years, and 90% in 10 years.

- 1) Community Human Services: Elm House – single females
- 2) Community Human Services: Safe Passage – single males and females (transitional age youth 18–21)
- 3) Housing Authority: Pueblo de Mar – families in recovery
- 4) Interim Inc.: Hayes Housing/MCHOME – single males and females with mental illness
- 5) Interim Inc.: Shelter Cove – single males and females with mental illness
- 6) Interim Inc.: Soledad House – single males and females with mental illness
- 7) Interim Inc.: Sunflower Gardens – single males and females with mental illness
- 8) Pajaro Rescue Mission: Crisis Teen Challenge – single males
- 9) Shelter Outreach Plus: Homeward Bound – families (for single & dual parents) with children
- 10) Shelter Outreach Plus: Men in Transition – single males
- 11) The Salvation Army: Casa de las Palmas – families with children
- 12) Veteran's Transition Center: Coming Home Program – Veterans: males, females, families with children
- 13) Victory Mission: Lake Street Hotel – single men

14) Victory Mission: Victory Mission – single men

Seaside is in the process of creating a new year-round shelter in HUD Qualified Census tract 137 (scheduled to open 2020)

The County's Lead Me Home plan includes several policies that are particularly aimed at the chronically homeless. One goal of the plan is to implement a Housing First program, which is a nationally recognized approach for addressing homelessness evolved from the recognition of the vital role of housing in a person's life. Under Housing First, the goal is to help people regain housing as quickly as possible, without numerous prerequisites such as employment, sobriety, or acceptance of services. Chronically homeless or disabled individuals especially need their housing linked with services in order for services to have a long-term positive effect on their lives. This is known as permanent supportive housing, and it provides people with the range of services and supports they need to maintain residential stability, realize health and wellness, and achieve maximum self sufficiency. These facilities help people access permanent housing in conjunction with services to address the issues that have contributed to their homelessness, including health or behavioral health treatment and education or job training to enhance their employability and earning potential.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Many non-homeless individuals need supportive housing and services to enable them to live independently and to avoid homelessness or institutionalization, including those persons returning from mental health and physical health institutions. As previously discussed in the Needs Assessment section of this Plan, these subpopulations include, but are not limited to, the elderly, persons with physical, mental, or developmental disabilities, persons with HIV/AIDS, victims of domestic violence, children leaving group homes or aging out of foster care, farmworkers, and substance abusers. This section provides a brief summary of the facilities and services available to these subpopulations, as noted in the previous section (MA-30 Homeless Facilities and Services). This is not meant to be a comprehensive list of all the services, facilities, programs, or agencies that serve these subpopulations in Seaside and Monterey County. Additionally, many of the agencies noted below serve homeless persons as discussed in the previous section (MA-30 Homeless Facilities and Services).

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Many seniors, even homeowners, face financial challenges due to limited incomes. Senior households, especially those on limited incomes, need affordable housing. Seniors also face housing challenges related to physical disabilities. Many of the disabilities are age related, including declining mobility and self-care issues that interfere with their ability to remain independent. Seniors have a variety of housing options, including:

- Independent living – seniors reside in their home or apartment with little support or care
 - Assisted living facilities – senior maintains a level of independence, residing in an apartment, and receives varied levels of support and assistance such as light housekeeping, meals, transportation, and/or medication
 - Residential care facilities – typically a smaller licensed facility, often with 6 or fewer residents, that provides services similar to those provided by assisted living facilities
 - Intermediate care or skilled nursing facilities – a licensed facility that provides a higher, continuous level of professional care
- Although a variety of housing options are available to seniors, and all housing options are available in Seaside, facilities providing supportive services and a higher level of care are expensive. Most affordable senior housing is classified as independent living and does not provide supportive services. Lower-income seniors cannot afford to take advantage of many of the housing options and consequently remain in independent living situations struggling with self-care issues. The Monterey County Department of Social Services provides a Senior Information, Referral and Assistance hotline, which is initial

point of contact for people seeking information about senior services. The program specializes in information related to the needs of seniors and people with disabilities.

Persons with Disabilities

There are a variety of disabilities, including sensory, physical, mental, and developmental.

Disabilities can result in mobility, self-care, and employment limitations.

The majority of disabled persons have income significantly lower than that of the non-disabled population and require housing assistance. While it is difficult to determine how many of the disabled require supportive housing services, it can be assumed that those with mobility and/or self-care limitations have special needs and require in-home supportive services and special housing accommodations. The Monterey County Commission on Disabilities provides guidance to the County Board of Supervisors regarding matters related to equal access to employment, public services, communications, and public accommodations for people with disabilities. The commission operates out of the Equal Opportunities Office, which is a primary resource for disabled persons in Monterey County, including Seaside. Persons with mental health disabilities range from those who can live and work within the community to those with severe mental illness who require special housing accommodations, constant medical attention, and supportive services. Monterey County System of Care provides a variety of services to the mentally ill. The System of Care identifies housing as a constant struggle for the severely mentally ill. Mental health clients are typically low income; in addition, their illnesses have resulted in rental histories or credit histories that do not meet typical rent requirements and limit their housing options. According to California Department of Social Services (DSS) licensing data, there are 29 adult residential facilities, and three social rehabilitation facilities in Monterey County. These facilities are regulated by the DSS, Community Care Licensing Division.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

The CoC's Coordinator and the Coalition of Homeless Services Providers (CHSP) recently completed a 10-Year Strategy to End Homelessness, which involved extensive collaboration with the City of Seaside. The City coordinates homeless prevention strategies with the CoC and CHSP. A key element of this strategy is connecting those discharged from public institutions to assistance from agencies addressing housing, health, social services, employment, education and youth needs. Much of this coordination revolves around a referral system between Monterey County departments that oversee such institutions.

Programs that provide supportive services for persons with developmental disabilities include the following:

- Gateway Center of Monterey County provides a variety of residential settings in Monterey County for people with developmental disabilities.

- San Andreas Regional Center is a community-based, private nonprofit corporation that is funded by the State of California to provide case management and referral services to people with developmental disabilities.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Seaside utilizes public services CDBG funding for a variety of supportive needs to at-risk youth by tutoring and counseling programs, seniors by legal assistance and meal delivery and tenant-landlord fair housing programs. The City offers a variety of recreational programs are offered for all ages throughout the year at the Oldemeyer Center, including offering fresh fruits and vegetables on Tuesday's "market day".

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The City of Seaside utilizes public services CDBG funding for a variety of supportive needs to at-risk youth by tutoring and counseling programs, seniors by legal assistance and meal delivery and tenant-landlord fair housing programs. The City offers a variety of recreational programs are offered for all ages throughout the year at the Oldemeyer Center, including offering fresh fruits and vegetables on Tuesday's "market day".

As a result of the COVID-19 pandemic, we anticipate that the programs will ultimately continue with a social distancing component added.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

There is currently an inadequate supply of water on the Monterey Peninsula for new development to occur. While the City has rights to a certain amount of water in the next five years, it does not currently have access to that water due to the cease and desist order. To facilitate development of the remaining RHNA of 166 units, the City is working with other jurisdictions and agencies to maintain and augment the existing water supply.

Timeframe and Objectives:

- Support efforts by the MPWMD to expand the water supply with new water sources being earmarked for development.
- Continue to work to have the MPWMD and MCWD reverse its policy decision of prohibiting the transfer of water credits from one property to another
- Continue to work with MPWMD and MCWD to develop water conservation methods (e.g., low flow fixtures, instant hot water heaters, cisterns/rain gardens) to augment water for new development projects.
- Seek to provide water for affordable housing within larger, mixed use developments and larger residential subdivisions and provide water as an incentive for development which includes additional affordable housing as a density bonus request.
- Upon adoption of the Housing Element, provide a copy of the Element to MPWMD and MCWD for greater awareness of affordable housing priorities and collaboration, in compliance with AB 1087.

Pursue various strategies to secure water for Seaside's future development:

- o Private water;
- o In-Lieu Storage and Recovery Program;
- o Diverting potable water used at the Bayonet and Black Horse Golf Course;
- o Pure Water Monterey; and
- o California American Water Desalination Project.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

This section of the Plan describes Seaside’s economic development asset needs, whereas the Needs Assessment section of this Plan, specifically NA-50 (Non-Housing Community Development Needs), describes the city’s needs for public facilities, improvements, and services.

Seaside is located on the Monterey Peninsula. It is an ocean-side community overlooking Monterey Bay on the Central Coast of California, approximately 115 miles south of San Francisco. Founded in 1887 and incorporated in 1954, the 10-square-mile community continues to grow. The city is primarily a residential community with a tourist- and service-oriented economy.

The Great Recession of 2007–2009 dramatically changed the trajectory of the global economy, prompting regions everywhere to reassess their strengths, weaknesses, opportunities, and challenges.

The city experienced much of the worst of the housing downturn and ensuing financial crisis from the Great Recession. Seaside is experiencing the lingering effects of that economic and housing downturn. Between the three years ending in 2009 and the three years ending in 2012, the city’s median income declined by more than \$12,000 a year to \$51,659, slightly lower than the national median income. The national decline in median income during that time was \$3,180. During the budget preparation process in 2014, Seaside was in a state of crisis, facing a projected budget deficit of \$2.4 million. To balance its budget, the City had to make substantial cuts. California’s elimination of redevelopment agencies in 2012, which helped fund low-income housing, has also strained the city’s recovery. The City’s budget situation has improved and a part-time Housing Program manager position added to staffing in 2019, which will positively impact programs moving into this Consolidated Plan.

The tables in this section contain prepopulated data from HUD using the 2011-2015 ACS for workers and 2015 Longitudinal Employer-Household Dynamics for Jobs.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	458	6	5	0	-5
Arts, Entertainment, Accommodations	3,122	1,293	31	30	-1
Construction	400	197	4	5	1

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Education and Health Care Services	1,800	576	18	13	-5
Finance, Insurance, and Real Estate	486	129	5	3	-2
Information	170	32	2	1	-1
Manufacturing	388	102	4	2	-2
Other Services	561	654	6	15	9
Professional, Scientific, Management Services	733	73	7	2	-5
Public Administration	0	0	0	0	0
Retail Trade	1,384	1,199	14	28	14
Transportation and Warehousing	204	24	2	1	-1
Wholesale Trade	279	40	3	1	-2
Total	9,985	4,325	--	--	--

Table 42 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	16,260
Civilian Employed Population 16 years and over	14,635
Unemployment Rate	10.05
Unemployment Rate for Ages 16-24	19.34
Unemployment Rate for Ages 25-65	6.63

Table 43 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	2,380
Farming, fisheries and forestry occupations	370
Service	2,990
Sales and office	3,170
Construction, extraction, maintenance and repair	1,135
Production, transportation and material moving	520

Table 44 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	11,485	79%
30-59 Minutes	2,520	17%
60 or More Minutes	530	4%
Total	14,535	100%

Table 45 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	3,005	225	1,045

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	2,730	370	925
Some college or Associate's degree	3,720	400	1,025
Bachelor's degree or higher	2,785	195	665

Table 46 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	50	585	905	810	465
9th to 12th grade, no diploma	520	455	850	665	360
High school graduate, GED, or alternative	1,180	1,200	965	1,885	725
Some college, no degree	1,895	1,465	1,085	1,390	780
Associate's degree	130	525	320	725	250
Bachelor's degree	150	1,220	680	1,010	265
Graduate or professional degree	24	325	330	545	260

Table 47 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,293
High school graduate (includes equivalency)	22,829
Some college or Associate's degree	35,278
Bachelor's degree	45,763
Graduate or professional degree	62,256

Table 48 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The tables indicate the major employment sectors as hospitality (arts, entertainment and accommodations) and retail.

Describe the workforce and infrastructure needs of the business community:

The employment needs are heavily tourism related, so infrastructure that is safe and accessible is crucial. Advances in technology are important as communication via social media and on-line business transactions are increasingly important.

The Economic Development Element of the Seaside General Plan identifies the following key areas of improvement that could attract and retain businesses:

- • Infrastructure improvements
- • Street Lighting improvements
- • Commercial development/site acquisition
- • Commercial façade improvement
- • Water availability
- • Highway access
- • Broadband infrastructure
- • Access to capital
- • More qualified workforce

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The City has created a valuable partnership with CalCoastal SBDC for small business outreach activities. The West Broadway Urban Village infrastructure project completed in 2018 has revitalized the downtown area. Development of the former Fort Ord will present opportunities for hiring local workers, particularly those currently in low income and participants in apprenticeship programs.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The current available workforce consists of many residents with less than a high school education. Many residents have backgrounds in hospitality or entry-level retail and may not have the technical expertise or language skills for higher level construction or retail management positions. There is currently high

levels of employment in positions that are not considered “living wage”. A long-term need is to develop a workforce that has a higher level of skills so that the City can attract businesses that offer positions that pay a living wage.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Monterey County offers a wide range of workforce development services, organizations, and programs, including recruitment, training, and incentive programs that jointly support local businesses and individuals seeking employment. Workforce development and employee assistance resources include:

- **Monterey County Workforce Investment Board** – Serves as a vehicle to mobilize and integrate private and public partners to effectively educate, train, and place individuals with the necessary resources and skills to fulfill employer needs. The board offers a comprehensive workforce investment system through the larger America's Job Center of California network.
- **Central Coast Career Readiness Consortium (CCCCRC)** – A program of the Monterey County Business Council, the consortium trains and awards people a credential that helps individuals gain skills. It verifies core employability skills that are valuable across all businesses and industries. The credential offers individuals, employers, and educators a standardized approach to recognizing the universal value of these skills to job success.
- **Community College Economic and Workforce Development Network** – The Economic and Workforce Development (EWD) Network is part of the California Community Colleges. EWD offers industry-specific workforce services that are coordinated through a system of sector specialists which align community college and other workforce development resources with the needs of industry sectors and occupational clusters through a regional focus.
- **Office for Employment Training** – The Office's Job Center helps place job seekers using America's Job Center of California at no cost to the individual or companies.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDs)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

HUD Qualified Census tract 137 is also an Opportunity Zone. Qualified Opportunity Zones were created by the 2017 Tax Cuts and Jobs Act. These zones are designed to spur economic development and job creation in distressed communities throughout the country and U.S. possessions by providing tax benefits to investors who invest eligible capital into these communities. Taxpayers may defer tax on eligible capital gains by making an appropriate investment in a Qualified Opportunity Fund and meeting other requirements.

The City is working on a General Plan Update as well as updating the Housing Element.. The Campus Town Specific Plan should be approved in 2020.

Discussion

The 2020 COVID-19 pandemic impacted many retail and hospitality workers. The City has also created a C_JOBS commission to examine opportunities for economic development. Seaside will work proactively to recover from the economic impacts of this worldwide event.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Households experiencing any one of four severe housing problems—(1) overcrowding; (2) substandard housing; (3) cost burden (paying more than 30% of household income for housing costs); and (4) severe cost burden (spending over 50% of household income for housing costs)—are concentrated in several areas of Seaside.

The City of Seaside does not generally allocate funds on a geographic basis; instead, funds are allocated to organizations that provide low-income households with housing and supportive services.

As such, the City allocates investment of resources on a citywide basis. Resources targeted to new construction of affordable housing are allocated on a citywide basis. Resources targeted to special needs populations are also allocated on a citywide basis where needs are identified and/or where resources

could be coordinated with existing facilities and services. Activities such as infrastructure improvements or microenterprise assistance are targeted to older, low-income neighborhoods most in need of assistance, including HUD Qualified Tract 137.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

A concentration is defined as a census block group with a greater percentage than that group's overall percentage in Monterey County. A high concentration is defined as a census block group with two times the group's overall percentage representation in the county.

The definition of HUD of a Low-Mod Income (LMI) area is tracts that contain 51% LMI residents. Several tracts in Seaside are considered LMI areas. These tracts are on the western edge of the city, clustered around Fremont Boulevard.

What are the characteristics of the market in these areas/neighborhoods?

A majority of the homes in Seaside were built before 1980. Census tract 137 and 141 have high levels of concentration of severe housing problems.

Are there any community assets in these areas/neighborhoods?

Community assets generally include facilities such as schools, libraries, community centers, parks, and access to commercial establishments such as grocery stores, general merchandise stores, and pharmacy retailers, among others are nearby. Community assets are disbursed throughout the city.

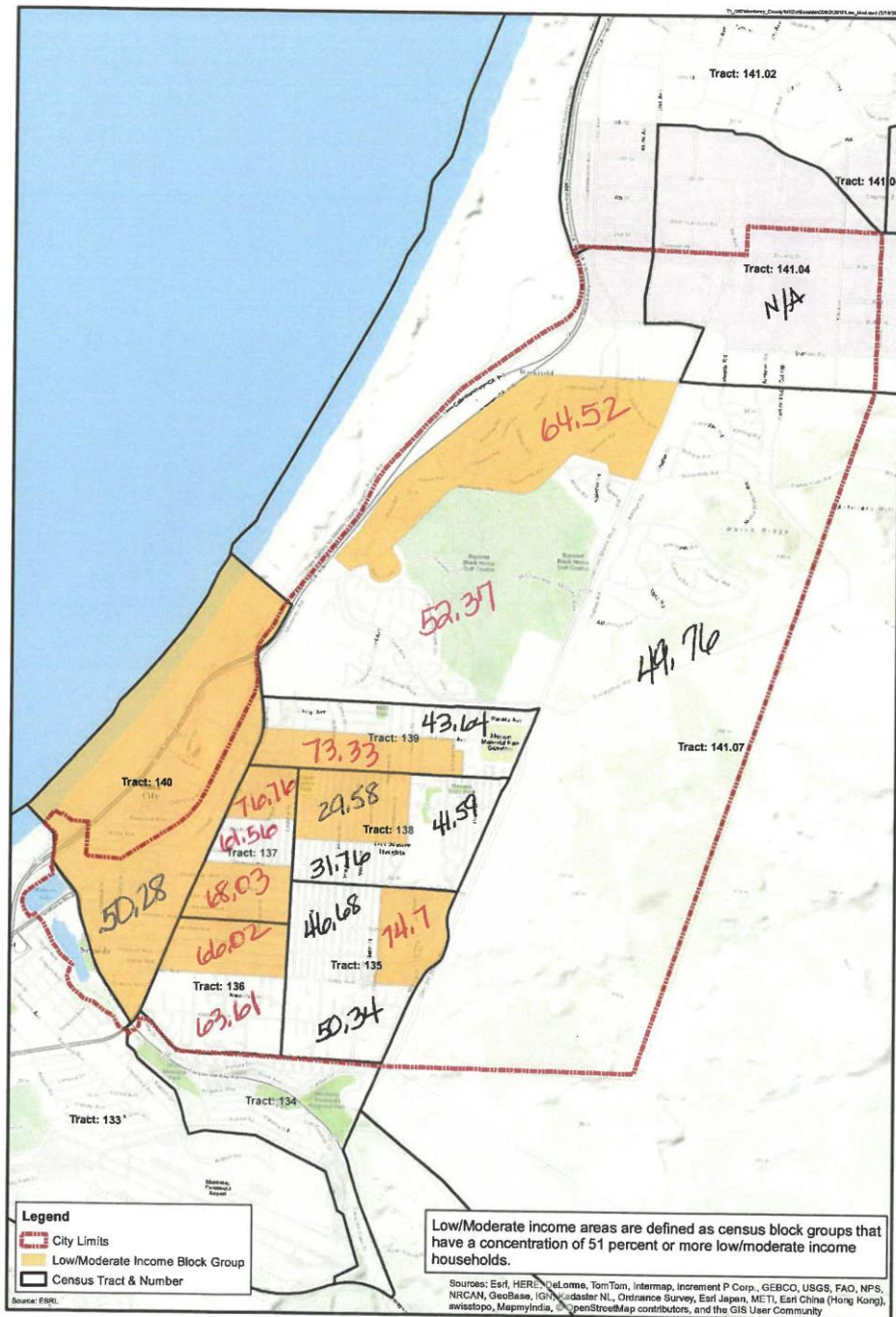
Seaside has a County library branch located southwest of the Census Tracts 137 and 141.07. The city has 86 acres of open spaces, including 24 neighborhood parks and a large regional park.

Census Tract 137 has no schools and one post office located within its boundaries. While no parks are located in this tract, it is in close proximity to two parks and a senior center, a youth education center, and a swim center. Within the area is a nonprofit center to address community health issues, especially as related to drug and alcohol use. Within a quarter of a mile of the tract is a medical facility for low-income patients and within a half a mile is nonprofit community center that provides various services for children, youth, and adults in need. The tract has a few convenience stores, including small markets specializing in Hispanic foods.

Within Census Tract 141.07 are three elementary schools, one middle school, and one high school. The tract also contains two community parks. No grocery stores or convenience stores are located in the tract. Non-profits conduct after-school programs at school facilities.

Are there other strategic opportunities in any of these areas?

In late 2019 the Ascent project was approved by the City Council to bring over 100 housing units to a former Redevelopment Agency parcel at Terrance and Broadway (Census Tract 137) 20% of the units are to be low income. Plans for this project are available online at <http://www.ci.seaside.ca.us/DocumentCenter/View/10000/19-1008-Ascent-Entitlement-Package-22x34> Census tract 137 is not only a HUD Qualified Census tract, it is also an Opportunity Zone. Qualified Opportunity Zones were created by the 2017 Tax Cuts and Jobs Act. These zones are designed to spur economic development and job creation in distressed communities throughout the country and U.S. possessions by providing tax benefits to investors who invest eligible capital into these communities. Taxpayers may defer tax on eligible capital gains by making an appropriate investment in a Qualified Opportunity Fund and meeting other requirements.



0 1,000 2,000
FEET

low/mod % in census tracts
Released 5/20/2019

Figure 6
Areas of Low and Moderate Income Concentration
PMC

HUD eligible -> over 51% L/M

Seaside Low-Mod Tracts 2019

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

The Central Coast Broadband Consortium is a 10-year old broadly based, ad hoc group of local governments and agencies, economic development, education and health organizations, community groups and private businesses.

It is dedicated to improving broadband availability, access and adoption in Monterey, Santa Cruz and San Benito Counties, and has a long history of broadband development projects implemented by our members and as a group.

The top priority of the CCBC is providing resources and incentives to telecommunications service providers, including local government agencies, to build broadband infrastructure and extend it throughout Monterey, San Benito and Santa Cruz counties.

The main effort of the CCBC's CASF-funded project will be to create a database of existing broadband resources and assets, including accessible conduit, rights of way and wireless sites, and to work with local agencies to develop model policies that support broadband deployment.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

Competition will increase as technology advances. In October of 2019, the City of Seaside adopted a policy for the regulation of small wireless facilities and other infrastructure deployments in the public rights of way in resolution 19-97. Urgency Ordinances 1072 in late 2019 and 1075 in early 2020 added Chapter 17.55 of the Seaside Municipal Code to establish regulations for small wireless facilities pursuant to applicable Federal and State Laws.

MPUSD has started a Park-N-Learn program for students and families. Free WiFi Internet will be available Monday - Friday 8 AM - 4:30 PM in three convenient locations. Stay in your vehicle and access the free WiFi safely! (Don't forget to charge your device beforehand!)

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT | DISTANCE LEARNING

PARK-N-LEARN

FREE WI-FI SPOT

8:00AM - 4:30PM

LOCATIONS

TARGET PARKING LOT | SAND CITY
DR. MLK SCHOOL OF THE ARTS | SEASIDE
LUCKY'S PARKING LOT | MARINA



MPUSD Park-N-Learn Free Wi Fi

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Climate change is anticipated to amplify existing hazards, including coastal flooding and gradual sea level rise. The two primary causes of sea level rise are thermal expansion of the oceans caused by ocean warming and loss of land-based ice due to increased melting of glaciers and ice sheets; both impacted by global climate change. Coastal flooding is a temporary condition caused by storms and high tides. In the short term, the primary concern is coastal flooding. However, over the longer-term, sea level rise will compound the effects from coast flooding, as storms will occur over higher sea levels.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

The draft General Plan update indicates that scenario models indicate that the Monterey Bay may see between 16 and 63 inches of sea level rise by the end of this century. Sea level rise in the region is expected to match global projections, which will also potentially exacerbate coastal flooding impacts from storm surges and big-wave storms, and lead to greater loss of land.

Miles of transportation infrastructure, beaches, recreation areas, and homes and businesses may be at risk to damage from sea level rise and coastal flooding.

Strategic Plan

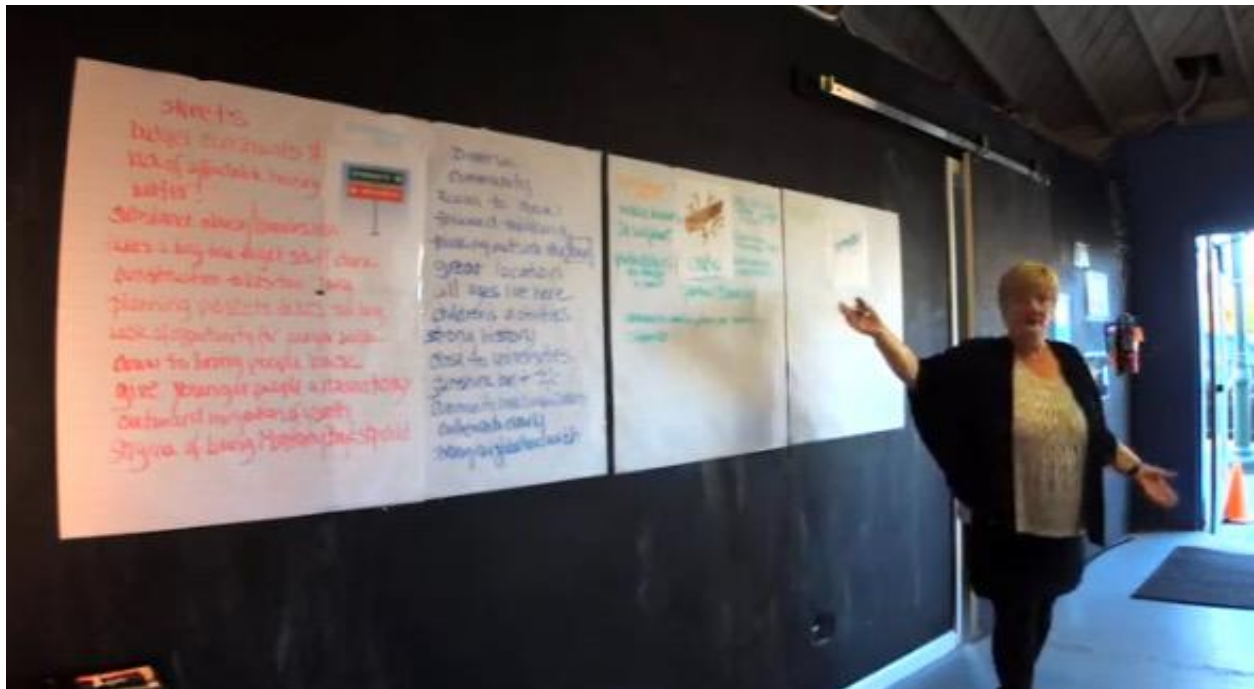
SP-05 Overview

Strategic Plan Overview

The community priority needs recommended by the CDAC on October 16, 2019 :

- Access to community services (youth and senior services are priority services)
- Provide quality infrastructure
- Improve accessibility for persons with disabilities
- Promote beautification (CDAC preferred not to use the term “blight”)
- Assist microbusinesses

Over the next five years, the City of Seaside anticipates funding projects related to all of these needs, although available funding resources, community-based organization partnerships, and market conditions may ultimately limit the City’s ability to fund some project types.



SWOT analysis at Community Needs Session Sept 2019



2018 Community Needs Session kicks off CON Plan 2020

COVID-19 Preparation, Prevention, and Response Amendment:

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 116-136 was signed by the President of the United States. This made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds, to respond to the growing effects of the historic COVID-19 public health crisis. The Department of Housing and Urban Development (HUD) informed the City of Seaside that CARES Act funding would be allocated to the City based on the existing entitlement formulas for the CDBG program.

HUD has allocated the first and third phases of CARES Act funds, or CDBG-CV, to the City in the amount of \$199,874 and \$360,289, respectively. Should HUD allocate additional CARES Act funds to the City in the future, this Plan will be amended to describe those funds.

The CARES Act also authorized the HUD Secretary to grant waivers and alternative requirements related to the use of CDBG-CV funds, including the suspension of the 15 percent cap on funding for public services; reducing the public comment period for Consolidated Plan and Action Plan amendments to five days; and allowing the option of virtual public hearings. All activities funded must still meet the eligibility and national objective requirements of the CDBG program. The City has applied for waivers for the

CDBG-CV supplemental funds and has amended its Citizen Participation Plan to include expedited citizen engagement during times of local, state, or national emergencies, such as with COVID-19.

In May 2020, as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Seaside received \$199,874 in supplemental funding – this allocation was known as CDBG-CV1 and was incorporated into the City's FY2020-21 Annual Action Plan (APP) which was adopted by the City Council on May 22, 2020. The first round of funds were allocated to a food and mask distribution program.

On September 11, 2020, HUD allocated the third round of CDBG-CV funds to the City in the amount of \$360,289. City Council will approve the first substantial amendment to the 2020 Annual Action Plan, as well as the 2020-2025 Consolidated Plan on March 4, 2021 after a 5-day review period starting on February 26, 2021. The Annual Action Plan and Consolidated Plan amendment identifies additional activities to address the COVID-19 crisis.

Please refer to AP-35 and AP-38 for a detailed description of proposed activities and funding for each CDBG-CV activity that is to be funded through CDBG-CV allocations.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 49 - Geographic Priority Areas

1	Area Name:	City of Seaside
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Commercial
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	City Limits
	Include specific housing and commercial characteristics of this target area.	Mixed uses
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The City of Seaside is located in a HUD Difficult Development Area
	Identify the needs in this target area.	A variety of needs for the low/mod population
	What are the opportunities for improvement in this target area?	Many opportunities as brainstormed at the 2019 Community Needs Workshop
	Are there barriers to improvement in this target area?	Economic Challenges with low income residents and smaller businesses.
2	Area Name:	Qualified Census Tract 137
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	

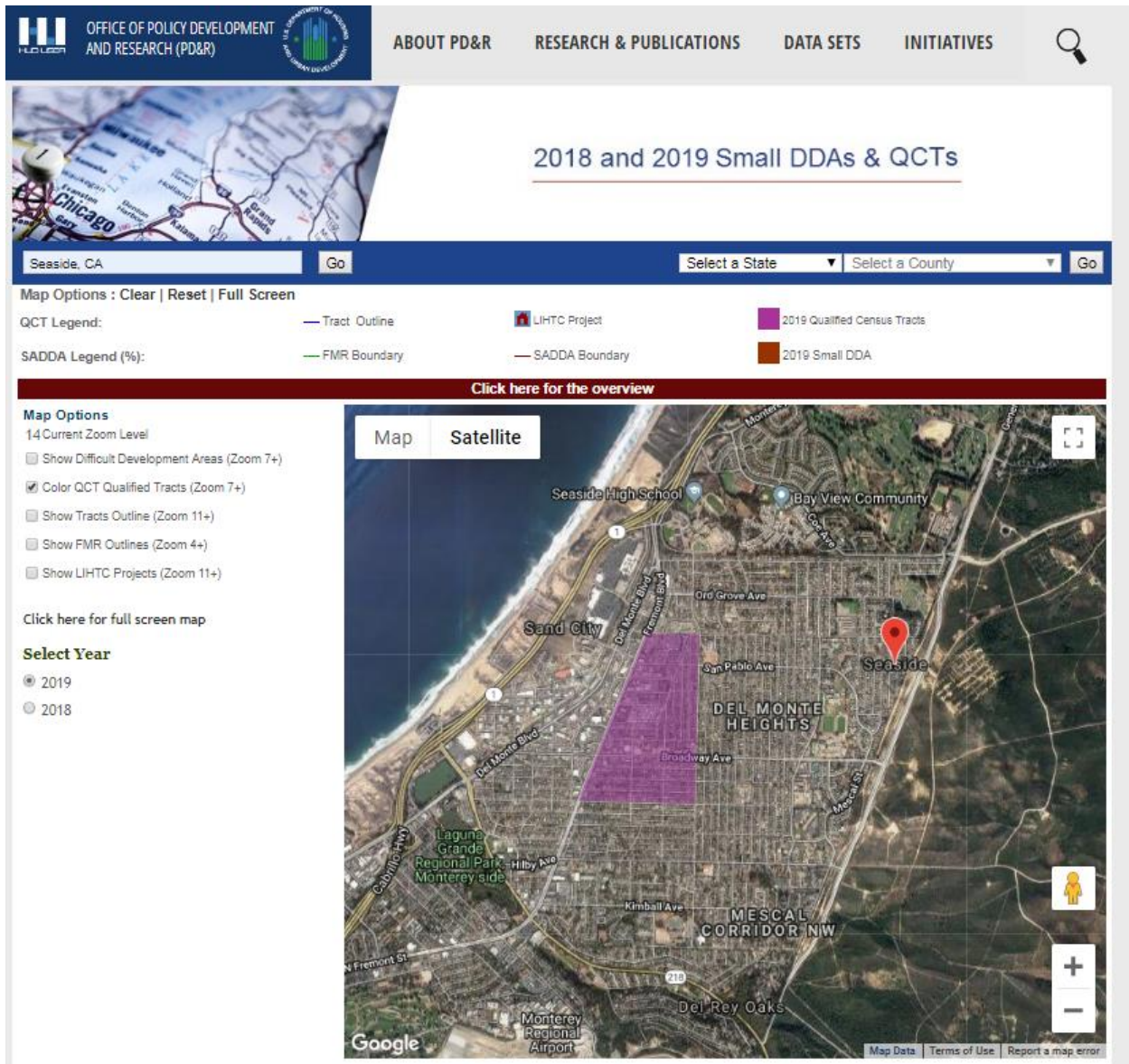
Identify the neighborhood boundaries for this target area.	This HUD Qualified Census tract is bordered on the north by LaSalle, south by Sonoma, east by Noche Buena and west by Fremont Blvd.
Include specific housing and commercial characteristics of this target area.	Mixed uses including shopping centers and residential areas
How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	HUD qualified and citizens confirmed needs with dot voting
Identify the needs in this target area.	Economic improvement, accessibility, services for youth and elderly
What are the opportunities for improvement in this target area?	Assistance for microbusinesses, accessibility improvements, youth and senior services
Are there barriers to improvement in this target area?	Infrastructure improvements needed. Services for multilingual population

General Allocation Priorities

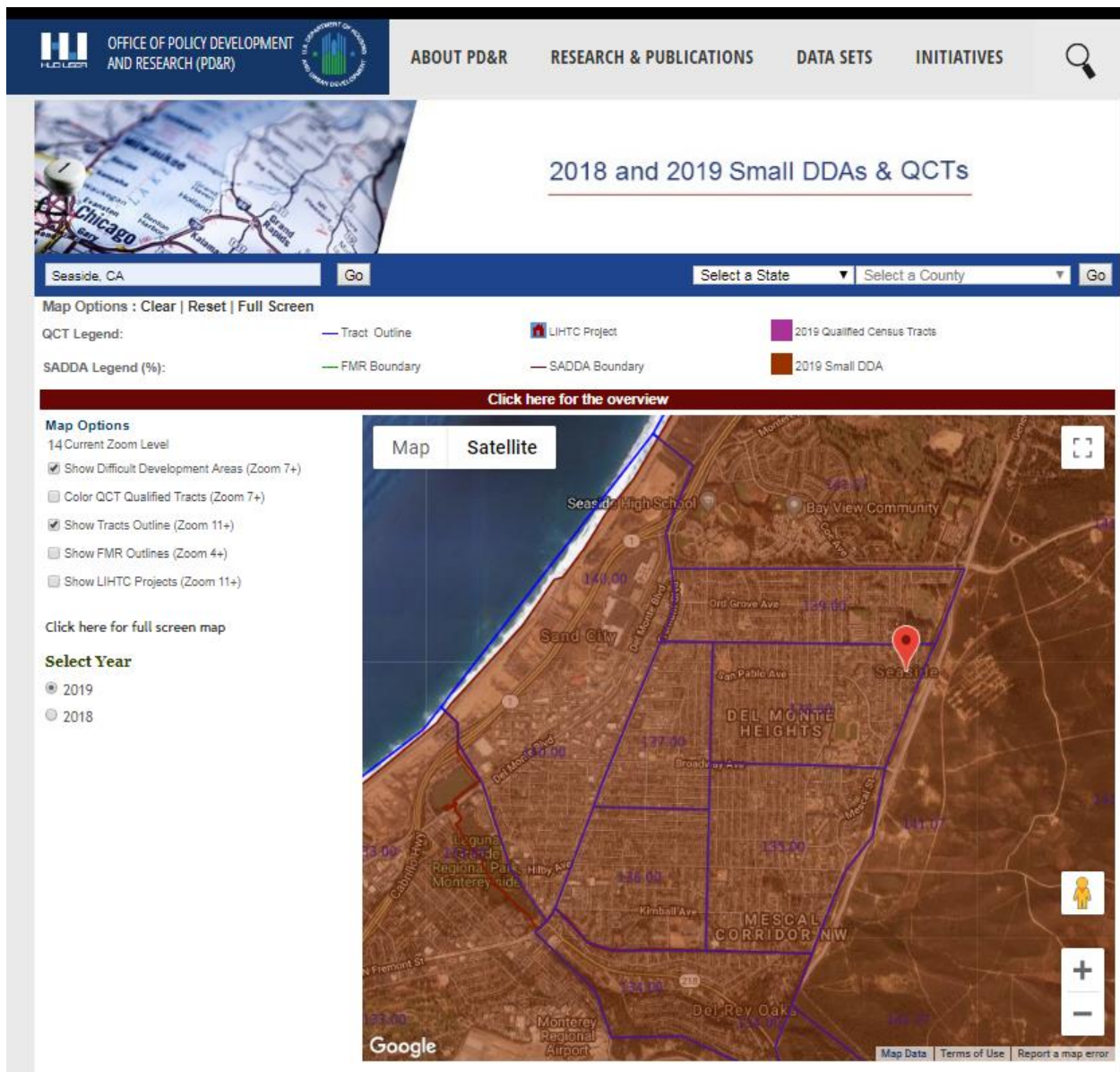
Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City of Seaside allocates funds on a geographic basis in eligible Census Block Groups and low income areas. At the direction of the CDAC and with the consent of the City Council, CDBG funds are directed to the low-income residential areas of the City. Public services that primarily serve low-income residential areas or that operate from facilities located in low-income residential areas are given a higher rank in the selection process. Public facilities that are located in low-income residential areas are targeted for improvements, specifically ones that target low-income households. During the five-year planning period, an emphasis will be placed on accessibility infrastructure in low-income areas.

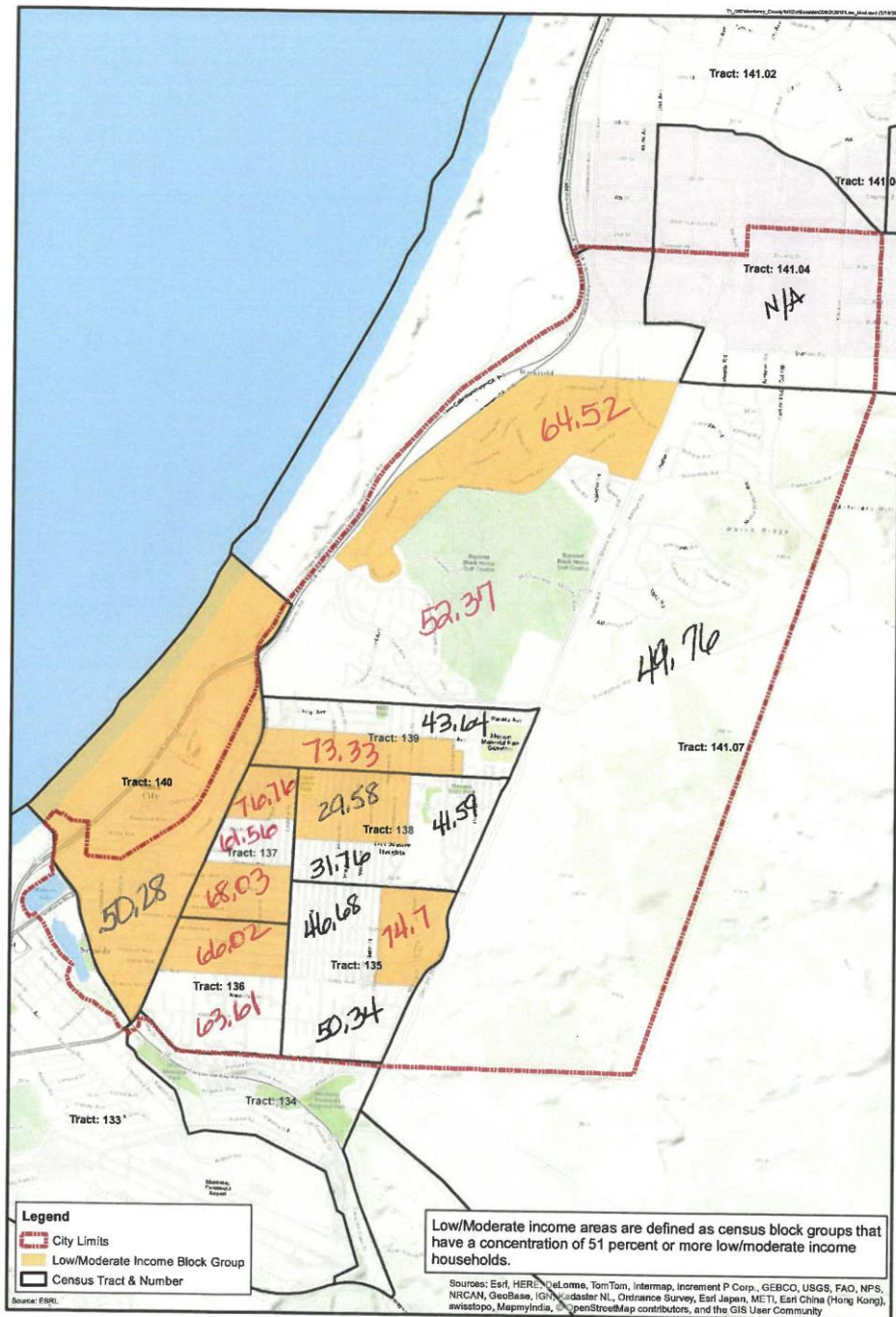
Please note that the entire City is considered a Difficult Development Area, has a significant low-income population-including Qualified Census tract 137, and a significant population living within areas that are predominantly low-income, per HUD data. Please see attachments for further detail. Services and projects that are city-wide may not technically be targeted to low-income households but the effect is to positively impact low-income households.



Qualified Census Tract 137



Difficult Development Area (all of Seaside)



0 1,000 2,000
FEET

low/mod % in census tracts
Released 5/20/2019

Figure 6
Areas of Low and Moderate Income Concentration
PMC

HUD eligible → over 51% L/M

Seaside Low-Mod Tracts 2019

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 50 – Priority Needs Summary

1	Priority Need Name	Access to community services
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City of Seaside Qualified Census Tract 137
	Associated Goals	Access to Community and Social Services

	Description	Public services benefit low income persons. The needs assessment and public process determined that the types of services identified are those where there is greatest need, the highest impact, and the best fit for CDBG funding. The populations were similarly identified. These services and populations represent a long-term commitment of the City to serve the most needy and to address the needs of youth, elderly and families with children. The City has become more active in working with tenant-landlord issues, homeless needs and outreach. Applications for funding for public services activities has routinely been at least double the available funds to allocate.
	Basis for Relative Priority	Seaside has a demonstrated need for public services. Applicants for funding represented activities ranging from a variety of youth services including at risk and foster children through adult education, homeless needs for adults, tenant-landlord counseling, legal services and meal delivery for seniors. All programs serve important functions and the CDAC acknowledged that youth and senior services are priorities.
2	Priority Need Name	Improve accessibility
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents Persons with Physical Disabilities Non-housing Community Development
	Geographic Areas Affected	City of Seaside Qualified Census Tract 137
	Associated Goals	Improve accessibility to persons with disabilities

	Description	The City's motto is Include, Innovate, Inspire...and accessibility for those with disabilities is necessary to include everyone in daily life activities. The activities that have taken place during the previous Consolidated Plan saw many parks improve accessibility and the City received positive feedback to continue these efforts. Preference to be given to public parks and facilities that serve youth and seniors. Facilities may be city-owned or owned by a non-profit community-based organization. ADA accessibility for persons with disabilities in some cases and can assist the City in the possibility of obtaining additional funding from other sources for other portions of upgrades. Many public facilities and parks in low-income areas are in need of repair or improvement. The provision of quality public spaces and facilities is a high priority for the City. CDBG can assure that adequate funds are available for the areas of the City most in need
	Basis for Relative Priority	Many public facilities and parks in low-income areas are in need of repair or improvement. The provision of quality public spaces and facilities is a high priority for the City. CDBG can assure that adequate funds are available for the areas of the City most in need.
3	Priority Need Name	Provide quality facilities and infrastructure
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Persons with Physical Disabilities Non-housing Community Development
	Geographic Areas Affected	City of Seaside Qualified Census Tract 137

	Associated Goals	Provide Quality Facilities and Infrastructure
	Description	Aging infrastructure along with accessibility and energy efficiency upgrades needed in many areas of the city are a particular need and challenge for improvement as funding is limited. Outreach sessions consistently indicate a need for improvement. The CDBG program identifies publicly-owned facilities and infrastructure such as, streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the general public, as Public Facilities and Improvements
	Basis for Relative Priority	Much of the basic infrastructure in low-income areas is sub-standard or in need of repair or improvement. The provision of basic infrastructure such as sewer, roadways, sidewalk, curb and gutter is a high priority for the City. Local infrastructure that does not meet the needs of local business or that is does not meet current standards was identified as a significant impediment to economic activity. CDBG can assure that adequate funds are available for the areas of the City most in need.
4	Priority Need Name	Promote Beautification
	Priority Level	Low
	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness
	Geographic Areas Affected	City of Seaside Qualified Census Tract 137
	Associated Goals	Promote Beautification
	Description	The Community Development Advisory Committee preferred the term "promote beautification" over "remove blight" as it is a more positive approach. Community outreach efforts indicate that the community wants parks, streets, neighborhoods and homes to look better and encourages ideas and approaches to achieve this goal. This category could include homeless encampment cleanup.

	Basis for Relative Priority	There is definitely top of mind awareness of a sense for beautification in the community, as the transformation of the Broadway business district and the volunteer efforts of the SeaStars has revitalized the community. The City has introduced a See-Click-Fix app to address spot issues and over the next five years, there is likely to be more organized efforts for facade or homeless encampment cleanup efforts, which could raise the priority level for CDBG funding in this list.
5	Priority Need Name	Assist Microbusinesses
	Priority Level	Low
	Population	Extremely Low Low Non-housing Community Development
	Geographic Areas Affected	Qualified Census Tract 137
	Associated Goals	Microenterprise Assistance
	Description	Businesses in Seaside's HUD qualified census tract 137 with 5 or fewer employees including the owner can utilize CDBG assistance.
	Basis for Relative Priority	The City of Seaside has a HUD qualified census tract 137 which is also an Opportunity Zone. CDBG funds can be used to help businesses of five persons or less (including the owner) in this targeted area. This strategy was used successfully during the last Consolidated Plan utilizing a team effort with California State University of Monterey Bay students and small business consulting service the City provides through use of the regional SBDC. It is anticipated that City staffing availability will be appropriate to pursue this activity again during the course of the Consolidated Plan.
6	Priority Need Name	COVID-19 Preparation, Prevention, and Response
	Priority Level	High

Population	Extremely Low Income Low Income Moderate Income Large Families Families with Children Elderly Public Housing Residents Chronic Homeless Individuals Veterans Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities
Geographic Areas Affected	City of Seaside Qualified Census Tract 137
Associated Goals	Access to Community and Social Services Prevent, prepare for, and respond to the coronavirus pandemic
Description	CDBG-CV funds will be used for CDBG eligible activities that prevent, prepare for, or respond to community impacts due to the COVID-19
Basis for Relative Priority	The COVID-19 pandemic has adversely affected businesses and residents in the City of Seaside. The City of Seaside will identify programs and activities to address the current crisis.

Narrative (Optional)

On October 16, 2019, the Community Development Advisory Committee reviewed the results from the Community Needs workshop held on September 18, 2019 and determined the top community needs to be included in this Consolidated Plan.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	The City of Seaside does not operate a TBRA program.
TBRA for Non-Homeless Special Needs	The City of Seaside does not operate a TBRA program
New Unit Production	The primary market factor influencing new affordable housing production is the availability of public funds and subsidies. With the dissolution of the Seaside Redevelopment Agency, funds for affordable housing were drastically reduced, eliminating the primary source for new unit production. Without this public funding source, new units construction is severely constrained. However, the Ascent project at Broadway and Terrace will utilize former Redevelopment Property and the Campus Town Project using former Fort Ord property to be turned over to the City should bring many new units to the City during this Consolidated Plan.
Rehabilitation	As with New Unit Production, rehabilitation of affordable housing units has become challenging due to the dissolution of the Seaside Redevelopment Agency. However, Rehabilitation may be more feasible than New Unit Production because costs are lower. The cost of private financing affects small-scale single-family or multi-family rehabilitation decisions; when interest rates are low, property owners may prefer traditional financing that has few strings attached. The value of homes, and specifically the number of homeowners owing more on their homes than they are worth, limited the pool of owners who could receive a rehab loan during the previous Consolidated Plan. Rental property owners' willingness to accept the affordability restrictions of CDBG and other federal financing sources is also a factor in participation in a program.
Acquisition, including preservation	Land in Seaside is expensive relative to the rest of the State, but more affordable than our closest neighboring areas. This factor, combined with limited public subsidies, makes acquisition challenging. The availability of housing to acquire and convert is a primary factor in Seaside. Construction costs for rehabilitation and the availability of private and/or tax credit financing are also factors.

Table 51 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City anticipates that the annual allocation of CDBG funds will continue to be reduced yearly. The City also plans to receive slightly over \$100,000 per year in program income from lease of land occupied by Embassy Suites.

HUD has indicated that the City will receive \$199,874 in CDBG-CV funds to address the COVID-19 pandemic.

The City does not anticipate any other program income as it is not regular enough to provide a reasonable annual estimate.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition						Since there have been systematic reductions in federal allocations, the projection of future funding was calculated at 95% of the year preceding. The City also plans to receive program income from lease land occupied by Embassy Suites.
		Admin and Planning						
		Economic Development						
		Housing						
		Public Improvements	339,767	103,600	32,212	475,579		
		Public Services	339,715	135,512	0	475,227	1,197,468	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other CDBG-CV	public - federal	Admin and Planning Public Services Other	 199,874 560,163	 0	 0	 199,874 560,163	 0	CARES Act funding to address COVID-19 In order to prevent, prepare for, and respond to coronavirus, the City received \$199,874 in the first round of CDBG-CV funding and \$360,289 in the third round. Should other CDBG-CV funding be allocated to the City, it will be reflected in this Plan

Table 52 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program has no matching requirement. Applicants for funding are asked to provide financial information in their application to indicate capacity to carry out the activity/project. Applications are submitted on the City Data Services data management portal and the attachments are housed on their server. On occasion there are projects utilizing a variety of funding sources such as the Veterans Transition Center utilizing a combination of funding for their regional project. The City is actively pursuing grants and awards for projects not otherwise funded with CDBG monies.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

As of the writing of this Consolidated Plan, we do not anticipate that the sale of publicly owned lands or properties would be used to acquire lands to achieve CDBG goals. Upgrading of infrastructure including publicly owned roads, sidewalks and public parks may address the needs in the plan particularly to improve accessibility.

Discussion

Faced with reduced resources, the City has made the choice to focus CDBG resources where the need is greatest. The community-identified areas of need are infrastructure and facilities improvements in low-income areas, including street and park accessibility improvements, and providing essential public services for youth and seniors. Activities such as the development of affordable housing and rental housing subsidy are beyond the scope of available resources. The City of Seaside paid off a Section 108 Loan during the last Consolidated Plan and has no Section 108 funds outstanding.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
CITY OF SEASIDE	Government	Economic Development Homelessness Non-homeless special needs Planning neighborhood improvements public facilities	Jurisdiction
Housing Authority of County of Monterey	PHA	Public Housing Rental	Region
MONTEREY COUNTY	Government	Homelessness Non-homeless special needs Planning public services	
Boys and Girls Club of Monterey County	Non-profit organizations	neighborhood improvements public facilities public services	Region
Community Human Services	Non-profit organizations	Homelessness Non-homeless special needs neighborhood improvements public facilities public services	Region
Community Partnership for Youth	Non-profit organizations	public services	Jurisdiction
The Village Project, Inc.	Non-profit organizations	public services	Jurisdiction
Girls, Inc. of the Central Coast	Non-profit organizations	public services	Region
Legal Services for Seniors	Non-profit organizations	public services	Jurisdiction

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Greater Victory Temple Church of God in Christ	Community/Faith-based organization	public services	Jurisdiction
Veterans Transition Center	Regional organization	Homelessness neighborhood improvements public facilities	Region
Meals on Wheels of the Monterey Peninsula	Non-profit organizations	public services	Region
Monterey Peninsula Unified School District	Public institution	Non-homeless special needs public facilities	
EDEN COUNCIL FOR HOPE AND OPPORTUNITY	Regional organization	Non-homeless special needs public services	

Table 53 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

There are more applicants for CDBG funding than there are funds available to distribute. Public services funding is distributed to fund youth, seniors and fair housing services. Major projects will improve accessibility, address blight while helping homeless veterans, create and rebrish classrooms for adult students and safety and energy efficient improvements to facilities used for recovery and youth.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance			
Rental Assistance	X		
Utilities Assistance			
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care	X		

Education	X		
Employment and Employment Training	X		
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
Other			

Table 54 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

Much as is the case with affordable housing, the City of Seaside's limited resources prevent it from engaging in significant efforts to assist the homeless and chronically homeless, and to prevent homelessness, other than through its partnership with the Coalition and other agencies and organizations.

However, the services the City selected to fund with its annual CDBG funds do address poverty and substance abuse, which are key issues for the homeless, chronically homeless, and prevention of homelessness. In particular, Legal Services for Seniors provides services to prevent the displacement of seniors from their homes by means of eviction and foreclosure.

The City will continue to support the Coalition of Homeless Services Providers work in the preparation and implementation of the "Lead Me Home - 10 Year Plan to End Homelessness" including goals and objectives that lead to coordinated homeless prevention strategies including those specific to persons being discharged from publicly funded institutions and systems of care or receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The City addresses the needs of special needs populations through its CDBG Public Services program. These services can include (but are not limited to) senior services, emergency food assistance, mental health counseling, substance abuse treatment, youth services, and HIV/AIDS testing and case management. The City has gaps in the areas of direct services to persons with disabilities and supportive housing for special needs groups.

The City is also utilizing HEAP funding to open a homeless shelter on Olympia Avenue expected to become operational during the Consolidated Plan.

City staff also participates regularly with three entities that shoulder planning for the Continuum of Care to address homelessness. These are: (1) the lead governmental agency: Monterey County Department of Social Services (DSS); and two unique local collaborative efforts: (2) the Coalition of Homeless Services Providers (Homeless Coalition) and (3) Leadership Council (CoC Governing Body). These committees are directly responsible for program and funding decisions that affect the residents of the County of Monterey and City of Seaside. Continued participation is necessary to ensure that needed resources are available to eligible City residents in need of shelter and housing.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

As identified above, the City has needs for transitional and permanent supportive housing for homeless persons, and affordable housing for families in general. The dissolution of the redevelopment agency has severely constrained the City's ability to address these gaps directly. The City continues to collaborate with the entities listed below to address its housing needs:

- Housing Authority of Monterey County
- Monterey County Department of Social Services
- Coalition of Homeless Services Providers (Homeless Coalition)
- Leadership Council (CoC Governing Body)
- Legal Services for Seniors
- Community Human Services
- Eden Council for Hope and Opportunity

In addition to the City CDBG staff, the CDAC assures the quality of community related programs and services to Seaside residents, including low income and the homeless. The CDAC provides residents with a gateway to connect to all housing services being provided by the City, and state, and federal government agencies, as well as private and charitable agencies, and helps to facilitate the development of programs to empower communities to strengthen families and neighborhoods.

The City of Seaside updated the Housing Element as part of the comprehensive General Plan update. The California HCD-reviewed Draft Housing Element received a Finding of Substantial Compliance from HCD in December 2017, pending adoption of the Housing Element. However, adoption of the General Plan has been delayed due to the environmental clearance process, subsequently delaying the adoption of the Housing Element. In February 2019, Seaside initiated a process to pursue adoption of the Seaside Housing Element independent of the overall General Plan process, the Housing Element was approved by the City Council in December 2019 and submitted to HCD.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Community and Social Services	2020	2024	Non-Homeless Special Needs Non-Housing Community Development Public Services	City of Seaside Qualified Census Tract 137	Access to community services	CDBG: \$235,000 CDBG-CV: \$197,874	Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 120 Households Assisted
2	Improve accessibility to persons with disabilities	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside Qualified Census Tract 137	Improve accessibility	CDBG: \$565,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1800 Persons Assisted
3	Provide Quality Facilities and Infrastructure	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside Qualified Census Tract 137	Provide quality facilities and infrastructure	CDBG: \$660,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1800 Persons Assisted
4	Microenterprise Assistance	2020	2024	Non-Housing Community Development	Qualified Census Tract 137	Assist Microbusinesses	CDBG: \$75,000	Businesses assisted: 10 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Promote Beautification	2020	2024	Homeless Non-Housing Community Development	City of Seaside	Promote Beautification	CDBG: \$50,000	Homelessness Prevention: 15 Persons Assisted
6	COVID-19 Preparation, Prevention, and Response	2020	2024	COVID-19	City of Seaside Qualified Census Tract 137	Access to COVID-19 testing, immunization, meals, and food boxes	CDBG-CV1: \$197,874 CDBG-CV3: \$342,275	Public service activities other than Low/Moderate Income Housing Benefit: TBD Public service activities for Low/Moderate Income Housing Benefit: TBD
7	Program Administration	2020	2024	Planning and Administration	Admin.		CDBG: \$425,000 CDBG-CV: \$20,014	

Table 55 – Goals Summary

Goal Descriptions

1	Goal Name	Access to Community and Social Services
	Goal Description	Improve access to social services. Coordinate homeless services with regional efforts- the Monterey County Department of Social Services (DSS); the Coalition of Homeless Service Providers (Homeless Coalition); and the Leadership Council (CoC Governing Body). Other community services include but are not limited to youth services, senior services and tenant-landlord assistance.
2	Goal Name	Improve accessibility to persons with disabilities
	Goal Description	Improve the accessibility of public facilities and remove barriers to accessibility throughout the community, including infrastructure and public improvements.
3	Goal Name	Provide Quality Facilities and Infrastructure
	Goal Description	The HUD Exchange website indicates that the CDBG program identifies publicly-owned facilities and infrastructure such as, streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the general public, as Public Facilities and Improvements. Updates for energy efficiency and safety are included in community priorities for projects.
4	Goal Name	Microenterprise Assistance
	Goal Description	Assist businesses with 5 or fewer employees including the owner in HUD qualified census tract 137
5	Goal Name	Promote Beautification
	Goal Description	Promotion of beautification can also be considered more traditionally as eliminating blight. This includes abandoned structures on the former Fort Ord. The Veterans Transition Center plans to renovate abandoned duplexes into housing for homeless Seaside Veterans. Homeless encampment cleanup or cleanup of vacant/vacated property may also be included in this category.
6	Goal Name	COVID-19 Preparation, Prevention, and Response
	Goal Description	CDBG eligible activities that prevent, prepare for, or respond to community impacts due to the COVID-19 pandemic.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

All of the Consolidated Plan goals are targeted for low income households and most of the Social Services beneficiaries are extremely low income households.

The City is not anticipated to provide affordable housing through HUD funds during the time of this Consolidated Plan. Affordable housing may be provided by inclusionary units as part of the Ascent and Campus Town Projects. The Veterans Transition Center is anticipated to provide 15 homeless Veterans renovated blighted duplex units on the former Fort Ord

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The Housing Authority of the County of Monterey (HACM) is not required to increase the number of accessible units by a Section 504 Voluntary Compliance Agreement. HACM does provide reasonable accommodation and modifications for its disabled program participants so that they have equal access to housing and programs. HACM also participates as a board member in the Housing Alliance for Persons with Disabilities to further the development of accessible units in the community.

Activities to Increase Resident Involvements

HACM encourages public housing residents to participate in policy, procedure, and program implementation and development through its Resident Advisory Board. HACM also distributes a newsletter to all residents, which contains relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of the five-year and annual plans. The Resident Services Division distributes a survey to prioritize resident needs and schedule short- and long-term improvements.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

Not applicable. HACM is not identified as troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

There is currently an inadequate supply of water on the Monterey Peninsula for new development to occur. While the City has rights to a certain amount of water in the next five years, it does not currently have access to that water due to the cease and desist order. To facilitate development of the remaining RHNA of 166 units, the City is working with other jurisdictions and agencies to maintain and augment the existing water supply.

Timeframe and Objectives:

Support efforts by the MPWMD to expand the water supply with new water sources being earmarked for development.

Continue to work to have the MPWMD and MCWD reverse its policy decision of prohibiting the transfer of water credits from one property to another.

Continue to work with MPWMD and MCWD to develop water conservation methods (e.g., low flow fixtures, instant hot water heaters, cisterns/rain gardens) to augment water for new development projects.

• Seek to provide water for affordable housing within larger, mixed use developments and larger residential subdivisions and provide water as an incentive for development which includes additional affordable housing as a density bonus request.

Upon adoption of the Housing Element, provide a copy of the Element to MPWMD and MCWD for greater awareness of affordable housing priorities and collaboration, in compliance with AB 1087. Pursue various strategies to secure water for Seaside's future development:

- o Private water;
- o In-Lieu Storage and Recovery Program;
- o Diverting potable water used at the Bayonet and Black Horse Golf Course;
- o Pure Water Monterey; and
- o California American Water Desalination Project.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The submission of Seaside's Housing Element to HCD in December 2019 qualified the City for application for additional HCD programs and grants. The City is working on a pilot program to promote the building of Accessory Dwelling Units (ADUs) and provide affordable housing.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Seaside supports the Monterey and San Benito Counties 10-Year Plan to End Homelessness, called “Lead Me Home”. This is a comprehensive dual county plan to eliminate chronic homelessness by bringing together public services, community and faith based organizations, safety net services, and the private sector.

The City will support the following region-wide outreach Action Steps, as outlined in the Lead Me Home Plan:

- Develop referral agreements between outreach workers and other housing and service providers that designates priority access to housing and treatments slots for clients engaged by outreach workers.
- Develop a centralized information and referral system, perhaps linked to 2-1-1 and/or SAMS Guide, to be used by outreach workers and to provide easy access to referrals and other services.
- Utilize HMIS to provide a single point of entry for homeless services and case management coordination and link housing resources and availability.
- Improve system-wide capacity to streamline referrals and improve service coordination by developing case management tools and common policies and procedures in core areas (such as client eligibility determination and documentation).
- As appropriate, offer satellite services, including targeted outreach, housing resources, transportation, and benefits assistance in appropriate locations throughout the County, including Cities where services are currently unavailable.

Addressing the emergency and transitional housing needs of homeless persons

The City has increased levels of support in homeless transitional and permanent housing programs and advocate for the allocation of additional funding through CDBG, HEAP and Emergency Food and Shelter Programs. Plans are underway to open a facility in HUD qualified Census Tract 137 during the period covered in this Consolidated Plan. In addition, the City will support the following Strategies outlined in the Lead Me Home Plan:

- Create a Comprehensive Housing Pipeline;
- Focus Housing Development on Target Populations, particularly Permanent Supportive Housing for chronically homeless individuals;
- Identify New Funding Sources to Create Affordable Permanent Supportive Housing, including a Social Impact Bond and Housing Trust Fund; and

- Improve System-Level Interim Housing Outcomes, efficiently using the existing affordable housing supply.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Homeless individuals and homeless families, who have immediate and transitional shelter needs, have been given a relative priority of high because there is a shortage of shelter facilities for these groups and because the number of homeless has been increasing in recent years, with this trend expected to continue. Homeless persons who are victims of domestic violence were assigned a high priority because existing facilities for this group are overcrowded and because more counseling services and training opportunities are needed by them.

The City has instituted a Safe Parking program as well as supporting construction of a new shelter in Census Tract 137 in a formerly vacant County owned building.

The City will support the creation of additional beds for chronically homeless persons through two primary strategies: (1) having the CoC apply for funding that will target the chronically homeless; and (2) increasing the number of beds for the chronically homeless by modifying existing Sprograms that do not specifically target chronically homeless persons. This second strategy would be achieved by providing chronically homeless persons with a priority when filling vacancies in programs as they occur.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The City will support projects and programs and also rank proposed improvements and programs that prevent homelessness higher than others. In addition, the City will support the following Strategies outlined in the Lead Me Home Plan:

- Integrate Services at the System Level;
- Enhance and Integrate Services at the Client Level;
- Improve Access to Mainstream Benefits;
- Launch Employment First (job training that focuses on on-the-job training);
- Strengthen Job Development Capacity and Increase On-Site Support Following Job Placement;

- Pursue Economic Development Opportunities that Will Create New Jobs for Homeless or Formerly Homeless Persons;
- Plan for Stability Prior to Release from Incarceration;
- Implement Alternatives to Arrest and Incarceration;
- Create Universal Healthcare Discharge Policies; and
- Transition Aged-out Foster Youth to Housing and Income Stability.

https://www.montereycountyweekly.com/blogs/news_blog/proposed-homeless-shelters-in-seaside-and-salinas-are-awarded-funding/article_d8493350-8323-11e9-9fc3-f7c4d0af954d.html

Proposed homeless shelters in Seaside and Salinas are awarded funding as decision-makers allocate monies.

Pam Marino

May 30, 2019



A former Monterey County health building at 1292 Olympia Ave. in Seaside is the site of proposed homeless shelter run by Community Human Services and Gathering for Women.

Nic Coury

Homeless Shelter Plans Move Forward

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City will work together with the County Public Health Department to monitor incidences of elevated lead levels in the blood of residents. The City's Building and Code Enforcement division will respond to calls regarding lead-based paint, and may require landlords to fix chipping paint.

How are the actions listed above related to the extent of lead poisoning and hazards?

Actions will be taken based on incidents reported by the County and as encountered by the City's Code Enforcement Team.

How are the actions listed above integrated into housing policies and procedures?

The City distributes a brochure, available in English and Spanish, entitled "Protect Your Family from Lead in Your Home" published by the US Environmental Protection Agency. In addition, all rehabilitation contracts include provisions for work necessary to eliminate any existing lead-based paint hazards on applicable surfaces.



Protect Your Family From Lead in Your Home



September 2013

Lead Paint information

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The City has always been concerned about poverty and recognizes the need of its citizens to live in sound and sanitary housing in safe and decent neighborhoods. Its first three redevelopment project areas, Noche Buena, Del Monte Heights, and Hannon Areas, were exclusively residential projects providing decent housing in an urban environment. The subsequent project areas were for economic development growth, which led to the creation of the Gateway Auto Center, Laguna Grande Shopping Center, Seaside Auto Center Expansion, and City Center Revitalization Redevelopment Project, which in turn created jobs and improved the City's tax base.

The City's General Plan includes a proactive program for economic development. It is the City's policy that the current emphasis on economic development is consistent with and is an integral part of its housing strategy to improve the quality of life for its residents.

In November 2012, the City adopted an Economic Opportunity Plan. The Economic Opportunity Plan is a guide to how the City of Seaside will achieve its goal of creating and maintaining a diverse, stable, and sustainable economic base. The Economic Opportunity Plan establishes a skeletal framework that will be supplemented over time as plans, programs, and market studies are prepared and adopted.

Key components of the Economic Opportunity Plan include policies and procedures, including specific criteria for evaluating solicited and unsolicited proposals, the identification of key opportunity sites including "next steps" recommendations. In 2015, a long-range property management plan for the disposition of former Redevelopment Agency-owned property was approved as well as a Small Business Support Program which includes the marketing of Seaside's community's amenities, assets, and includes partnering with the regional SBDC for small business consulting outreach and events.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The Economic Opportunity Plan is complementary to this affordable housing plan. The support of existing housing and the creation of new housing is part and parcel of creating a viable community. Encouraging entrepreneurship and small business helps build community and creates jobs.

**City of Seaside
PROCLAMATION**



**"Small Business Month"
May 2019**

WHEREAS *small businesses are the engines of job creation in the United States and this fact comes to life in the City of Seaside, California; and*

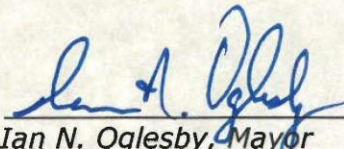
WHEREAS *small businesses represent a community at work; and often times their value and the role they play in our communities is overlooked; and*

WHEREAS *in the City of Seaside, our small businesses over the years have provided jobs, paid taxes, and contributed to local charitable and community efforts; and*

WHEREAS *owners of small businesses deserve recognition, gratitude and*

WHEREAS *the City of Seaside recognizes that small businesses in Seaside are a core component of our local economy and pays tribute to their determination and spirit; and*

NOW, THEREFORE, *I, The Honorable Ian N. Oglesby, Mayor of the City of Seaside, California, do hereby proclaim May, 2019 as Small Business Month encouraging residents to recognize Seaside's small businesses for the contributions they make in providing jobs, generating revenue, and for the unique cultural and social element they bring to our community.*



Ian N. Oglesby, Mayor

May 2, 2019

Small Business recognition



SBDC workshop in Seaside

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The CDAC receives quarterly reports on CDBG funding activities. Public Notices for all HUD Plans and reports (CON Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report) are published in the Monterey County Weekly in both English and Spanish and the @SeasideCreates social media accounts on Twitter and Facebook. Monitoring activities by the CDAC include presentations if requested on the subrecipient programs and how they have utilized CDBG funding since the City no longer had a CDBG consultant under contract to assist with on-site monitoring and CDAC members were not available to assist due to employment commitments during regular business hours. In 2019, presentations were made by Palenke Arts, Del Monte Manor playground installation and the Veterans Transition Center duplex rehab projects. The CDAC planned to do more presentations in spring 2020 but due to COVID-19 most "non-essential" committee meetings were cancelled. Seaside now requires subrecipients submit their applications and reimbursement requestes via City Data Services data management, the process involves uploading PDFs of financials and other pertinent documents including backup for all reimbursements. Desk reviews are easily facilitated on demand and/or when payment requests or HUD accrual sample verification or audit and required documents are accessible.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City anticipates that the annual allocation of CDBG funds will continue to be reduced yearly. The City also plans to receive slightly over \$100,000 per year in program income from lease of land occupied by Embassy Suites.

HUD has indicated that the City will receive \$199,874 in CDBG-CV funds to address the COVID-19 pandemic. In 2020, HUD allocated the City \$199,874 in CDBG-CV funding in the first round of allocations and \$360,289 in the third round to prevent, prepare for, and respond to coronavirus. Should the City receive additional funds to assist with preventing, preparing for, and responding to coronavirus, those allocations

will be reflected in this Plan.

The City does not anticipate any other program income as it is not regular enough to provide a reasonable annual estimate.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition						since there have been systematic reductions in federal allocations, the projection of future funding was calculated at 95% of the year preceeding. The City also plans to receive program income from lease land occupied by Embassy Suites.
		Admin and Planning						
		Economic Development						
		Housing						
		Public Improvements	339,767	103,600	32,212	475,579		
		Public Services	339,715	135,512	0	475,227	1,197,468	
Other	public - federal	Public Services						CARES Act funding to address COVID-19
CDBG-CV		Other						
		Admin and Planning						In order to prevent, prepare for, and respond to coronavirus, the City received \$199,874 in the first round of CDBG-CV funding and \$360,289 in the third round.
			199,874			199,874		
			560,163	0	0	560,163	0	

Table 56 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program has no matching requirement. Applicants for funding are asked to provide financial information in their application to indicate capacity to carry out the activity/project. Applications are submitted on the City Data Services data management portal and the attachments are housed on their server. On occasion there are projects utilizing a variety of funding sources such as the Veterans Transition Center utilizing a combination of funding for their regional project. The City is actively pursuing grants and awards for projects not otherwise funded with CDBG monies.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

As of the writing of this Consolidated Plan, we do not anticipate that the sale of publicly owned lands or properties would be used to acquire lands to achieve CDBG goals. Upgrading of infrastructure including publicly owned roads, sidewalks and public parks may address the needs in the plan particularly to improve accessibility.

Discussion

Faced with reduced resources, the City has made the choice to focus CDBG resources where the need is greatest. The community-identified areas of need are infrastructure and facilities improvements in low-income areas, including street and park accessibility improvements, and providing essential public services for youth and seniors. Activities such as the development of affordable housing and rental housing subsidy are beyond the scope of available resources. The City of Seaside paid off a Section 108 Loan during the last Consolidated Plan and has no Section 108 funds outstanding.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Community and Social Services	2020	2024	Non-Homeless Special Needs Non-Housing Community Development Public Services	City of Seaside Qualified Census Tract 137	Access to community services	CDBG: \$71,292 \$71,284	Public service activities other than Low/Moderate Income Housing Benefit: 1285 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 40 Households Assisted
3	Improve accessibility to persons with disabilities	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside	Improve accessibility	CDBG: \$106,145 \$112,400	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 845 Persons Assisted
4	Provide Quality Facilities and Infrastructure	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside	Provide quality facilities and infrastructure	CDBG: \$162,786	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Promote Beautification	2020	2024	Homeless Non-Housing Community Development	City of Seaside	Provide quality facilities and infrastructure Promote Beautification	CDBG: \$40,000	Homelessness Prevention: 15 Persons Assisted
6	COVID-19 Preparation, Prevention, and Response	2020	2024	COVID-19	City of Seaside Qualified Census Tract 137	Access to COVID-19 testing, immunization, meals, and food boxes	CDBG-CV1: \$197,874 CDBG-CV3: \$342,275	Public service activities including access COVID-19 testing, immunization, meals and food boxes to low- and moderate-income persons.
7	Program Administration	2020	2024	Planning and Administration	Admin.		CDBG: \$88,673 CDBG-CV1: \$2,000 CDBG-CV3: \$20,014	

Table 57 – Goals Summary

Goal Descriptions

1	Goal Name	Access to Community and Social Services
	Goal Description	Seaside's public services component of the CDBG program serves a diverse client base. Multiple youth and community programs feature after school activities including tutoring, cultural programs, arts, and leadership. Tenant-landlord assistance and counseling is funded. Meals on Wheels and Legal Services for Seniors serves our vulnerable seniors.
3	Goal Name	Improve accessibility to persons with disabilities
	Goal Description	The City of Seaside will be starting phased project to improve accessibility at Ellis Park.
4	Goal Name	Provide Quality Facilities and Infrastructure
	Goal Description	The CDBG program identifies publicly-owned facilities and infrastructure such as, streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the general public, as Public Facilities and Improvements. During 2020-2021 upgrades are scheduled for the Boys and Girls clubhouse, residential substance treatment center, Genesis House, rehabilitation of a modular classroom and creation of an outdoor classroom at the Monterey Adult School (located in Seaside)
5	Goal Name	Promote Beautification
	Goal Description	The Veterans Transition Center plans to rehab abandoned duplexes on the former Fort Ord to provide housing for homeless Seaside veterans.
6	Goal Name	COVID-19 Preparation, Prevention, and Response
	Goal Description	CDBG eligible activities that prevent, prepare for, or respond to community impacts due to the COVID-19 pandemic

Projects

AP-35 Projects – 91.220(d)

Introduction

A joint committee of the Homeless Commission and the Community Development Advisory Committee met at a special meeting on March 11, 2020 to make recommendations to City Council for projects for 2020-2022 cycle. Due to the COVID-19 Pandemic, a waiver was submitted using the HUD template for an extension to submit this CON/AAP. On May 21, 2020, the City Council provided direction to staff for projects and activities to include in the Annual Action Plan.

Projects

#	Project Name
1	Boys and Girls Club Facility improvements
2	Community Human Services-Genesis House facility upgrades
3	MPUSD-Garden Based Classroom
4	MPUSD portable classroom rehabilitation
5	Veterans Transition Center-Transitional Housing HVAC Replacement / Housing Renovations
6	Public Services
7	General Administration of Seaside CDBG program
8	CDBG-CV Food and Mask Distribution
9	CDBG-CV Program Administration
10	Ellis Park Accessibility Improvements
11	COVID-19 Testing and Immunization Clinics
12	COVID-19 Testing and Immunization Outreach
13	Food Box Distribution
14	Meal Distribution

Table 58 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Public services funding requests far exceeded the available funding. The joint committee recommended all ten applicants move forward, splitting the funds equally so all would receive approximately \$6,000. The City Council held a spirited discussion and determined a better solution would be to fund the eight applicants currently receiving funding, and fund them with the percentage of available funds available totalling their requests. No applicant can receive less than \$5,000, and with less recipients splitting the funds, the larger requests would get an award closer meeting their needs. The activities have been set up in IDIS, as follows: Palenke Arts ~~\$10,487.17~~ \$10,486.03; Community Partnership for Youth, ~~\$10,487.17~~ \$10,486.03.17; ECHO (fair housing). ~~\$6,620.90~~ \$6,620.18; Girls, Inc. ~~\$5,593.16~~

\$5,592.55; Greater Victory Temple community gym ~~\$10,487.17~~ \$10,486.03; Legal Services for Seniors, ~~\$10,487.17~~ \$10,486.03; Meals on Wheels, ~~\$6,991.45~~ \$6,990.68 and The Village Project, ~~\$10,137.60~~ \$10,136.49.

Project allocations were adjusted from the committee recommendation as well. Council determined the City's Ellis Park accessibility improvements should be funded in phases, with the bulk of the funding in year 2 (the recommendation was for some projects requested for year 2 be moved into year 1 so that the lone project in year 2 was Ellis Park, Council put the year 2 projects back in year 2. Both the Joint Committee and the Council determined that the Meals on Wheels project application for flooring for the entire Senior Center located in Pacific Grove would not serve Seaside Residents. (note: The Meals on Wheels program is based out of the kitchen of that facility and was approved for public services funding for the Seaside residents served by the program).

AP-38 Project Summary
Project Summary Information

Consolidated Plan

SEASIDE

180

1	Project Name	Boys and Girls Club Facility improvements
	Target Area	City of Seaside
	Goals Supported	Provide Quality Facilities and Infrastructure
	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$70,000
	Description	\$70,000 Capital improvements to the gymnasium gym include converting 2 staff locker rooms into 2 single use rest rooms, re-stripping and re-coating 7000 square feet of gym floor space, replacing padded wall panels around the perimeter of the gym, purchasing and installing 2 new multi-sport scoreboards and will increase energy efficiency. This 03D/LMC project will serve youth. The Boys and Girls Club historically has served over 70% low/mod income clients and they do collect demographic data.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	325 low/moderate income youth regularly use the Boys and Girls Club.
	Location Description	1332 LaSalle Avenue, Seaside, CA
	Planned Activities	
2	Project Name	Community Human Services-Genesis House facility upgrades
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Provide Quality Facilities and Infrastructure
	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$30,000
	Description	Upgrades to the Genesis House residential treatment facility. This \$30,000 03P residential Health facility project serves LMC clientele which may also include homeless and HIV.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	130 persons will benefit per year. Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. The co-ed program offers 28 beds for stays of 3 to 6 months. The perinatal program offers 8 beds for stays of 6 to 10 months. Children ages 0 to 5 may live with their mothers in treatment. Genesis House is accredited by CARF International.
	Location Description	Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137.
	Planned Activities	Facility upgrades to Genesis House residential substance abuse treatment facility with 36-bed capacity for men and women.. Flooring upgrades for safety and energy efficiency.
3	Project Name	MPUSD-Garden Based Classroom
	Target Area	City of Seaside
	Goals Supported	Provide Quality Facilities and Infrastructure
	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$20,000
	Description	\$20,000 03E LMC-Construct a garden based classroom at Monterey Adult School, LaSalle Avenue to be primarily used by 60 low income adult learning students on a public school district facility site.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Many of the 60 adult students have not succeeded in traditional classroom settings. The garden classroom will provide a hands-on, project-based format for our students to find academic success in a setting that applies to real life. It will allow them to make real world connections, and prepare for careers that are in need of qualified staff. It allows for students who have had a marginalized educational experience to gain confidence and skills needed for economic mobility.
	Location Description	1295 LaSalle Avenue, Seaside.
	Planned Activities	Construction of a garden based classroom.
4	Project Name	MPUSD portable classroom rehabilitation
	Target Area	City of Seaside
	Goals Supported	Provide Quality Facilities and Infrastructure
	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$42,786

	Description	\$42,786 for 03E LMC Rehabilitation of a modular classroom at the Monterey Adult School to be primarily utilized by low income adult students on a public school campus.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The rehabilitation of the construction classroom portable will allow Monterey Adult School to provide classes/programs for 60 low and moderate-income persons to enter the construction trades. It will allow for partnerships with the construction union to create pre-apprenticeship and apprenticeship opportunities, along with stackable certifications and/or adult basic education in different construction trades that allow an individual to receive training and increase economic mobility within a shorter timeline.
	Location Description	1295 LaSalle Avenue
	Planned Activities	
5	Project Name	Veterans Transition Center-Transitional Housing HVAC Replacement / Housing Renovations
	Target Area	City of Seaside
	Goals Supported	Improve accessibility to persons with disabilities Provide Quality Facilities and Infrastructure Promote Beautification
	Needs Addressed	Improve accessibility Provide quality facilities and infrastructure Promote Beautification
	Funding	CDBG: \$40,000
	Description	\$40,000 LMC 03C Renovation of duplexes to house homeless veterans and families. The blighted buildings were abandoned when Fort Ord closed in 1994.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	14-18 homeless veterans and their families will utilize these transitional units each year.
	Location Description	former Fort Ord military housing duplexes (in blighted area Hayes Circle) VTC is HUD and HHS deed restricted to only serve Veterans and the homeless.

	Planned Activities	Renovation of abandoned duplexes on former Fort Ord lands including modern upgrades for energy efficiency in HVAC systems. The third phase of a project started in conjunction with City & County of Monterey and Home Depot.
6	Project Name	Public Services
	Target Area	City of Seaside
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	CDBG: \$71,291 \$71,284
	Description	Public Services activities for Seaside's CDBG program. These activities are capped at 15% of the available grant and program income. All projects are LMC and the sub recipients track demographic and income data. Public Services activities approved by the City Council to be included in the Annual Action Plan include participation by: Palenke Arts \$10,487.17-\$10,486.03(O5D); Community Partnership for Youth (O5D), \$10,487.17-\$10,486.03.17; ECHO (fair housing). \$6,620.90 \$6,620.18(O5J); Girls, Inc. \$5,593.16 -\$5,592.55(O5D); Greater Victory Temple community gym \$10,487.17 \$10,486.03(O5D); Legal Services for Seniors, \$10,487.17 \$10,486.03(O5C); Meals on Wheels, \$6,991.45 \$6,990.68 (O5A) and The Village Project, \$10,137.60 \$10,136.49(O5D).
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 1285 persons and 40 very-low, low and moderate income level households are expected to benefit from the proposed activities.
	Location Description	These activities will be located throughout the City of Seaside.
	Planned Activities	City Council directed that activities will include after school programs including tutoring, self-esteem, mentoring younger students, community meals/after school, legal services for seniors, meals on wheels for homebound and tenant/landlord fair housing servcies. Organizations include, Palenke Arts, Community Partnership for Youth, ECHO fair housing, Girls Inc. of the Central Coast, Greater Victory Temple, Legal Services for Seniors, Meals on Wheels and the Village Project.
7	Project Name	General Administration of Seaside CDBG program
	Target Area	City of Seaside

	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	CDBG: \$88,673
	Description	General administration costs to administer the CDBG program. Includes staffing, legal notices, supplies (including outreach meetings and public review documents), data management services and reimbursable overhead costs. Capped per HUD at 20% of Grant and Program income. (21A) PROGRAM ADMIN
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	City of Seaside
	Planned Activities	Administration of CDBG program including citizen participation activities.
8	Project Name	CDBG-CV Food and Mask Distribution
	Target Area	City of Seaside
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	CDBG-CV: \$197,874
	Description	(O5W) for LMC impacted by COVID-19. The City will coordinate food and mask distribution events (food and masks distributed at same time) for Seaside residents financially impacted by COVID-19. The City plans to coordinate with the Food Bank of Monterey County as a provider of the food. This is a NEW public service as a result of COVID-19. The City will administer the project.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Seaside's residents work primarily in the hospitality, retail and service industries and have been particularly hard hit financially by the COVID-19 pandemic. We anticipate a minimum of 300 low income families will utilize food distribution events using these funds. This is a NEW public service as a result of COVID-19
	Location Description	City Hall, 400 Harcourt, Seaside, CA 93955.

	Planned Activities	Food and mask distribution (distributed simultaneously) to families financially impacted by COVID-19. The distribution events did not take place at City Hall prior to the pandemic.
9	Project Name	CDBG-CV Program Administration
	Target Area	City of Seaside
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	CDBG-CV1: \$2,000 CDBG-CV3: \$18,014
	Description	Administration of the CDBG-CV program
	Target Date	12/30/2020 06/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
10	Planned Activities	Administration of the special CDBG-CV funds. The City is purposely minimizing the reimbursement for these activities to allow more funds to be used for the food and mask distribution project COVID-19 response activities
	Project Name	Ellis Park Accessibility Improvements
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Improve accessibility to persons with disabilities Provide Quality Facilities and Infrastructure
	Needs Addressed	Improve accessibility Provide quality facilities and infrastructure
	Funding	CDBG: \$112,829 \$112,400

	Description	LMC (O3F) Accessibility improvements to Seaside's Ellis park. The City will manage this project and will be utilizing CDBG funding to start in 2020 and continue in 2021. The City Council directed that any "additional" funds after the other approved requests for projects be directed to the first phase of this project in 2020-2021. This accessibility project uses HUD data to indicate numbers of mobility impaired in the census tract.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Census data indicates that 845 Seaside mobility impaired residents can benefit from installation of wheelchair and ramp facilities at Ellis Park .
	Location Description	Ellis Park, Seaside.
	Planned Activities	
11	Project Name	COVID-19 Testing and Immunization Clinics
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	\$234,188
	Description	The City of Seaside will collaborate with a County-authorized provider who will hold one pop-up testing and up to two pop-up immunization clinics per week at various locations.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	2500
	Location Description	City of Seaside

	Planned Activities	The City of Seaside will collaborate with a County-authorized provider who will hold one pop-up testing and up to two pop-up immunization clinics per week at various locations. The selected provider will be responsible for managing clinics including set up and take down, crowd management, and education of participants. The selected provider will follow specimen collection and immunization policies as well as assume responsibility of providing supplies, materials, and PPE necessary for all clinics, laboratory testing kits and processing, COVID-19 vaccine as available, documentation and required reporting.
12	Project Name	COVID-19 Testing and Immunization Outreach
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	\$36,029
	Description	COVID-19 Testing and Immunization Outreach
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	5000
	Location Description	City of Seaside
13	Planned Activities	The City of Seaside will form a Task Force made up of community members and influencers to devise a public outreach strategic plan to promote both City- and County-sponsored COVID-19 testing and immunization clinics as well as to raise awareness about the importance of testing and immunization.
	Project Name	Food Box Distribution
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	\$36,029

	Description	Food Box Distribution
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	800
	Location Description	City of Seaside
	Planned Activities	The City of Seaside will collaborate with the Food Bank of Monterey County to deliver food boxes to individuals testing positive for COVID-19 and who are required to self-isolate. The Food Bank of Monterey County will receive referrals from the City-selected Testing and Immunization service provider.
14	Project Name	Meal Distribution
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	\$36,029
	Description	800
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City of Seaside
	Planned Activities	The City of Seaside will collaborate with the Meals on Wheels of Monterey Peninsula (MOWMP) to deliver meals to individuals testing positive for COVID-19 and who are required to self-isolate. MOWMP will receive referrals from the City-selected Testing and Immunization service provider.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The assistance will be directed to low/moderate needs throughout the City of Seaside. Should projects be proposed in HUD Qualified Census Tract 137, they will receive higher priority.

Geographic Distribution

Target Area	Percentage of Funds
City of Seaside	74
Qualified Census Tract 137	26

Table 59 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

All of Seaside is considered a difficult development area by HUD, and Census Tract 137 is an Opportunity Zone and a Qualified Census Tract. Note that census tract is within the City of Seaside, but we are counting that percentage separately so that the total does not exceed 100%

Discussion

The City received requests for twice as much funding for public services projects as funding available. The COVID-19 shelter in place emergency has forced all applicants to adjust their programs and created a need for food distribution that will be addressed by the city's CDBG-CV project.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although Seaside's CDBG program has limited funding, a portion of the funds has been utilized by the Veterans Transition Center for the previous two years and will continue this year to rehabilitate blighted abandoned housing units on the former Fort Ord to become transitional housing for Seaside veterans.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	0
Special-Needs	0
Total	15

Table 60 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

Table 61 - One Year Goals for Affordable Housing by Support Type

Discussion

The Veterans Transition Center is continuing with the rehabilitation of units on the former Fort Ord for transitional Veterans Housing. This year's activities will include HVAC upgrades.

AP-60 Public Housing – 91.220(h)

Introduction

The primary public organization for affordable housing and supportive services in the City is the Housing Authority of the County of Monterey (HACM), a public housing authority whose mission is to develop and operate affordable housing and implement supportive programs. The Housing Authority manages a Section 8 Housing Choice Voucher (HCV) program and Family Self Sufficiency programs. Both programs are essential in meeting Seaside's housing needs.

Actions planned during the next year to address the needs to public housing

As of June 30, 2016, HACM has converted all public housing units countywide into Project-Based Rental Assistance. The City will coordinate with the Leadership Council to implement the "Lead Me Home" 10 Year Plan to End Homelessness.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Family Self Sufficiency Program is designed to help families become financially independent of cash aid assistance by obtaining employment. Successful participating families are rewarded with a savings account that is established by HACM. Additionally the HACM's commitment to the program participants is solidified by the HACM partnering and collaborating with a variety of local service providers that are equally interested in helping families reach their goal of self-sufficiency. Services may include career counseling , financial literacy, parenting skills and homeownership preparation.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HACM is not identified as "troubled."

Discussion

The Housing Authority of Monterey County, the cities of Salinas, Monterey and Seaside and the County of Monterey prepared an Analysis of Impediments approved in 2019.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Seaside works with regional homeless assistance coordination to reduce homelessness. The lead agency is the Monterey County Department of Social Services (DSS). Two local collaborative efforts are the Coalition of Homeless Services Providers (Homeless Coalition) and Leadership Council (CoC governing body). These organizations are directly responsible for funding and program decisions for Monterey County and the City of Seaside.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City will closely coordinate with Monterey County and the Leadership Council CoC to reach out to homeless persons. As described in the "Lead Me Home" 10 Year Plan to End Homelessness, these entities will: collaborate to develop referral agreement between outreach workers and other housing and service providers and designate priority access to housing and treatment slots for clients engaged by outreach workers, develop a centralized information and referral system, streamline referrals and improve service coordination, partner hospitals with existing services to establish respite care centers and detoxification facilities, enhance coordination with mainstream benefits programs. In these efforts, the City will act as an information and referral resource for participating housing and homeless service providers to facilitate agreements and partnerships.

The Greater Victory Temple indicated to the City Council on April 5, 2018 that they have a program in conjunction with the One Starfish program for unsheltered persons to provide meals to the community at their location and emergency shelter. The City has also instituted a Safe Parking Program.

Seaside participated in Analysis of Impediments outreach efforts through an MOU with the Cities of Salinas and Monterey, Monterey County and the Housing Authority of Monterey County to further find out the needs of the entire community and is currently exploring HEAP funding possibilities to address homeless concerns and open a shelter.

Addressing the emergency shelter and transitional housing needs of homeless persons

Seaside is working with Gathering for Women and Community Human Services to open a shelter in HUD Qualified Census Tract 137 within the next year. The majority of the funding will be through HEAP.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Transitional housing services are available in Seaside through the Salvation Army. This agency has not applied for CDBG funding for the current cycle.

The Veterans Transition Center is rehabilitating duplexes for transitional veterans housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City will support projects and programs and give proposed programs and improvements that prevent homelessness higher priority. In addition, the City will promote these strategies outlined in the "Lead Me Home" plan: integration of services at the system level; enhancement and integration of services at the client level; improving access to mainstream benefits; launch Employment First (job training); strengthen job development capacity and on-site support; economic development opportunities that will create new jobs for homeless or formerly homeless persons; plan for stability prior to release from incarceration; implement alternatives to arrest and incarceration; create universal healthcare discharge policies and transition aged-out foster youth to housing and income stability.

Discussion

Many seniors, even homeowners, face financial challenges due to limited incomes. Senior households, especially those on limited incomes, need affordable housing. Seniors also face housing challenges related to physical disabilities. Many of the disabilities are age related, including declining mobility and

self-care issues that interfere with their ability to remain independent. Seniors have a variety of housing options, including:

- Independent living – seniors reside in their home or apartment with little support or care
- Assisted living facilities – senior maintains a level of independence, residing in an apartment, and receives varied levels of support and assistance such as light housekeeping, meals, transportation, and/or medication
- Residential care facilities – typically a smaller licensed facility, often with 6 or fewer residents,

that provides services similar to those provided by assisted living facilities

- Intermediate care or skilled nursing facilities – a licensed facility that provides a higher, continuous level of professional care

Although a variety of housing options are available to seniors, and all housing options are available in Seaside, facilities providing supportive services and a higher level of care are expensive. Most affordable senior housing is classified as independent living and does not provide supportive services. Lower-income seniors cannot afford to take advantage of many of the housing options and consequently remain in independent living situations struggling with self-care issues. The Monterey County Department of Social Services provides a Senior Information, Referral and Assistance hotline, which is initial point of contact for people seeking information about senior services. The program specializes in information related to the needs of seniors and people with disabilities. Legal Services for Seniors provides a variety of low cost legal assistance.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's General Plan Housing Element was updated in 2019 and systemically analyzes and addresses barriers to affordable housing. These include governmental, non-governmental, and environmental constraints. That analysis leads to policies and programs to address these constraints. Please find more detailed information on affordable housing in the City's Housing Element on the City of Seaside website and at www.seaside2040.com.

The City is currently in the process of a full General Plan update and has completed the Monterey County Joint Analysis of Impediments approved in spring 2019.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In order to produce affordable housing, the City has an inclusionary housing ordinance. The ordinance requires that for all new developments, at least 20 percent of new units constructed must be restricted for occupancy by moderate, low or very low income households. For further information, refer to Chapter 17.31, Affordable Housing Requirements, of the Seaside Code of Ordinances at the following on the City of Seaside website.

To expedite project facilitation and provide internal support to project applicants, the City has also established a planning permit review process. When required, permit review takes place before any necessary building permits or business licenses are applied for and are intended to ensure that new development is compatible with surrounding neighborhoods and planned future development.

Discussion:

The state mandated emergency shelter ordinance was approved by the City Council in early 2018. The City of Seaside's approved an updated Housing Element in December 2019. Five agencies in Monterey County, including Seaside completed a joint Analysis of Impediments approved in 2019.

AP-85 Other Actions – 91.220(k)

Introduction:

This section describes the City's actions to address underserved needs, maintain affordable housing, reduce lead based paint hazards, reduce poverty, develop institutional structure, and enhance public-private coordination.

Actions planned to address obstacles to meeting underserved needs

Use CDBG funds targeted to public facilities and infrastructure to make ADA accessibility improvements. Use CDBG funds targeted to public services to support organizations that assisted underserved populations.

During the program year, the City will work with several organizations that focus on increasing self-sufficiency among lower-income populations. These organizations included the Legal Services for Seniors, which provides a legal services pertaining to housing, health, and finances for elderly residents; drug rehabilitation provided by Community Human Services. Services to help youth start off on the right path include Community Partnership for Youth, Boys and Girls Club of Monterey County, The Village Project, Girls, Inc. and ECHO fair housing services. CDBG funded projects include Section 3 policies to help reduce the number of poverty level families.

Actions planned to foster and maintain affordable housing

Housing programs have been limited as a result of a lack of resources and staffing available to the City. The city does not plan to revive façade improvement programs for homeowners or small businesses in the plan year. The City plans to support the "Lead Me Home" Plan in its efforts to build an affordable housing pipeline and coordination with HACM in rehabilitating and upgrading affordable housing units.

The Coalition's participation in HUD's Homeless Assistance Programs will pay for the development, rehabilitation, or leasing of housing for homeless persons and also for supportive services for those

persons. In addition to applying for funding for the previously listed emergency and transitional housing, most all of which offer supportive services, the Coalition also assisted numerous non-profit and other agencies in applying for funding through the Homeless Assistance portion of HUD's program to provide supportive and self-sufficiency services.

These supportive and self-sufficiency services include educational and vocational services which focus on social, living, interpersonal, study and job skills. Linkage to other services and services providers is also provided. In many of the housing projects, Monterey County Behavioral Health provides case coordination and representative payees. Additional services provided in some facilities include

reintegration, full case management, life skills, and substance abuse counseling.

The City is actively encouraging the building of Accessory Dwelling Units as a means of increasing the housing stock in an affordable manner.

The City of Seaside will continue to support public and non-profit agencies in utilizing programs that assist homeless persons to make the transition to permanent housing and independent living through maintaining these existing supportive services. New development on the former Fort Ord lands will have a 20% affordable housing requirement per the Fort Ord Reuse Plan. supportive housing, and affordable housing units.

Actions planned to reduce lead-based paint hazards

The City will mitigate lead based paint through public facilities improvements, and educate participants on the hazards of lead based paint. In addition, all rehabilitation contracts for public facilities or other rehabilitation projects funded through the City include provisions for work necessary to eliminate any existing lead based paint hazards on applicable surfaces. If lead hazards are discovered in a residential or a commercial building, the agency responsible for abatement would be the Monterey Bay Air Resources District.

Brochures bringing awareness to the lead based paint danger are available at the Seaside Creates satellite office and on the City Website.

Actions planned to reduce the number of poverty-level families

Public services help the recipients of services save funds that may have been spent otherwise (such as food for homebound seniors, legal services, tutoring or childcare for youth, tenant-landlord assistance, etc).

The City plans to use the CDBG-CV funds for food & face mask distribution as unemployment in hospitality and retail sectors skyrocketed during shelter in place. This will help citizens use their limited funds for other needs.

Actions planned to develop institutional structure

Continue to use CDBG Administration funds to implement the Consolidated Plan and Annual Action Plans, address the Analysis of Impediments to Fair Housing, complete annual CAPER reports, and comply with HUD regulations. Continue to support institutions that provide housing and services for low income populations with CDBG Public Services funds, and by providing other forms of support available to the City.

Actions planned to enhance coordination between public and private housing and social

service agencies

The City will continue to support regional planning efforts such as the Leadership Council CoC and the “Lead Me Home” 10 Year Strategy to End Homelessness as well as joining forces with the other CDBG recipient agencies in Monterey County for an analysis of impediments. During the April 5, 2018 City Council meeting, the NAACP and Legal Services for Seniors indicated that they currently provide tenant-landlord assistance in Seaside. ECHO Housing has applied for CDBG funding to institute a presence in Seaside for their tenant-landlord and fair housing services.

Discussion:

The 2020-2022 application cycle increased the number of applicants for funding and the variety of projects and services offered to be provided. The requests far exceeded the funding levels expected.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City of Seaside CDBG program is focused on low/moderate income persons and the large response to the Notice of Funding Availability serves to illustrate the need for funding to serve this population.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

This Annual Action Plan is for the Fiscal Year beginning July 1, 2020 through June 30, 2021. The City of Seaside has a two year subrecipient application process and this is the first year of that two year cycle. The City anticipates that CDBG funds will be used for Low and Moderate income persons. In addition to the regular Program Income from Embassy Suites land lease rental, unanticipated payments on outstanding deferred CDBG funded loans totaling \$32,211.67 were received during 2019-2020 and will be programmed in this Annual Action Plan.

Due to the COVID-19 pandemic CDBG-CV funds awarded total \$199,874 and will be utilized by the City of Seaside for food & mask distribution as directed by City Council on 5/21/2020. This is a NEW public service activity triggered by COVID-19.

Appendixx - Alternate/Local Data Sources

1	Data Source Name Monterey County AI to Fair Housing Choice
	List the name of the organization or individual who originated the data set. Collaborating Entities: City of Salinas (Lead Agency), City of Monterey, City of Seaside, Monterey Urban County, Housing Authority of Monterey County

	Provide a brief summary of the data set. The Collaborating Entities have established a commitment towards providing equal housing opportunities for their residents. Through the federally funded programs such as the Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant programs, and other state and local programs, the Collaborating Entities work to provide a decent living environment for all. Pursuant to CDBG regulations [24 CFR Subtitle A §91.225(a)(1)], to receive CDBG funds, a jurisdiction must certify that it “actively furthers fair housing choice” through the following: • Completion of an Analysis of Impediments to Fair Housing Choice (AI); • Actions to eliminate identified impediments; and • Maintenance of fair housing records. The Analysis of Impediments to Fair Housing Choice (commonly known as the “AI”), presents a demographic profile of the Collaborating Entities, assesses the extent of fair housing issues among specific groups, and evaluates the availability of a range of housing choices for all residents. This report also analyzes the conditions in the private market and public sector that may limit the range of housing choices or impede a person’s access to housing. What was the purpose for developing this data set? An Analysis of Impediments is required by HUD in advance of preparation of this Consolidated Plan. How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? The report covers the entitlement jurisdictions of Monterey, Salinas, and Seaside, as well as the Monterey Urban County Entitlement Area, which is comprised of the cities of Del Rey Oaks, Gonzales, Greenfield, Sand City (participating cities), and the unincorporated areas of Monterey County. The Housing Authority County of Monterey (HACM) is also a collaborating entity in this study. For the purposes of public housing and other HACM-administered programs, this report covers the entire service areas of HACM. The cities of Carmel, King, Marina, Pacific Grove, and Soledad did not participate in this effort and do not receive entitlement funds from HUD. Therefore, the report does not cover these localities. What time period (provide the year, and optionally month, or month and day) is covered by this data set? Data was collected for the report from late 2017 through 2018. All entities collaborating with the report approved the completed document during the spring of 2019.
--	---

	What is the status of the data set (complete, in progress, or planned)? This report is complete and has been adopted by all participating agencies.
2	Data Source Name Midterm Update Seaside Housing Element (March 2020) List the name of the organization or individual who originated the data set. City of Seaside Housing Element to the General Plan, prepared for the City of Seaside by Veronica Tam and Associates and Rincon Consultants. Provide a brief summary of the data set. A comprehensive look at housing data in the City of Seaside utilizing many sources including Census data, ACS data and Monterey County and City of Seaside What was the purpose for developing this data set? The City of Seaside is required by the state of California to prepare a Housing Element to the General Plan. It was approved by the California Office of Housing and Community Development in spring 2020. Provide the year (and optionally month, or month and day) for when the data was collected. March 2020 Briefly describe the methodology for the data collection. The report is required every four years to see how the City is progressing on meeting housing needs Describe the total population from which the sample was taken. The City of Seaside is a coastal community of approximately 33,000 Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. Comprehensive data collection for the report.
3	Data Source Name Monterey County Homeless Census and Survey 2019 List the name of the organization or individual who originated the data set. Monterey County Provide a brief summary of the data set. Homeless census and survey What was the purpose for developing this data set? determine homeless count and conditions in Monterey County

Provide the year (and optionally month, or month and day) for when the data was collected. January 31, 2019
Briefly describe the methodology for the data collection.
Describe the total population from which the sample was taken. Homeless in Monterey County.
Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. 2422 Homeless persons, 24% were in shelters. Information available at https://www.co.monterey.ca.us/home/showdocument?id=81207



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.C.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

SUBJECT: RECEIVE FY22 ANNUAL ACTION PLAN (AAP)

RECOMMENDATION

BACKGROUND

To be considered for CDBG funding by HUD, the City of Seaside must annually adopt and submit an Annual Action Plan (AAP) to the U.S. Department of Housing and Urban Development (HUD) by no later than May 15th. AAP provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the five-year Consolidated Plan.

The City's current Annual Action Plan, which covers the period of July 1, 2021 through June 30, 2022, was approved by the Seaside City Council on April 15, 2021, and subsequently approved by HUD in June 2021.

DISCUSSION:

In program year 2021-2022, the City received \$372,548 in CDBG funding from HUD and \$104,507 in program income. These amounts were allocated by the Seaside City Council as follows:

Public Facilities and Infrastructure

1	Boys and Girls Club	Gymnasium improvements	\$20,000
2	Community Human Services	Genesis House improvements	\$30,000
5	City of Seaside	Ellis Park accessibility	\$266,045

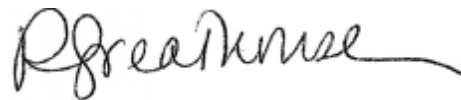
	improvements	
Subtotal		\$316,045
Public Services (capped at 15%)		
1	Action Council-Palenke Arts	Youth enrichment workshops/classes \$10,518
2	Village Project	After school academy \$10,167
3	Legal Services for Seniors	Legal services for seniors \$10,518
4	Greater Victory Temple	After school tutoring program \$10,518
5	Girls Inc of Central Coast	Youth services \$5,609
6	Eden Council for Hope and Opportunity	Fair housing services \$6,640
7	Meals On Wheels of Monterey Peninsula	Home delivered meals program \$7,012
8	Community Partnership for Youth	High school leadership/job skills program \$10,518
Subtotal		\$71,500
CDBG Program Planning and Administration (capped at 20%)		
1	City of Seaside	CDBG Planning and Administration \$95,000
Grant Total		\$482,545

FISCAL IMPACT

ATTACHMENTS

1. 2021-2022 Annual Action Plan - Draft

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager



CITY OF SEASIDE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

2021-2022 ANNUAL ACTION PLAN

Public Comment Period: March 15 – April 15, 2021

Submit Comments to hnoori@ci.seaside.ca.us

Prepared by:

Community Development Department
440 Harcourt Ave, Seaside, CA 93955
(831) 899-6726



Table of Contents

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)	3
PR-05 Lead & Responsible Agencies – 91.200(b).....	6
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	7
AP-12 Participation – 91.105, 91.200(c)	19
AP-15 Expected Resources – 91.220(c)(1,2)	31
AP-20 Annual Goals and Objectives	33
AP-35 Projects – 91.220(d).....	35
AP-38 Project Summary.....	36
AP-50 Geographic Distribution – 91.220(f).....	41
AP-55 Affordable Housing – 91.220(g)	42
AP-60 Public Housing – 91.220(h).....	42
AP-65 Homeless and Other Special Needs Activities – 91.220(i)	43
AP-75 Barriers to affordable housing – 91.220(j).....	45
AP-85 Other Actions – 91.220(k).....	46
AP-90 Program Specific Requirements – 91.220(l)(1,2,4).....	49

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

On May 21, 2020, the Seaside City Council adopted its Five-Year 2020-2024 Consolidated Plan, which described the City's housing and community development needs, strategies and activities to address those needs over a five-year period using entitlement grant funds provided by the U.S. Department of Housing and Urban Development (HUD). The 2021-2022 Annual Action Plan, which covers the period of July 1, 2021 through June 30, 2022, encapsulates the second year of the 2020-2024 Consolidated Plan. The 2021-2022 Annual Action Plan for the City of Seaside satisfies federal requirements to receive Community Development Block Grant (CDBG) funds from HUD for program year 2021-2022.

In program year 2021-2022, the City anticipates receiving approximately \$372,548 (\$32,833 more than last year) in CDBG funding from HUD. The City has also received \$104,507 in program income, which will be available for allocation during the 2021-2022 program year. Because the City of Seaside operates its CDBG program on a two-year application and funding cycle, all projects, activities, and funding included in this Annual Action Plan were approved by the Seaside City Council on May 21, 2020 as part of the 2020-2022 CDBG application and funding cycle. Staff has allocated the additional unanticipated allocation amount (\$32,833) to the Ellis Park project to provide additional contingency funds. However, the Seaside City Council may adjust the allocation of \$32,833 at the public hearing on April 15, 2021.

In program year 2021-2022, the City of Seaside intends to fund the following activities:

Public Facilities and Infrastructure			
1	Boys and Girls Club	Gymnasium improvements	\$20,000
2	Community Human Services	Genesis House improvements	\$30,000
5	City of Seaside	Ellis Park accessibility improvements	\$260,555
Subtotal			\$310,555
Public Services (capped at 15%)			
1	Action Council-Palenke Arts	Youth enrichment workshops/classes	\$10,518
2	Village Project	After school academy	\$10,167
3	Legal Services for Seniors	Legal services for seniors	\$10,518
4	Greater Victory Temple	After school tutoring program	\$10,518
5	Girls Inc of Central Coast	Youth services	\$5,609
6	Eden Council for Hope and Opportunity	Fair housing services	\$6,640
7	Meals On Wheels of Monterey Peninsula	Home delivered meals program	\$7,012
8	Community Partnership for Youth	High School leadership/job skills program	\$10,518
Subtotal			\$71,500
CDBG Program Planning and Administration (capped at 20%)			
1	City of Seaside	CDBG Planning and Administration	\$95,000
Grant Total			\$477,055

2. Summarize the objectives and outcomes identified in the Plan

The four-year CDBG program objectives identified in the 2020-2024 Consolidated Plan and in the First Substantial Amendment to the FY2020-21 Annual Action Plan are summarized below. FY2021-22 objectives and outcomes are described in the "Annual Goals and Objectives" section of this document.

- Access to community and social services
- Improve accessibility to persons with disabilities
- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

3. Evaluation of past performance

Each year, the City is required to submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD, which reports on the activities that were funded with CDBG funds. The CAPER reports the amount spent on each project activity and the number of beneficiaries assisted. The City has submitted the required reports each year, and HUD has accepted the reports each year. The City of Seaside evaluates past performance and makes adjustments as needed to better serve the needs of the community. Additionally, all projects funded with CDBG funds are subject to annual monitoring to ensure compliance with HUD standards.

Both during program year 2019-2020 and 2020-2021 (current year), the City of Seaside utilized CDBG and CDBG-CV allocations appropriately and has continued to make progress toward accomplishing the goals and objectives established in the 2020-2024 Consolidated Plan. While some projects have successfully been completed, other projects are well underway and on track to be completed by June 30, 2021.

Because the public service, and public facilities and infrastructure projects the City funded with CDBG funds in 2019-20 and 2020-21 have been enormously successful, the City of Seaside will continue to fund most of FY2019-20 projects in FY2021-22 as well which is consistent with the governing goals and objectives of the 2020-2024 Consolidated Plan.

4. Summary of Citizen Participation Process and consultation process

The City of Seaside has embraced a comprehensive Citizen Participation and consultation process that includes broad participation from the community. At each step in the process, the City ensures that low-and-moderate-income residents, members of minority groups, agencies involved in the provision of services to these populations, and others who are directly impacted by the programs and projects supported by the Consolidated Plan programs are actively involved. The Community and Economic Development Department staff conducted extensive outreach to engage a wide range of agencies, groups, organizations, and residents in the process of developing the 2020-2024 Five-Year Consolidated Plan and the 2020-22 funding cycle. This process included widespread public participation and input through postcards,

workshops, community meetings, and public hearings. A comprehensive narrative and timeline of the Citizen Participation and Consultation processes are described in the subsequent sections of the document.

A draft of the 2021-2022 Annual Action Plan was publicized and made available for public comment for a 30-day public comment period that began on March 15, 2021 and will conclude on April 15, 2021. A public notice (in English and Spanish) was also circulated in the Monterey County Weekly to inform the public regarding the proposed 2021-22 Annual Action Plan, the corresponding public review period, and City Council public hearing. The City will accept and consider all comments and submit to HUD. A summary of the public comments will be included in this document after the 30-day public review period has concluded.

5. Summary of public comments

This section will be completed once the 30-day public review period has concluded.

6. Summary of comments or views not accepted and the reasons for not accepting them

This section will be completed once the 30-day public review period has concluded.

7. Summary

Each year, the City of Seaside is required to prepare an Annual Action Plan specifying how resources will be allocated to address the priorities established in the Consolidated Plan. The 2021-2022 Annual Action Plan addresses all six Strategic Plan Goals from the 2020-2024 Consolidated Plan by allocating \$477,055 of CDBG funds to projects and activities to be implemented from July 1, 2021 to June 30, 2022.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Grantee	City of Seaside	Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Seaside Community Development division serves as the lead agency for the administration of CDBG funds.

Consolidated Plan Public Contact Information

Haroon Noori, Administrative Analyst II
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6726
hnoori@ci.seaside.ca.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

In the process of developing the 2020-2024 Consolidated Plan and processing the 2020-2022 funding cycle applications, the City of Seaside worked with the Coalition of Homeless Services Providers (Monterey County's designated Continuum of Care (CoC) lead agency), the Monterey County Housing Authority Development Corporation (HDC), housing and service providers, and other local jurisdictions.

The City of Seaside will accept comments on the proposed 2021-2022 Annual Action Plan during a 30-day public comment period as well as at a public City Council hearing on April 15, 2021.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Seaside works collaboratively in all of its housing and community development efforts with other local governments, nonprofits, advocacy groups, and citizens. This collaboration takes place through the City's cooperation with the Monterey County Continuum of Care (CoC) lead agency Coalition of Homeless Services Providers (CHSP), planning processes such as the City's Housing Element and Consolidated Plan, and the CoC 10-Year Strategy to End Homelessness. Additionally, the City consulted a variety of agencies, including local and regional nonprofits, government organizations, faith-based organizations, and other organizations involved in the development of affordable housing, creation of job opportunities for low- and moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. To facilitate this consultation, the City solicited feedback through the following methods:

- Stakeholder surveys (web-based, social media, and paper surveys)
- Individual stakeholder consultations
- Community meetings
- Public hearings
- Receipt of written comments

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The CoC's Coordinator and the Coalition of Homeless Services Providers (CHSP) are in a 10-Year Strategy to End Homelessness, which involves extensive collaboration with the City of Seaside.

The City coordinates homeless prevention strategies with the CoC and CHSP. A key element of this strategy is connecting those discharged from public institutions to assistance from agencies addressing housing, health, social services, employment, education and youth needs. The City also coordinates plans for providing the most needed housing for those who are homeless or at-risk of homelessness. In addition, the City has depended on the CHSP, Monterey County and nonprofit groups to perform social services functions.

The City is also collaborating with the Coalition, Community Human Services and Gathering for Women to transform a vacant County owned property in the City into a 50 bed emergency homeless shelter.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Seaside does not receive ESG funds from HUD. The City relies on the County of Monterey and nonprofit groups to perform these social service functions.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Partnership for Youth
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Partnership for Youth (CPY) was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with CPY to make after-school enrichment programs available for children and youth. CPY has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings

2	Agency/Group/Organization	Salvation Army Monterey Peninsula Corps
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army was consulted to understand the needs of their transitional housing program in Seaside and services they provide. This included an estimate of the number of families in need of services including financial counseling. The Salvation Army has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings. They are a previous Seaside CDBG subrecipient and did not apply for funding for the upcoming AAP cycle.
3	Agency/Group/Organization	ACTION COUNCIL OF MONTEREY COUNTY
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Action Council of Monterey County/Palenke Arts program was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services provided in their multi-cultural arts programs . The City will strive to work with Palenke Arts to make after-school enrichment programs available for children and youth. Palenke Arts has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
4	Agency/Group/Organization	Meals on Wheels of the Monterey Peninsula
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meals on Wheels (MOW) was consulted to understand the needs of homebound elderly frail seniors in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with MOW to make meal delivery programs available for homebound Seaside residents. MOW has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
5	Agency/Group/Organization	Legal Services for Seniors
	Agency/Group/Organization Type	Services-Elderly Persons Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Legal Services for Seniors (LSS) was consulted to understand the needs of seniors desiring legal assistance in Seaside. This included an estimate of the number of seniors in need of services. The City will strive to work with LSS senior legal programs available. LSS has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
6	Agency/Group/Organization	Eden Housing for Council for Hope and Opportunity (ECHO)
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Eden Housing Council for Hope and Opportunity (ECHO) was consulted to understand the needs of fair housing in Seaside. This included an estimate of the number of residents in need of fair housing or tenant/landlord services. The City will strive to work with ECHO to make fair housing programs available. CPY has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings and Analysis of Impediments to Fair Housing outreach sessions.

7	Agency/Group/Organization	Girls Inc. of the Central Coast
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Girls, Inc. was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with Girls, Inc. to make after-school enrichment programs available for children and youth. Girls, Inc. has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
8	Agency/Group/Organization	Greater Victory Temple Church of God in Christ
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Victory Temple (GVT) was consulted to understand the needs of children, and families in need in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with GVT to make after-school programs available for youth and their families including some that may be experiencing homelessness. GVT has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
9	Agency/Group/Organization	The Village Project, Inc.
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Village Project (TVP) was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with TVP to make after-school enrichment programs available for children and youth. TVP has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
10	Agency/Group/Organization	Boys and Girls Club of Monterey County
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Boys and Girls Club was consulted to understand the needs of children and youth in Seaside. This included an estimate of the number of youth in need of services. The City will strive to work with the Boys and Girls Club to make programs available for children and youth and coordinates activities with adjoining Cutino Park. The Boys and Girls Club has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
11	Agency/Group/Organization	Community Human Services
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Human Services (CHS) was consulted to understand the needs of persons experiencing substance abuse and homelessness in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with CHS to make facilities and programs available for persons experiencing these special needs. CHS has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings

12	Agency/Group/Organization	Veterans Transition Center
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Partnership for Youth (VTC) was consulted to understand the needs of veterans in Seaside. This included an estimate of the number of veterans in need of services. The City will strive to work with VTC to make housing available for homeless veterans. VTC has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings.
13	Agency/Group/Organization	County of Monterey
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with Monterey County (Urban County) to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.
14	Agency/Group/Organization	City of Salinas
	Agency/Group/Organization Type	Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with the City of Salinas to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.

15	Agency/Group/Organization	City of Monterey
	Agency/Group/Organization Type	Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City partnered with Monterey to prepare a joint Analysis of Impediments. Collaboration included conference calls, meetings and outreach events.
16	Agency/Group/Organization	Alliance on Aging
	Agency/Group/Organization Type	Services-Elderly Persons Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Alliance on Aging has participated in CDAC workshops and indicated a need for services for seniors.
17	Agency/Group/Organization	SUN STREET CENTERS
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Sun Street Centers has participated in CDAC workshops and indicated a need for substance abuse treatment services and associated homeless/employment challenges.

19	Agency/Group/Organization	Monterey Peninsula Unified School District
	Agency/Group/Organization Type	Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Monterey Peninsula Unified School District (MPUSD) was consulted to understand the needs of persons experiencing educational challenges in Seaside, particularly with the adult school. This included an estimate of the number of persons in need of services. The City will strive to work with MPUSD to make facilities and programs available for persons experiencing these special needs. MPUSD has participated in the CDAC's Community Needs Workshop, many Seaside Creates community outreach events and NOFA potential applicant meetings
20	Agency/Group/Organization	Monterey Peninsula Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several teams of participants canvassed Seaside Businesses on November 8, 2019 as part of the Chamber's Business Walk. The short in-person survey was able to reach many businesses at their own facility and check in with them, finding their needs and promoting community good will. Many businesses surveyed were non-English speakers.
21	Agency/Group/Organization	Gathering for Women
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Gathering for Women is working with CHS and the City working toward opening a homeless shelter in HUD qualified census tract 137. They have been participating in CDAC activities .
22	Agency/Group/Organization	CASA of Monterey County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services - Victims Child Welfare Agency Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CASA was consulted to understand the needs of foster youth and advocacy in Seaside. This included an estimate of the number of persons in need of services. The City will strive to work with CASA to make facilities and programs available for persons experiencing these special needs. CASA has participated in the CDAC's Community Needs Workshop and NOFA potential applicant meetings
23	Agency/Group/Organization	FOOD BANK OF MONTEREY COUNTY
	Agency/Group/Organization Type	Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Food Bank of Monterey County not only serves persons directly, they also work with many non-profits receiving grant funds. The City participated in a regional organization tour of their facility in fall 2019 and has reached out to them for coordination of food drives since the inception of the COVID-19 shelter in place impacts. The City will be coordinating with the Food Bank with CDBG-CV activity.
24	Agency/Group/Organization	Monterey Bay Economic Partnership
	Agency/Group/Organization Type	Housing Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Regional organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homelessness Needs - Veterans Non-Homeless Special Needs Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Seaside is a member of the Monterey Bay Economic Partnership and participates in their twice yearly regional conferences addressing housing, water, transportation and technology. The COVID-19 pandemic has highlighted the need for broadband improvement and MBEP created a white paper on the topic. https://mbep.biz/wp-content/uploads/2020/04/MBEP-COVID-19-Response_Broadband.pdf The MBEP and Monterey Peninsula Unified School District encouraged students to use the mobile Bus hotspots internet connectivity for digital learning if connections were not available in homes in Seaside.

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Seaside encourages consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Leadership Council	The "Lead Me Home" 10-Year Plan to End Homelessness Goals overlaps with the Seaside Strategic Plan in the SP-40 Institutional Delivery Structure and the goal of Access to Social Services.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In developing the 2020-2024 Consolidated Plan and processing the 2020-2022 funding cycle applications, the City conducted extensive outreach to ensure broaden citizen participation. The following a schedule of events that led to the adoption of the 2020-2024 Consolidated Plan as well as approval of the 2020-2022 funding cycle applications.

- September 2018: Held a community needs session to review the existing plan.
- September 2019: Held a public workshop at the Seaside Creates Office to conduct a SWOT analysis, review Opportunity Zones, difficult development areas and individual census tracts.
- September 2019: Online survey - 28 stakeholders responded.
- October 2019: CDAC met to review the results of the online survey and found the results were statistically significant; however, noted that the results were consistent with the workshop.
- November 7, 2019: A presentation agendized for the City Council to review needs recommended by CDAC for interested applicants for the 2020-2022 funding cycle.
- January 2020: The CDAC received online access to review the applications. A meeting was scheduled for February to provide recommendations to Council. Due to unexpected vacancies on the CDAC, in accordance with the Homeless Committee's workplan and the Citizen Participation Plan a CDAC joint meeting with the Homeless Commission considered the applications for funding for recommendations to Council.
- March 11, 2020: The eight citizen volunteers of the joint committee discussed the applications. As in 2018, the deliberations were verbal and conducted in a noticed and recorded public meeting. The agenda packet can be accessed at <https://seasideca.civicclerk.com/Web/UserControls/DocPreview.aspx?p=1&aoid=1936>. The meeting can be viewed at <https://www.youtube.com/watch?v=4uKhXZvupFo&t=12s>
- March 19, 2020: Following recommendations from the joint committee, a report was prepared for consideration at City Council on March 19 for direction to staff for items to be included in the Consolidated Plan/AAP. Due to the COVID-19 pandemic, the item was postponed.

- On April 6, 2020: Seaside submitted a waiver to HUD to extend deadlines for submittal of the CON/AAP per official guidance using the HUD suggested template. The CON/AAP would contain the CDBG-CV funding so a substantial amendment to 2019 AAP would not be necessary.
- May 21, 2020: The Council discussed the recommendations on during a virtual City Council meeting. The video link at https://www.youtube.com/watch?v=K_PVnWYDkA. Starting at 2:05 through 3:47. Written public comment received by the City Clerk via email was read into the record. CDBG-CV was discussed on the immediately following item 3:47 through 4:31. Written public comment received by the City Clerk via email was read into the record. These two topics concerning the CDBG program were discussed for a total of 2 hours and 26 minutes during the May 21 virtual City Council meeting.
- June 25, 2020: Public notice was printed in the Monterey County Weekly (advance copy online on 6/24 for the Public Hearing of the Consolidated Plan, Annual Action Plan and the amended Citizen Participation Plan). The plans were available for viewing when the notice was posted, although the stated time to start the review period was June 28.
- July 2, 2020: Council held a public hearing and approved a resolution to approve all items and authorize the City Manager to sign all forms and certifications to submit to HUD.
- January 7, 2021: The Seaside City Council convened a discussion on the conceptual review of the CDBG-CV3 funds and allocations.
- March 4, 2021: The Seaside City Council held a public hearing to discuss a Substantial Amendment to the 2020-21 Annual Action Plan to add CDBG-CV3 funds.
- March 11, 2021: A public notice was published in the Monterey County Weekly regarding the 2021-2022 Annual Action Plan being available for public review and comment during March 15, 2021 to April 15, 2021.
- March 18, 2021: The Seaside City Council approved a Substantial Amendment to the 2020-21 Annual Action Plan to add CDBG-CV3 funds.
- April 15, 2021: City Council will conduct a public hearing to discuss the draft Annual Action Plan

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Newspaper ad was placed on September 5, 2019 for both the CAPER document and the September 18, 2019 Community Needs Workshop. The ad was placed in both English and Spanish in the Monterey County Weekly	over two dozen people attended the Community Needs workshop which included a brainstorming board/SWOT analysis, placement of dots and comments to show how current needs are met and future needs in each census tract	All participation was welcomed.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Community Needs workshop held in September 2018 at Oldemeyer Center and 2019 at Seaside Creates downtown satellite office to review past goals and set new goals. Interactive activities included brainstorming, dots, consideration of past, present and future.	Comments were positive and thoughtful considering the needs of our diverse community.	All comments are appreciated.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	The City of Seaside/Seaside Creates Twitter page highlights activities of the Community and Economic Development teams, including the CDBG program. CDAC meetings are promoted and reported	In general, comments are supportive of City's outreach efforts		https://twitter.com/SeasideCreates
4	Internet Outreach	Non-targeted/broad community	The City of Seaside/Seaside Creates facebook page highlights activities of the Community and Economic Development teams, including the CDBG program. CDAC meetings are promoted and reported	In general, comments are supportive of City's outreach efforts	N/A	https://www.facebook.com/SeasideCreates/?ref=aymt_homepage_panel&eid=ARBJ-ZgudXbDNKO7PGrAJm--2G6ZPbZfG7FR9D2J6swYqZQKxboQNT49NRXjh1JlawulZpTbFMxdUK24

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Community Development Advisory Committee Meetings are held the third Wednesday of the Month at 6:30 PM. Due to openings on the CDAC, a joint meeting with the Homeless Commission was held on 3/11/2020 to make sub recipient recommendations to City Council.	Public comment is welcomed for all topics at all meetings.	N/A	http://www.ci.seaside.ca.us/160/Community-Development-Advisory-Committee

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The Seaside City Council determines the funding for subrecipients using the recommendations from the The Council directs staff to use the determination for the Annual Action Plan, then holds a Public Hearing on the AAP. The Council meeting was a virtual meeting Zoom/YouTube . See narrative above for link to video	Emailed comments were received by the City Clerk and read into the record of the Virtual meeting held on May 21, 2020 (delayed due to COVID-19 shelter in place and Emergency declarations)	N/A	http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	A Public Hearing on the CON/AAP on July 2, 2020. Council Meetings have gone to a virtual format due to COVID_19. Meetings are conducted via Zoom and live streamed on the City's YouTube Channel	All comments in virtual meetings must be submitted via email to the City Clerk and read into the record during the meeting. Staff Report and agenda may be accessed in link above. City of Seaside YouTube channel is linked below.	N/A	https://www.youtube.com/channel/UC1Cu7854Ohtjpr_XV1tDvRg

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	On March 4, 2021, the City Council held a public hearing to consider the first substantial amendment to the 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan at a regularly scheduled City Council meeting.	All comments were supportive of the recommended allocation. Some residents wished the City would allocate some funds to rental and other form of economic assistance program.	All comments were received and accepted.	https://www.youtube.com/watch?v=Iy0A09OLjNM
9	Newspaper Ad	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	On March 11, 2021, the City published a notice in the Monterey County Weekly regarding the Substantial Amendment to the Consolidated Plan and Annual Action Plan available for public comment	TBD	TBD	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Public Review Period	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	Public review period from March 12, 2021 to March 18, 2021	TBD	TBD	
11	Public Hearing	Non-targeted/broad community	On March 18, 2021, the City Council held a public hearing to consider the first substantial amendment to the 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan at a regularly scheduled City Council meeting.	TBD	TBD	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
12	Newspaper Ad	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	On March 11, 2021, the City published a Public Notice in the Monterey County Weekly regarding the draft 2021-2022 Annual Action Plan available for public comment	TBD	TBD	
13	Public Review Period	Non-targeted/broad community Non-English Speaking - Specify other language: Spanish	Public review period from March 15, 2021 to April 15, 2021	TBD	TBD	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
14	Public Hearing	Non-targeted/broad community	On April 15, 2021, the City Council will hold a public hearing to consider the draft 2021-2022 Annual Action Plan at a regularly scheduled City Council meeting.	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

In program year 2021-2022, the City anticipates receiving approximately \$372,548 (\$32,833 more than last year) in Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). The City has also received \$104,507 in program income, which will be available for spending during the 2021-2022 program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	372,548	102,500	2,007	477,055	1,059,718	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program has no matching requirement. Applicants for funding are asked to provide financial information in their application to indicate capacity to carry out the activity/project. Applications are submitted on the City Data Services data management portal and the attachments are housed on their server. On occasion, there are projects utilizing a variety of funding

sources such as the Veterans Transition Center utilizing a combination of funding for their regional project. The City is actively pursuing grants and awards for projects not otherwise funded with CDBG monies.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not anticipate that the sale of publicly owned lands or properties would be used to acquire lands to achieve CDBG goals. Upgrading of infrastructure including publicly owned roads, sidewalks and public parks may address the needs in the plan particularly to improve accessibility.

Discussion

Faced with reduced resources, the City has made the choice to focus CDBG resources where the need is greatest. The community-identified areas of need are infrastructure and facilities improvements in low-income areas, including street and park accessibility improvements, and providing essential public services for youth and seniors. Activities such as the development of affordable housing and rental housing subsidy are beyond the scope of available resources. The City of Seaside paid off a Section 108 Loan during the last Consolidated Plan and has no Section 108 funds outstanding.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Community and Social Services	2020	2024	Non-Homeless Special Needs Non-Housing Community Development Public Services	City of Seaside Qualified Census Tract 137	Access to community services	CDBG: \$71,500	Public service activities other than Low/Moderate Income Housing Benefit: 1285 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 40 Households Assisted
2	Improve accessibility to persons with disabilities	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside	Improve accessibility	CDBG: \$260,555	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 845 Persons Assisted
3	Provide Quality Facilities and Infrastructure	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City of Seaside	Provide quality facilities and infrastructure	CDBG: \$50,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
4	Program Administration	2020	2024	Planning and Administration	City of Seaside, program administration		CDBG: \$95,000	Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Access to Community and Social Services
	Goal Description	Seaside's public services component of the CDBG program serves a diverse client base and include provision of a broad range of community and social services including multiple youth enrichment programs, fair housing education, tenant-landlord assistance and counseling, and Meals on Wheels and Legal Services for Seniors.
2	Goal Name	Improve accessibility to persons with disabilities
	Goal Description	During FY2021-22, the City of Seaside will fund and commence the second phase construction of the Ellis Park accessibility improvement project.
3	Goal Name	Provide Quality Facilities and Infrastructure
	Goal Description	The CDBG program identifies publicly owned facilities and infrastructure such as, streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the public. During 2021-2022, upgrades are scheduled for the Boys and Girls clubhouse and the Genesis House, which is a residential substance treatment center.
4	Goal Name	Program planning and administration
	Goal Description	CDBG Program planning and administration. City staff will provide overall management, coordination, and evaluation to the CDBG program, and the project delivery costs associated with bringing projects to completion

Projects

AP-35 Projects – 91.220(d)

Introduction

As part of the 2020-2022 funding cycle, on May 21, 2020, the Seaside City Council approved the following projects for the FY2021-2022 Annual Action Plan.

Projects

#	Project Name
1	2021 Boys and Girls Club Facility improvements
2	2021 Community Human Services-Genesis House facility upgrades
3	2021 Ellis Park Accessibility Improvements
4	2021 Public Services
5	2021 CDBG Planning and Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Given the limited CDBG allocation, it is difficult to address all community needs. Both request for public services and public facilities and infrastructure projects far exceed the available funding. The City has made the choice to focus CDBG resources where the need is greatest. The community-identified areas of need are infrastructure and facilities improvements in low-income areas, including street and park accessibility improvements, and providing essential public services for youth and seniors. Activities such as the development of affordable housing and rental housing subsidy are beyond the scope of available resources.

AP-38 Project Summary

Project Summary Information

1	Project Name	Boys and Girls Club Facility improvements
	Target Area	City of Seaside
	Goals Supported	Provide Quality Facilities and Infrastructure
	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$20,000
	Description	The Kitchen at the Boys & Girls Club serves meals to meet the nutritional needs of 150 club members daily, ranging from 6 to 18 years of age. It is also available to the public during non-program hours for private parties and community events throughout the year. During FY2021-22, CDBG funds will be used to update commercial kitchen appliances and equipment to improve food service efficiency.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	200 low/moderate income youth regularly use the Boys and Girls Club.
	Location Description	1332 LaSalle Avenue, Seaside, CA
2	Planned Activities	Update commercial kitchen appliances and equipment to improve food service efficiency.
	Project Name	Community Human Services-Genesis House facility upgrades
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Provide Quality Facilities and Infrastructure

	Needs Addressed	Provide quality facilities and infrastructure
	Funding	CDBG: \$30,000
	Description	Upgrades to the Genesis House residential treatment facility. This \$30,000 03P residential Health facility project serves LMC clientele which may also include homeless and HIV.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	130 persons will benefit per year. Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. The co-ed program offers 28 beds for stays of 3 to 6 months. The perinatal program offers 8 beds for stays of 6 to 10 months. Children ages 0 to 5 may live with their mothers in treatment. Genesis House is accredited by CARF International.
	Location Description	Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137.
	Planned Activities	Facility upgrades to Genesis House residential substance abuse treatment facility with 36-bed capacity for men and women. Activities will include flooring and electrical upgrades for safety and energy efficiency.
3	Project Name	Ellis Park Accessibility Improvements
	Target Area	City of Seaside Qualified Census Tract 137
	Goals Supported	Improve accessibility to persons with disabilities Provide Quality Facilities and Infrastructure
	Needs Addressed	Improve accessibility Provide quality facilities and infrastructure
	Funding	CDBG: 260,555

	Description	The project includes upgrades such as wheel chair accessible ramps, pathways, and transfer stations to access the new park facilities. The project also includes installation of an ADA parking space and ramp to enter the park, as well as a ramp to enter the playground area. According to the HUD data, the proposed project is located within census tract 136, which includes a population of 845 disabled persons.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Census data indicates that 845 Seaside mobility impaired residents can benefit from installation of wheelchair and ramp facilities at Ellis Park.
	Location Description	Ellis Park, Seaside.
	Planned Activities	Project includes upgrading wheel chair accessible ramps, pathways, and transfer stations to access the new park facilities. The project also includes installation of an ADA parking space and ramp to enter the park, as well as a ramp to enter the playground area.
4	Project Name	Public Services
	Target Area	City of Seaside
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services
	Funding	CDBG: \$71,500

	Description	Public Services activities for Seaside's CDBG program. These activities are capped at 15% of the available grant and program income. All projects are LMC and the sub recipients track demographic and income data. Public Services activities approved by the City Council to be included in the Annual Action Plan include participation by: • \$10,518 - Action Council-Palenke Arts • \$10,167 - Village Project • \$10,518 - Legal Services for Seniors • \$10,518 - Greater Victory Temple • \$5,609 - Girls Inc of Central Coast • \$6,640 - Eden Council for Hope and Opportunity • \$7,012 - Meals On Wheels of Monterey Peninsula • \$10,518 - Community Partnership for Youth
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 1285 persons and 40 very-low, low and moderate income level households are expected to benefit from the proposed activities.
	Location Description	These activities will be located throughout the City of Seaside.
	Planned Activities	Planned activities include after school programs (including tutoring, self-esteem, mentoring younger students), community meals/after school, legal services for seniors, meals on wheels for homebound and tenant/landlord fair housing services.
5	Project Name	General Administration of Seaside CDBG program
	Target Area	City of Seaside
	Goals Supported	Access to Community and Social Services
	Needs Addressed	Access to community services

Funding	CDBG: \$95,000
Description	General administration costs to administer the CDBG program. Includes staffing, legal notices, supplies (including outreach meetings and public review documents), data management services and reimbursable overhead costs. Capped per HUD at 20% of Grant and Program income. (21A) PROGRAM ADMIN
Target Date	6/30/2022
Estimate the number and type of families that will benefit from the proposed activities	Not applicable
Location Description	City of Seaside
Planned Activities	Administration of CDBG program including citizen participation activities.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The assistance will be directed to low/moderate needs throughout the City of Seaside. Should projects be proposed in HUD Qualified Census Tract 137, they will receive higher priority.

Geographic Distribution

Target Area	Percentage of Funds
City of Seaside	74
Qualified Census Tract 137	26

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

All of Seaside is considered a difficult development area by HUD, and Census Tract 137 is an Opportunity Zone and a Qualified Census Tract. Note that census tract is within the City of Seaside, but we are counting that percentage separately so that the total does not exceed 100%

Discussion

The City received requests for twice as much funding for public services projects as funding available. The COVID-19 shelter in place emergency has forced all applicants to adjust their programs and created a need for food distribution which the City addressed with CDBG-CV funds.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although Seaside's CDBG program has limited funding, a portion of the funds has been utilized by the Veterans Transition Center for the previous two years and will continue this year to rehabilitate blighted abandoned housing units on the former Fort Ord to become transitional housing for Seaside veterans

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	0
Special-Needs	0
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Veterans Transition Center is continuing with the rehabilitation of units on the former Fort Ord for transitional Veterans Housing. This year's activities will include HVAC upgrades.

AP-60 Public Housing – 91.220(h)

Introduction

The primary public organization for affordable housing and supportive services in the City is the Housing Authority of the County of Monterey (HACM), a public housing authority whose mission is to develop and operate affordable housing and implement supportive programs. The Housing Authority manages a Section 8 Housing Choice Voucher (HCV) program and Family Self Sufficiency programs. Both programs are essential in meeting Seaside's housing needs.

Actions planned during the next year to address the needs to public housing

As of June 30, 2016, HACM has converted all public housing units countywide into Project-

Based Rental Assistance. The City will coordinate with the Leadership Council to implement the "Lead Me Home" 10 Year Plan to End Homelessness.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Family Self Sufficiency Program is designed to help families become financially independent of cash aid assistance by obtaining employment. Successful participating families are rewarded with a savings account that is established by HACM. Additionally the HACM's commitment to the program participants is solidified by the HACM collaborating with a variety of local service providers that are equally interested in helping families reach their goal of self-sufficiency. Services may include career counseling, financial literacy, parenting skills and homeownership preparation

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HACM is not identified as "troubled."

Discussion

The Housing Authority of Monterey County, the cities of Salinas, Monterey and Seaside and the County of Monterey prepared an Analysis of Impediments approved in 2019.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)
Introduction

The City of Seaside works with regional homeless assistance coordination to reduce homelessness. The lead agency is the Monterey County Department of Social Services (DSS). Two local collaborative efforts are the Coalition of Homeless Services Providers (Homeless Coalition) and Leadership Council (CoC governing body). These organizations are directly responsible for funding and program decisions for Monterey County and the City of Seaside.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City will closely coordinate with Monterey County and the Leadership Council CoC to reach out to homeless persons. As described in the "Lead Me Home" 10 Year Plan to End Homelessness, these entities will: collaborate to develop referral agreement between outreach workers and other housing and service providers and designate priority access to housing and treatment slots for clients engaged by outreach workers, develop a centralized information and referral system, streamline referrals and improve service coordination, partner hospitals with existing services to establish respite care centers and detoxification facilities, enhance

coordination with mainstream benefits programs. In these efforts, the City will act as an information and referral resource for participating housing and homeless service providers to facilitate agreements and partnerships.

The Greater Victory Temple indicated to the City Council on April 5, 2018 that they have a program in conjunction with the One Starfish program for unsheltered persons to provide meals to the community at their location and emergency shelter. The City has also instituted a Safe Parking Program.

Seaside participated in Analysis of Impediments outreach efforts through an MOU with the Cities of Salinas and Monterey, Monterey County and the Housing Authority of Monterey County to further find out the needs of the entire community and is currently exploring HEAP funding possibilities to address homeless concerns and open a shelter.

Addressing the emergency shelter and transitional housing needs of homeless persons

In FY2020-21, Gathering for Women and Community Human Services opened Case De Noche Buena, a shelter in HUD Qualified Census Tract 137. The majority of the funding was through HEAP.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Transitional housing services are available in Seaside through the Salvation Army. This agency has not applied for CDBG funding for the current cycle.

The Veterans Transition Center is rehabilitating duplexes for transitional veterans housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will support projects and programs and give proposed programs and improvements that prevent homelessness higher priority. In addition, the City will promote these strategies outlined in the "Lead Me Home" plan: integration of services at the system level; enhancement

and integration of services at the client level; improving access to mainstream benefits; launch Employment First (job training); strengthen job development capacity and on-site support; economic development opportunities that will create new jobs for homeless or formerly homeless persons; plan for stability prior to release from incarceration; implement alternatives to arrest and incarceration; create universal healthcare discharge policies and transition aged-out foster youth to housing and income stability.

Discussion

Many seniors, even homeowners, face financial challenges due to limited incomes. Senior households, especially those on limited incomes, need affordable housing. Seniors also face housing challenges related to physical disabilities. Many of the disabilities are age related, including declining mobility and self-care issues that interfere with their ability to remain independent. Seniors have a variety of housing options, including:

- Independent living – seniors reside in their home or apartment with little support or care
- Assisted living facilities – senior maintains a level of independence, residing in an apartment, and receives varied levels of support and assistance such as light housekeeping, meals, transportation, and/or medication
- Residential care facilities – typically a smaller licensed facility, often with 6 or fewer residents, that provides services similar to those provided by assisted living facilities
- Intermediate care or skilled nursing facilities – a licensed facility that provides a higher, continuous level of professional care

Although a variety of housing options are available to seniors, and all housing options are available in Seaside, facilities providing supportive services and a higher level of care are expensive. Most affordable senior housing is classified as independent living and does not provide supportive services. Lower-income seniors cannot afford to take advantage of many of the housing options and consequently remain in independent living situations struggling with self-care issues. The Monterey County Department of Social Services provides a Senior Information, Referral and Assistance hotline, which is initial point of contact for people seeking information about senior services. The program specializes in information related to the needs of seniors and people with disabilities. Legal Services for Seniors provides a variety of low cost legal assistance.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's General Plan Housing Element was updated in 2019 and systemically analyzes and addresses barriers to affordable housing. These include governmental, non-governmental, and environmental constraints. That analysis leads to policies and programs to address these constraints. Please find more detailed information on affordable housing in the City's Housing

Element on the City of Seaside website and at www.seaside2040.com.

The City is currently in the process of a full General Plan update and has completed the Monterey County Joint Analysis of Impediments approved in spring 2019.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In order to produce affordable housing, the City has an inclusionary housing ordinance. The ordinance requires that for all new developments, at least 20 percent of new units constructed must be restricted for occupancy by moderate, low or very low income households. For further information, refer to Chapter 17.31, Affordable Housing Requirements, of the Seaside Code of Ordinances at the following on the City of Seaside website.

To expedite project facilitation and provide internal support to project applicants, the City has also established a planning permit review process. When required, permit review takes place before any necessary building permits or business licenses are applied for and are intended to ensure that new development is compatible with surrounding neighborhoods and planned future development.

Discussion:

The state mandated emergency shelter ordinance was approved by the City Council in early 2018. The City of Seaside's approved an updated Housing Element in December 2019. Five agencies in Monterey County, including Seaside completed a joint Analysis of Impediments approved in 2019.

AP-85 Other Actions – 91.220(k)

Introduction:

This section describes the City's actions to address underserved needs, maintain affordable housing, reduce lead based paint hazards, reduce poverty, develop institutional structure, and enhance public-private coordination.

Actions planned to address obstacles to meeting underserved needs

Use CDBG funds targeted to public facilities and infrastructure to make ADA accessibility improvements. Use CDBG funds targeted to public services to support organizations that assisted underserved populations.

During the program year, the City will work with several organizations that focus on increasing

self-sufficiency among lower-income populations. These organizations included the Legal Services for Seniors, which provides a legal services pertaining to housing, health, and finances for elderly residents; drug rehabilitation provided by Community Human Services. Services to help youth start off on the right path include Community Partnership for Youth, Boys and Girls Club of Monterey County, The Village Project, Girls, Inc. and ECHO fair housing services. CDBG funded projects include Section 3 policies to help reduce the number of poverty level families.

Housing programs have been limited as a result of a lack of resources and staffing available to the City. The city does not plan to revive façade improvement programs for homeowners or small businesses in the plan year. The City plans to support the "Lead Me Home" Plan in its efforts to build an affordable housing pipeline and coordination with HACM in rehabilitating and upgrading affordable housing units.

The Coalition's participation in HUD's Homeless Assistance Programs will pay for the development, rehabilitation, or leasing of housing for homeless persons and also for supportive services for those persons. In addition to applying for funding for the previously listed emergency and transitional housing, most all of which offer supportive services, the Coalition also assisted numerous non-profit and other agencies in applying for funding through the Homeless Assistance portion of HUD's program to provide supportive and self-sufficiency services.

These supportive and self-sufficiency services include educational and vocational services which focus on social, living, interpersonal, study and job skills. Linkage to other services and services providers is also provided. In many of the housing projects, Monterey County Behavioral Health provides case coordination and representative payees. Additional services provided in some facilities include reintegration, full case management, life skills, and substance abuse counseling.

The City is actively encouraging the building of Accessory Dwelling Units as a means of increasing the housing stock in an affordable manner.

The City of Seaside will continue to support public and non-profit agencies in utilizing programs that assist homeless persons to make the transition to permanent housing and independent living through maintaining these existing supportive services. New development on the former Fort Ord lands will have a 20% affordable housing requirement per the Fort Ord Reuse Plan.

Actions planned to reduce lead-based paint hazards

The City will mitigate lead based paint through public facilities improvements, and educate participants on the hazards of lead based paint. In addition, all rehabilitation contracts for public facilities or other rehabilitation projects funded through the City include provisions for work necessary to eliminate any existing lead based paint hazards on applicable surfaces. If lead hazards are discovered in a residential or a commercial building, the agency responsible for

abatement would be the Monterey Bay Air Resources District.

Brochures bringing awareness to the lead based paint danger are available at the Seaside Creates satellite office and on the City Website.

Actions planned to reduce the number of poverty-level families

Public services help the recipients of services save funds that may have been spent otherwise (such as food for homebound seniors, legal services, tutoring or childcare for youth, tenant-landlord assistance, etc).

The City plans to use the CDBG-CV funds for food and meals distribution as unemployment in hospitality and retail sectors skyrocketed during shelter in place. This will help citizens use their limited funds for other needs.

Actions planned to develop institutional structure

The City will continue to use CDBG Administration funds to implement the Consolidated Plan and Annual Action Plans, address the Analysis of Impediments to Fair Housing, complete annual CAPER reports, and comply with HUD regulations. The City will also continue to support institutions that provide housing and services for low income populations with CDBG Public Services funds, and by providing other forms of support available to the City.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to support regional planning efforts such as the Leadership Council CoC and the "Lead Me Home" 10 Year Strategy to End Homelessness as well as joining forces with the other CDBG recipient agencies in Monterey County for an analysis of impediments. During the April 5, 2018 City Council meeting, the NAACP and Legal Services for Seniors indicated that they currently provide tenant-landlord assistance in Seaside. ECHO Housing has applied for CDBG funding to institute a presence in Seaside for their tenant-landlord and fair housing services.

Discussion:

The 2020-2022 application cycle increased the number of applicants for funding and the variety of projects and services offered to be provided. The requests far exceeded the funding levels expected.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Seaside CDBG program is focused on low/moderate income persons and the large response to the Notice of Funding Availability serves to illustrate the need for funding to serve this population.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---|-----|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 95% |



CITY OF SEASIDE STAFF REPORT

Item No.: 6.D.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

**SUBJECT: RECEIVE FY21 CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT (CAPER)**

RECOMMENDATION

BACKGROUND

The City of Seaside is a recipient of federal entitlement grant funding from HUD for the CDBG program. As a recipient of these funds, HUD requires the City to prepare and submit a CAPER for the CDBG program within 90 days of the close of the fiscal year. The CAPER evaluates the City's overall progress and performance in meeting the goals identified within its five-year Consolidated Plan and the Annual Action Plan.

DISCUSSION:

In FY2020-21, which began on July 1, 2020 and ended on June 30, 2021, the City of Seaside received \$339,715 in CDBG allocation, \$135,512 in program income, \$199,874 in CDBG-CV1 allocation (first Coronavirus Response allocation), and \$360,289 in CDBG-CV3 allocation (third Coronavirus Response allocation) for a total of \$1,035,390. During FY2020-21, the City expended \$613,588.10.

Consistent with the strategic goals and priorities of the 2020-2024 Consolidated Plan and the 2020-21 Annual Action Plan (AAP), the City carefully evaluated and determined its community and housing needs. The City collaborated with local non-profits to carry out various projects and activities, which benefitted over 15,455 low- and moderate-income Seaside residents. A summary of the FY2020-21 activities and accomplishments is included in the table below. Detailed information on these projects can be found in the FY2020-21 CAPER.

Table 1: FY2020-21 Projects and Accomplishments

Organization	Service /Project	Budget	Disbursed	Status	# of persons Assisted
Public Service Activities					
Palenke Arts Community Partnership for Youth	Youth Services	\$10,485.90	\$10,485.90	Complete	93
Girls, Inc. of the Central Coast	Youth Services	\$10,486.02	\$10,486.02	Complete	29
Greater Victory Temple	Youth Services	\$5,593.55	\$5,593.55	Complete	36
Legal Services for Seniors	Youth Services	\$10,486.03	\$10,486.03	Complete	82
Meals on Wheels of the Monterey Peninsula	Legal Services	\$10,486.03	\$10,486.03	Complete	169
The Village Project	Senior Services	\$6,990.68	\$6,990.68	Complete	169
Eden Council for Hope and Opportunity	Youth Services	\$10,136.49	\$10,136.40	Complete	49
	Fair Housing Activities	\$6,620.18	6,332.49	Complete	38
Coronavirus Response Public Service Activities					
Food Bank for Monterey County	Food Banks – Round 1	\$197,874.00	\$197,874.00	Complete	10,723
Food Bank for Monterey County	Food Banks – Round 2	\$36,029.00	\$36,029.00	Complete	2,838
Meals on Wheels of Monterey Peninsula	Senior Services	\$36,029.00	\$36,029.00	Complete	177
Central Coastal VNA and Hospice Inc	Health Services	\$234,188.00	\$33,860.00	Underway	
City of Seaside – COVID-19 Outreach	Other Public Services	\$36,029.00	\$13,310.00	Underway	
Capital Improvement Projects					
Boys and Girls Club of Monterey County	Boys and Girls Clubhouse - Gymnasium and Kitchen Improvements	\$70,000.00	\$70,000.00	Complete	127
Monterey Peninsula United School District	Construction Classroom Rehabilitation	\$42,786.00	\$42,786.00	Complete	235
Monterey Peninsula	Community	\$20,000.00	\$19,925.00	Complete	573

United School District	Garden and Outdoor Classroom				
City of Seaside – Public Works	Ellis Park Improvements	112,487.00	--	Underway	
Community Human Services	Genesis House Facility Improvements	\$30,000.00	--	Underway	
Veterans Transition Center	Transitional Housing HVAC upgrade	\$40,000.00	--	Underway	
Program planning and administration					
CDBG		\$88,673.00	\$83,053.00	Complete	N/A
CDBG-CV		\$20,014.00	\$9,725.00	Complete	N/A

All activities marked “underway” in the table above are on track for completion and closeout in the current fiscal year. Accomplishments for these activities will be reported in the FY2021-22 CAPER.

FY2020-21 was one of new insights, significant adjustments, skill building, and organizational improvements for the City and its subrecipients. Despite the disruption of the COVID pandemic and its devastating impact on our community, the City and its subrecipients continued to serve Seaside residents through innovative programming and activities. While some subrecipients were able to pivot their approach to virtual platforms to deliver their programs, others continued their activities in-person while following CDC guidelines.

CITIZEN PARTICIPATION AND PUBLIC OUTREACH:

The FY2020-21 CAPER was made available for public review and comment for at least a 15-day period, from September 1, 2021, through September 16, 2021. The CAPER was posted on the City website at www.ci.seaside.ca.us/CDBG and available at the following locations:

- Seaside City Hall
- Seaside Public Library
- Seaside Fire Station
- Oldemeyer Community Center
- Community Development Department

All public comments received during the 15-day public review period or at the public hearing will be incorporated into the FY2020-21 CAPER and submitted to HUD. The FY2020-21 CAPER was approved by the Seaside City Council on September 16, 2021 and submitted to HUD on September 23, 2021. The CAPER was subsequently accepted

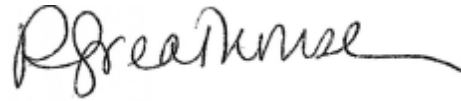
by HUD in January 2022.

FISCAL IMPACT

ATTACHMENTS

1. City of Seaside FY2020-21 CAPER
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager



CITY OF SEASIDE

Consolidated Annual Performance and Evaluation Report (CAPER)
For the Community Development Block Grant Program (CDBG)
Fiscal Year 2020-2021 (Program Year 2020)

DRAFT RELEASED FOR PUBLIC COMMENT
September 1, 2021

Prepared by:
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
(831) 899-6726 | CDBG@ci.seaside.ca.us

Table of Contents

Executive Summary..... 3

CR-05 - Goals and Outcomes 4

CR-10 - Racial and Ethnic composition of families assisted 9

CR-15 - Resources and Investments 91.520(a) 10

CR-20 - Affordable Housing 91.520(b) 12

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c) 15

CR-30 - Public Housing 91.220(h); 91.320(j) 17

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)..... 17

CR-40 - Monitoring 91.220 and 91.230..... 22

CR-45 - CDBG 91.520(c) 23

Exhibits:

Exhibit A – Proof of Publication

Executive Summary

The City of Seaside (City) is a recipient of federal entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grants (CDBG). As a recipient of these funds, the City is required (pursuant 24 CFR 91.520) to prepare a Consolidated Annual Performance Evaluation Report (CAPER) annually to evaluate the City's overall progress and performance in meeting the following priority activities identified within its five-year Consolidated Plan and the Annual Action Plan:

- Access to community and social services;
- Improve accessibility to persons with disabilities;
- Provide quality facilities and infrastructure;
- Promote beautification;
- Assist microbusinesses; and
- Prevent, prepare for, and respond to the coronavirus pandemic.

Despite the unprecedented challenges that the coronavirus pandemic presented in Program Year 2020 (PY2020), the City of Seaside and its partners remained steadfast in the face of all challenges and made diligent efforts to effectively administer CDBG programs and activities in order to lessen the impacts of COVID-19 and to assist at-risk and low- and moderate-income (LMI) Seaside residents.

This document represents the City of Seaside's PY2020 CAPER related to the City's CDBG Program. The CAPER provides HUD, the public, and the City an opportunity to review Seaside's housing and community development accomplishments for PY2020, with a special focus on those activities funded by the CDBG program.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a) *This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.*

In PY2020, consistent with the strategic goals and priorities in the 2020-2024 Consolidated Plan and the 2020-21 Annual Action Plan (AAP), the City carefully evaluated and determined its community and housing needs, and partnered with local non-profits to carry out various projects and activities. Data in Table 1 below highlights key accomplishments during the program year and reflects the progress towards the Consolidated Strategic Plan goals. Highlights include:

Strategic Goal 1: Access to community and social services

To ensure access to much needed community and social services, the City collaborated with experienced local non-profits to undertake various programs benefiting a diverse clientele. A summary of the activities and outcomes is provided below:

- 93 LMI persons received access to free music, dance, and arts classes through the Palenke Arts Program.
- 29 LMI high school students received youth gang and violence prevention training through the Community Partnership for Youth.
- 36 7th and 8th grade girls received self-confidence and self-esteem improvement coaching through the Girls, Inc. of the Central Coast.
- 82 LMI students received after school tutoring and meals through the Greater Victory Temple.
- 169 LMI seniors received free legal services through the Legal Services for Seniors.
- 169 LMI homebound elderly (over 75 years old) persons received meals through the Meals on Wheels of the Monterey Peninsula.
- 49 LMI students received after school tutoring and access to technology and enrichment activities through the The Village Project.
- 38 LMI persons received fair housing and tenant-landlord services through the Eden Council for Hope and Opportunity.

Strategic Goal 2: Improve accessibility to persons with disabilities

The City of Seaside funded and planned a phased improvement of the Ellis Park in PY2020. This project did not commence as planned because the City was unable to secure the Prop 68 Per Capita Grant (\$177,952) until later in the program year. This project is on track for completion and closeout in PY2021.

Strategic Goal 3: Provide quality facilities and infrastructure

In PY2020, the City of Seaside funded the following capital improvement projects:

- Boys and Girls Clubhouse - Gymnasium and Kitchen Improvements (*project completed*). In PY2020, 127 LMI persons benefited from this project. It is anticipated that around 300 LMI persons will benefit from these improvements per year in the coming years.
- Monterey Peninsula United School District – Portable Classroom Rehabilitation (*project completed*). In PY2020, 235 LMI students had access to the renovated construction classroom. It is anticipated that around 250 LMI persons will benefit from this project per year in the coming

years.

- Monterey Peninsula United School District – Community Garden and Outdoor Classroom Improvements (*project completed*). In PY2020, 573 LMI students benefited from this project. It is anticipated that around 500 LMI persons will benefit from this project per year in the coming years.
- Community Human Services - Genesis House Facility Improvements. The subrecipient was unable to complete the PY2019 carryover electrical project and the PY2020 flooring project due to COVID-19 outbreaks at the facility. Both projects are track for completion and closeout in early PY2021.

Strategic Goal 4: Promote beautification

In conjunction with the Veterans Transition Center (VTC), the City of Seaside funded the partial rehabilitation of the abandoned duplexes on the former Fort Ord to provide housing for homeless Seaside veterans. This project was not completed in PY2020 because VTC was hampered by additional planned funding not being allocated due to COVID-19 impacting funding prioritization from other capital funding partners. This project is on track for completion in PY2021.

Strategic Goal 5: Prevent, prepare for, and respond to the coronavirus pandemic

In conjunction with local non-profits, the City of Seaside implemented the following social service activities to prevent, prepare for, and respond to the coronavirus pandemic. Most of these activities targeted seniors, veterans, homeless, children, and other at-risk populations.

- Food box distribution: 13,561 LMI Seaside residents who were impacted by COVID-19 received fresh produce and basic nutritious staples through the Food Bank for Monterey County. Activity completed.
- Meal distribution: 177 homebound and at-risk LMI seniors who were impacted by COVID-19 received meals and wellness checks through Meals on Wheels of Monterey Peninsula. 6,033 meals were delivered. Activity completed.
- COVID-19 Immunization Clinics: This activity was not completed in PY2020 and has been carried forward to PY2021. In PY2020, 117 LMI Seaside residents received COVID-19 immunizations through Central Coastal VNA and Hospice Inc. COVID-19 clinics were set up in various community centers and hard-to-reach areas to ensure improve access to this service. This activity is anticipated to be completed in PY2021.
- COVID-19 Outreach: This activity was not completed in PY2020 and has been carried forward to PY2021. This activity is anticipated to be completed in PY2021.

Strategic Goal 6: Program Planning and Administration

The City's CDBG staff provided assistance with the administration and oversight of the CDBG and CDBG-CV projects and activities.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 1 provides numeric detail on activities completed in PY20, and progress made toward meeting the Consolidated Strategic Plan goals and objectives:

DRAFT

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2020/2021 Program Year (Year 1)		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Access to Community and Social Services	Non-Homeless Special Needs Non-Housing Community Development Other	CDBG: \$71,292	Public service activities other than Low/Moderate Income Housing Benefit Public service activities for Low/Moderate Income Housing Benefit	Persons Assisted	5,000	665	13.3%	1285	665	52%
Improve accessibility to persons with disabilities	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$112,487	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,800	0	0%	845	0	0%
Provide Quality Facilities and Infrastructure	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$162,786	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,800	935	52%	500	935	187%
Promote Beautification	Non-Housing Community Development Homeless	CDBG: \$40,000	Homelessness Prevention	Persons Assisted	15	0	0%	15	0	0%
COVID-19 Preparation, Prevention, and Response	COVID-19	CDBG-CV: \$540,149	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20,000	13,855	69%	20,000	13,855	69%
Program Planning and Administration	CDBG Program Administration	CDBG: \$88,673 CDBG-CV: \$20,014	Other	Other	5	1	20%	1	1	100%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During PY2020, the City of Seaside focused on addressing the following priorities of the of the 2020-2024 Consolidated Plan:

- Access to community and social services
- Improve accessibility to persons with disabilities
- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

The City of Seaside's primary objective is to use its CDBG funds to several target groups as identified in the 2020-2024 Consolidated Plan, which are:

- Extremely low-income and very low-income households
- Seniors
- Youth, primarily ages 6–17
- Persons with disabilities

Under the six objectives listed above, during PY2020 the City was able to accomplish the following:

Activity Category and Matrix Code	Number of Beneficiaries
Youth Centers (03D)	127
Neighborhood Facilities (03E)	808
Senior Services (05A)	346
Legal Services (05C)	169
Youth Services (05D)	289
Fair Housing Activities (05J)	38
Food Banks (05W)	13561
Health Services (05M)	117
TOTAL	15,455

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	11,853
Black or African American	946
Asian	1,192
American Indian or American Native	37
Native Hawaiian or Other Pacific Islander	241
Amer. Indian/White	8
Asian/White	60
Black/White	28
Amer. Indian/Black	3
Other	1,087
Total	15,455
Hispanic	10,758
Not Hispanic	4,697

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Table 2 above shows the race and ethnic distribution of persons who received assistance or services through the CDBG program during the 2020 program year. The City strives to make all of its programs and activities available to eligible low- and moderate-income residents regardless of sex, race, religious background, or disability. All of the CDBG-funded public service programs, including senior services, youth services, and housing counseling, are available to residents citywide. Projects that focus on facility or infrastructure improvements are generally limited to the CDBG target area or group to help make sure they benefit as many low- and moderate-income residents as possible

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	475,227	
CDBG-CV	public - federal	560,163	

Table 3 - Resources Made Available

Narrative

During PY2020, which began on July 1, 2020 and ended on June 30, 2021, the City of Seaside received \$339,715 in CDBG allocation, \$135,512 in program income, \$199,874 in CDBG-CV1 allocation (first Coronavirus Response allocation), and \$360,289 in CDBG-CV3 allocation (third Coronavirus Response allocation) for a total of \$1,035,390. While the CDBG-CV1 allocation was incorporated into the initial adoption and approval of the 2020-2024 Consolidated Plan and the 2020-2021 Annual Action Plan (2020-21 AAP), the CDBG-CV3 allocation was incorporated into the 2020-21 AAP through a substantial amendment, which was approved by the City Council and HUD in the fourth quarter of PY2020.

The City also carried forward the following three projects from 2019 into 2020. These three projects were not completed in PY2020 and are on track for completion in PY2021.

- Veterans Transition Center, duplex renovations, carried forward balance \$43,974.
- Community Human Services, Genesis House Electrical upgrades, carried forward balance \$29,059.
- Microenterprise Assistance carried forward balance \$14,486.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	In PY2020, The City of Seaside utilized CDBG funds for LMC activities throughout the City

Table 4 – Identify the geographic distribution and location of investments

Narrative

Funds expended during 2020/21 were primarily used for Low-and Moderate-Income Clientele (LMC) activities serving Low-and Moderate-Income persons residing within and throughout the City of Seaside.

The City of Seaside did plan and fund the phased improvement of the Ellis Park in PY2020. This project, which would have targeted a local target area, did not commence as planned because the City was unable to secure the Prop 68 Per Capita Grant (\$177,952) until later in the program year. This project is on track for completion and closeout in PY2021.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The CDBG program has no matching requirement. Applicants for funding are asked to provide financial information in their application to indicate capacity to carry out the activity/project. Applications are submitted on the City Data Services data management portal and the attachments are housed on their server. On occasion, there are projects utilizing a variety of funding sources such as the Veterans Transition Center utilizing a combination of funding for their regional project. The City is actively pursuing grants and awards for projects not otherwise funded with CDBG monies. For instance, the Ellis Park improvement project, in addition to CDBG funds, will use over \$300,000 in Prop 68 State Grant and the City's General Fund monies.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Seaside did not obtain any other grant funding sources for housing activities in 2020-2021.

The Community and Economic Development Services staff is charged with the continuing responsibility to forge new partnerships with other public agencies at the federal, state, and local level as well as with private housing developers and nonprofit organizations. Additionally, the City works closely with a diverse group of nonprofit organizations to provide CDBG public service subrecipient funding.

Some of the currently underway housing initiatives and projects are as follows:

Accessory Dwelling Units (ADU) Efforts

The City of Seaside encourages the development of Accessory Dwelling Units (ADUs) in existing residential neighborhoods. Building ADUs is seen as a way to increase the City's housing supply, aid in addressing the current housing crisis, and assist existing homeowners by providing an avenue for additional rental income.

To encourage ADU development, the City Council has removed some ADU building permit fees, streamlined the plan check process and set aside a water allocation to be provided exclusively to ADU applicants. From January 2020 to August 2021, forty-two (42) property owners have applied for building permits to create new or legalize existing ADUs. Forty (40) applicants have been approved for water allocations for their new ADU projects, and five (5) ADU building permits have been finalized and received occupancy certificates.

Campus Town

The Campus Town project would allow for the development of 1,485 housing units, 250 hotel rooms, 150,000 square feet (sf) of Retail, Dining, and Entertainment, and 50,000 SF of Office, Flex, Makerspace (collaborative workspace) and Light Industrial, as well as park/recreational areas (including approximately nine acres of public open space and 3.3 acres of private open space), roadways, parking and supporting infrastructure, on approximately 122.23 acres generally located south of the California State University, Monterey Bay campus. Of the 1,485 housing units, 297 will be designated as affordable housing units. The project is proceeding through the planning process and may break ground in early 2022.

Ascent

The Ascent project will be the first new multi-family housing project to be built in Seaside in over 20 years, and will include a significant amount of affordable housing. Seaside City Council approved the project in November of 2019. The project is a ten building workforce rental housing development consisting of 106 one bedroom, two bedroom, three bedroom units and townhouses along Olympia Ave and Broadway Ave, with 16 of those being affordable units. The project is also proposing 4,000 square feet of retail space, a shared vehicular court and green space areas for residents. This development will accelerate the City's improvements for the Downtown district and realize the City priorities of growing upward, increasing our affordable housing supply and becoming more transit and pedestrian-friendly. The developer recently submitted project plans for permit approval. The project should break ground by fall of 2021.

Parker Flats Apartments

The Parker Flats Apartments project consists of the rehabilitation and renovation of two (2) existing former military nursing barracks on the former Fort Ord to create a total of forty (40) two-bedroom multi-family residential units. The Developer will restrict eight (8) rental housing units to occupancy by low-income households for a period of thirty (30) years. The project has been approved by City Council and is in the process of developing plans for submission for planning approval.

Discuss how these outcomes will impact future annual action plans.

There continues to be a need for housing units for extremely low-, very low- and low- income households. In response, the City will continue to explore opportunities with regional public service providers, local nonprofit housing developers, and neighboring jurisdictions for the development of new housing units in the region.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

Allocations to public services serve primarily low to moderate-income individuals and families.

Seaside is not currently a participant in HOME funding.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City has established a Homeless Commission to devise strategies and priority actions to expand homeless services and provide supportive housing opportunities to elderly persons, disabled veterans, and other persons with special needs. Some of the specific strategies the City's Homeless Commission and City staff have implemented include:

- Collaborative engagement with homeless persons during outreach efforts and campaigns to assess needs
 - Encampments, Mobile Crisis Response, Vaccine Clinics, Food Distribution Sites
- Participation in local and County meetings in which some homeless individuals attend for opportunities to advocate for needs if accessibility is possible

During PY2020, the City continued its partnership with the Community Human Services and Veterans Transition Center, which provide transitional and permanent housing to homeless. Additionally, the City recruited a full time Family & Community Support Practitioner who seeks out homeless individuals and families to provide outreach services, which include connecting clients with immediate resources such as mental health services, general health services, substance abuse services, income services, identification documents and other documents necessary to help homeless persons meet the ultimate goal of finding shelter and housing.

The City also intends to strengthen its collaboration with the Coalition of Homeless Services Providers (CHSP), which is the primary nonprofit organization for homeless support in Monterey and San Benito Counties. CHSP is a coalition of 11 service provider agencies for homeless persons, persons with AIDS/HIV, and other persons with special needs. The Coalition is the County's designated Continuum of Care (CoC) Coordinator.

Addressing the emergency shelter and transitional housing needs of homeless persons

During PY2020, the City focused on and implemented the following actions and initiatives. These efforts were not sponsored by CDBG funds.

- Provision of hotel vouchers for emergency shelter access as appropriate and available
- Creation of new shelter/transitional housing programs
 - Project Room/Home Key, One Share Center
- Established temporary encampments/safe parking sites, and shelter during Pandemic

- Col. Durham, I-HELP
- Collaborative engagement with County and City leaders, and the Coalition of Homeless Service Providers to assess, plan, and advocate for resources and funding that support preventive measures for LMI individuals and families

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

During PY2020, the City focused on and implemented the following actions and initiatives. These efforts were not sponsored by CDBG funds:

- Linked individuals and families to County benefits including rental assistance, and Cash-Aid to pay landlords and avoid eviction
- Connected individuals discharged from publicly funded institutions to shelters, and obtain hotel vouchers
- Collaborative engagement with County and City leaders, and the Coalition of Homeless Service Providers to assess, plan, and advocate for resources and funding that support preventive measures for LMI individuals and families

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

During PY2020, the City focused on and implemented the following actions and initiatives. These efforts were not sponsored by CDBG funds.

- Provide referrals and linkages to community and County housing programs to receive case management support in navigating housing resources and programs
- Collaborative engagement with County and City leaders, and the Coalition of Homeless Service Providers to assess, plan, and advocate for resources and funding that support preventive measures for LMI individuals and families

Additionally, in response to the COVID-19 global pandemic and the ensuing economic decline, the City sought funding from the County of Monterey to help Seaside residents and families at risk of becoming

homeless and being evicted. On March 5, 2021, City of Seaside was awarded \$575,000 from Monterey County and United Way's SB91 Emergency Rental Assistance Program (ERAP). The total \$575,000 is being used for the City of Seaside's Residential Rent and Utility Assistance Program and is assisting hundreds of Seaside residents in maintaining rental housing and essential utilities during the COVID-19 pandemic. The program assists Seaside residents who are facing housing instability because of loss or reduction in income due to the COVID-19 crisis, whose annual income is less than 80% of Area Median Income (AMI), and who are behind on rent or utility payments.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City does not own any public housing and the 2024 Consolidated Plan does not include plans to construct or operate public housing. However, there are several subsidized housing units scattered throughout the City, which are managed by the Housing Authority of Monterey County (HAMC) as well as other non-profit organizations. During PY2020, HAMC had 186 families/individuals that were participants in the Housing Choice Voucher Program residing/leasing in the City of Seaside.

HAMC is the primary public organization for affordable housing and supportive services in the area and manages the Section 8 Housing and Family Self-Sufficiency Programs. Both programs are essential to meeting the City of Seaside's low-income housing needs. The Housing Authority collaborates with a broad spectrum of community non-profits, city and county agencies as well as state organizations to address affordable housing and housing shortage issues.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

HACM has taken the lead in developing innovative models to enable the homeless and other low-income families to achieve economic independence and self-sufficiency. Their multi-faceted plan to improve the operation of public housing units and assist clients toward self-sufficiency is detailed in their periodically updated Five Year Action Plan. HACM converted all public housing units countywide to Project-Based Rental Assistance.

Actions taken to provide assistance to troubled PHAs

HUD has not designated the Housing Authority of Monterey County (HAMC) as "troubled".

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the

return on residential investment. 91.220 (j); 91.320 (i)

The City has undertaken a number of actions to reduce potential barriers and constraints to affordable housing and housing for special needs populations. These actions include identifying funds in support of affordable housing development and offering fee reductions, regulatory incentives, density incentives, and the operation of a home rehabilitation and repair program, as well as several other options. Details of these actions can be found in the City's 2015–2023 Housing Element. The Housing Element includes a thorough analysis of governmental and regulatory barriers to affordable housing. The City has been aggressive in pursuing affordable housing development opportunities and has mitigated regulatory barriers as effectively as possible.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

As part of the Consolidated Plan, the City identified several obstacles to meeting needs that are particularly difficult to achieve in the City. Below are some of the actions the City is taking to overcome the obstacles:

- Increase development, preservation, and rehabilitation of affordable housing for low-income and special needs households.
- Provide assistance for the homeless and those at risk of becoming homeless through collaborations with other agencies.
- Provided assistance to low-income and special needs households.
- Provided public facilities improvements to strengthen neighborhood revitalization.
- Cooperate with, and provide assistance to, for-profit and non-profit developers to facilitate construction of housing units through new housing development.
- Provided rental and utility assistance to hundreds of LMI Seaside households through the Rental Assistance Program, which is funded through Monterey County and United Way's SB91 Emergency Rental Assistance Program (ERAP).

The City also continued to address the lack of funding for the needs identified in the Consolidated Plan by rigorously managing HUD CPD funds through a citizen engagement process, monitoring, and providing technical assistance to subrecipients, while also pursuing new funding sources.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City did not conduct any activities for which lead-based paint clearance was necessary in 2020.

However, the City does conduct a visual assessment to identify lead-based paint hazards when necessary and contracts with certified lead-based paint inspectors as required by state law. The brochure published by the US Environmental Protection Agency entitled "Protect Your Family from Lead in Your Home" is linked on the City website and is available at the Seaside Creates office at 656 Broadway. This brochure is also available at the Seaside Library. The brochure and others are available on the US EPA website <https://www.epa.gov/lead/documents-and-outreach-materials>.

The City encourages contractors for CDBG project to use Section 3 contractors and/or employees. All subrecipients undertaking construction projects are encouraged to specifically invite Disadvantaged Business Enterprises (including women-owned) to bid.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During the program year, the City worked with the following organizations that focus on increasing self-sufficiency among lower-income populations:

- 93 LMI persons received access to free music, dance, and arts classes through the Palenke Arts Program.
- 29 LMI high school students received youth gang and violence prevention training through the Community Partnership for Youth.
- 36 7th and 8th grade girls received self-confidence and self-esteem improvement coaching through the Girls, Inc. of the Central Coast.
- 82 LMI students received after school tutoring and meals through the Greater Victory Temple.
- 169 LMI seniors received free legal services through the Legal Services for Seniors.
- 169 LMI homebound elderly (over 75 years old) persons received meals through the Meals on Wheels of the Monterey Peninsula.
- 49 LMI students received after school tutoring and access to technology and enrichment activities through the The Village Project.
- 38 LMI persons received fair housing and tenant-landlord services through the Eden Council for Hope and Opportunity.
- 13,323 LMI Seaside residents who were impacted by COVID-19 received fresh produce and basic nutritious staples through the Food Bank for Monterey County. Activity completed.
- 177 homebound and at-risk LMI seniors who were impacted by COVID-19 received meals and wellness checks through Meals on Wheels of Monterey Peninsula. 6,033 meals were delivered. Activity completed.
- 117 LMI Seaside residents received COVID-19 immunizations through Central Coastal VNA and Hospice Inc. COVID-19 clinics were set up in various community centers and hard-to-reach areas to ensure improve access to this service. This activity is anticipated to be completed in PY2021.

Additionally, on March 5, 2021, City of Seaside was awarded \$575,000 from Monterey County and United Way's SB91 Emergency Rental Assistance Program (ERAP). The total \$575,000 is being used for the City of Seaside's Residential Rent and Utility Assistance Program and is assisting hundreds of Seaside residents in maintaining rental housing and essential utilities during the COVID-19 pandemic. The program assist Seaside residents who are facing housing instability because of loss or reduction in income due to the COVID-19 crisis, whose annual income is less than 80% of Area Median Income (AMI), and who are behind on rent or utility payments.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

City staff works throughout the year to increase institutional structure, both within the City and throughout our partner agencies. This is accomplished through providing technical assistance on federal grant management requirements, such as growing their knowledge of Davis-Bacon requirements, financial management and other grant management procedures. Staff maintains contact with partner agencies throughout the year, offering referrals for funding and training opportunities where appropriate. All policies and procedures related to internal grant management procedures are reviewed and updated when areas of opportunity for efficiency and collaboration are identified.

The City continues to participate with other local jurisdictions in sharing information and resources regarding CDBG and other housing programs. In PY 2020, the City collaborated with multiple public service organizations to identify and address the needs and concerns of City residents.

In 2012, the City formed the Community Development Advisory Committee (CDAC) which has historically played an integral role in the CDBG Consolidated Plan and Annual Action Plan, particularly with respect to review of the public services applications and, was expanded to meet more frequently to review/provide feedback on the full Annual Action Plan and annual CAPER. Unfortunately, due to the coronavirus pandemic, the CDAC has experienced high member turnover. The City is actively working on filling all CDAC vacancies.

The City also plans to continue the following collaborative efforts to improve institutional structure:

- Joint jurisdiction RFP and project review committees
- Coordination on project management for projects funded by multiple jurisdictions

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City benefits from a strong jurisdiction and region-wide network of housing and community development partners, such as Coalition of Homeless Services Providers (CHSP) which is the lead agency and collaborative applicant for CA-506 Monterey/San Benito Counties Continuum of Care (CoC). To improve intergovernmental and private sector cooperation, the City participated with other local jurisdictions and developers in sharing information and resources.

The City is exploring options to produce affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. This includes housing for homeless, non-homeless, and special needs households. The Finance Department coordinates loan monitoring of the recipients of CDBG home improvement loans issued in previous years. These loans were monitored for compliance in the program (residency, insurance, etc).

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

A regional Analysis of Impediments (AI) to Fair Housing Choice was completed in 2019. The AI recommended policies and actions to respond to the fair housing impediments identified in the document. The document states that the primary impediments to fair housing choice are access to affordable housing and knowledge of fair housing services. The City has implemented the following in response to the impediments identified in the AI:

- City staff continues to contract with a fair housing provider to conduct outreach and education regarding fair housing for home seekers, landlords, property manager, real estate agents, and lenders. In PY 2020, the City supported the Eden Council for Hope and Opportunity (ECHO) through CDBG funding. ECHO provides fair housing, tenant and landlord counseling, dispute resolution services, and rental mediation activities.
- The City displays fair housing materials at City Hall, and copies of these materials are free to the public. Fair housing information is sent free of charge to those who request it. In addition, the City promotes fair housing awareness in its housing programs and works with housing providers in the city to ensure the fair and equitable treatment of persons and households seeking housing in Seaside.
- The City will periodically review the Zoning Ordinance to ensure regulations are consistent with fair housing laws and do not constrain housing production. If particular zoning requirements impede fair housing or production, the City will amend the regulations.
- The City will continue to support the Housing Authority of Monterey County to ensure adequate outreach to minority, limited English proficiency, and special needs populations regarding the availability of public housing and Section 8 vouchers.
- The City will continue to plan for higher residential and employment densities where appropriate to maximize linkages between employers and affordable housing.
- The City will continue to work with local transit agencies to facilitate safe and efficient routes for the various forms of public transit.

The City has always been concerned about poverty and has recognized the need of its citizens to live in safe and sanitary housing in decent neighborhoods. The City's first three redevelopment projects, Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City is earmarking funding from the implementation of short-term rental transient occupancy tax to be used for affordable housing projects/programs.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City follows monitoring procedures for subrecipients, which includes in-house review of quarterly progress reports and expenditures, and an annual desk or on-site visit to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. Technical assistance is provided throughout the program year on an as-needed basis.

Additionally, the City follows HUD-approved procurement guidelines and tracks both Section 3 and MBE/WBE participation in all federally funded public contracts. The City also regularly contracts with minority business owners for its small home repair grants program. The City also participates in regional planning efforts, including the regional Assessment of Fair Housing in partnership with the other jurisdictions of Monterey County.

In PY2020, City staff met with the subrecipient staff responsible for each activity prior to the beginning of the program year. All subrecipients were informed of the obligations to collect the required information on income, household composition, and race and ethnicity. The City also provided information on subrecipient agreement policies, data collection, and financial management. The City recommended that each subrecipient and the facilities project sponsors read the "Playing by the Rules" guide produced by HUD. Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror IDIS and are regularly reconciled to IDIS.

During PY2020, staff examined each subrecipient's quarterly progress toward performance targets. Public services subrecipients are set up in the reporting software to report their service population quarterly. Each subrecipient agreement contains provisions for reductions to or suspensions of payments in the event that targets are not being met (without valid reason) or when past performance issues have not been resolved. The City has placed emphasis on its subrecipients gathering complete and accurate information on the persons and/or households they serve, and regularly reporting on progress.

Due to the COVID-19 pandemic, onsite visits have not yet been conducted, but they will be completed once the public health crisis has subsided. At this point, no findings or corrective actions were issued. Formal monitoring to include both desk reviews and onsite visits for PY2020 are anticipated to take place in PY2021.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The 2020 CAPER was made available for public review and comment for at least a 15-day period, from September 1, 2021, through September 16, 2021. It was posted on the City website at www.ci.seaside.ca.us/CDBG and available at the following locations:

- Seaside City Hall located at 440 Harcourt Ave, Seaside, CA 93955
- Seaside Public Library located at 550 Harcourt Ave, Seaside, CA 93955
- Seaside Fire Station located at 1635 Broadway Ave, Seaside, CA 93955
- Oldemeyer Community Center located 986 Hilby Ave, Seaside, CA 93955
- Community Development Department located at 656 Broadway Ave, Seaside, CA 93955

A notice (in English and Spanish) was published in the Monterey County Weekly newspaper. The public contact and nonprofit agencies email lists created during the development of the Consolidated Plan were notified of the publication of the Draft CAPER. No public comment was received during the comment period.

On September 16, 2021, the Seaside City Council held a public hearing on the CAPER and to receive any additional public comment. Public Comment at the City Council Meeting consisted of the following comments: **TBD**

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

During PY2020, the City of Seaside amended its 2020-2024 Consolidated Plan and the PY2020 Annual Action Plan to add and allocate CDBG-CV3 funds and activities. The City received \$360,289 in CDBG-CV3 funds, which the City allocated as follows:

- \$234,188 for COVID-19 testing and immunization clinics
- \$36,029 for COVID-19 outreach and education
- \$36,029 for meal on wheels for homebound and COVID-19-impacted LMI Seaside elderly residents
- \$36,029 for food box distribution to COVID-19-impacted LMI Seaside residents
- \$18,014 for CDBG-CV program planning and administration

Additionally, through the approval of the 2020-2024 Consolidated Plan, the City amended its Citizen Participation Plan to allow virtual public meetings, and shortened public notices consistent with HUD's

COVID-19 related waivers.

PY2020 was one of new insights, significant adjustments, skill building, and organizational improvements for the City and its subrecipients. Despite the disruption of the COVID pandemic and its devastating impact on our communities, the City and its subrecipients continued to serve Seaside residents through innovative programming and activities.

Both the City and its partners learned to effectively handle a totally unexpected situation that directly impacted our ability to deliver programs. While some subrecipients were able to pivot their approach to virtual platforms to deliver their programs, others continued their activities in-person while following CDC guidelines. Both the City and its partners have clearly improved the capacity to deliver programs in an alternative format that made it possible to reach Seaside residents. We now have the confidence of knowing we can face a crisis and take appropriate steps to manage and grow from the experience.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

Exhibit A – Proof of Publication

MONTEREY COUNTY WEEKLY

668 Williams Ave
(831) 394-5656
Seaside, CA 93955

Proof of publication

State of California
County of Monterey

I am a citizen of the United States and a resident of the State of California. I am over the age of 18 years and not party to or interested in the above-entitled matter.

I am the principal clerk of *Monterey County Weekly*, a newspaper of general circulation, published weekly by Milestone Communications, Inc. in the City of Seaside, County of Monterey, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice of which the annexed is a printed copy has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit.

Aug. 26, 2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Name: Linda S. Macera

Signature: *Linda S. Macera*

Dated: Aug. 26, 2021 Monterey, California




AVISO DE REVISIÓN PÚBLICA Y AUDIENCIA PÚBLICA

Borrador del Informe de Evaluación y Desempeño Anual Consolidado (CAPER) Para el Programa de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG) Año Fiscal 2020-21 (Año del Programa 2020)

SE DA AVISO que la ciudad de Seaside está preparando su Informe de Evaluación y Desempeño Anual Consolidado (CAPER) para el año fiscal 2020-21 para el Programa de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG), que estará disponible para revisión y comentarios públicos a partir del 1 de septiembre del 2021 hasta el 16 de septiembre del 2021 en los siguientes lugares:

- www.seaside.ca.us/CDBG
- Ayuntamiento de Seaside ubicado en 440 Harcourt Ave, Seaside, CA 93955
- Biblioteca pública de Seaside ubicada en 550 Harcourt Ave, Seaside, CA 93955
- Estación de bomberos Seaside ubicada en 1635 Broadway Ave, Seaside, CA 93955
- Centro Comunitario Oldemeyer ubicado 986 Hilby Ave, Seaside, CA 93955
- Departamento de Desarrollo Comunitario ubicado en 656 Broadway Ave, Seaside, CA 93955

El CAPER es un resumen de beneficios públicos y financieros del uso de los fondos federales CDBG por parte de la Ciudad para el período que comienza el 1 de julio del 2020 y termina el 30 de junio del 2021, como se identifica en el Plan de Acción Anual de la Ciudad 2020-2021.

POR LA PRESENTE SE DA UN AVISO ADICIONAL de que el Ayuntamiento de Seaside va a llevar a cabo una audiencia pública sobre el borrador de la CAPER para el año fiscal 2020-21 en la Cámara del Ayuntamiento de Seaside el jueves 16 de septiembre del 2021 a las 5:00 p.m. La reunión del Ayuntamiento también se puede ver en línea a través del canal de YouTube de la Ciudad en www.youtube.com/channel/UC1Cu78540htpr_XV1dVvRg o uniéndose al seminario por internet por medio de Zoom. Los detalles del seminario por internet por medio de Zoom se incluirán en la agenda de la reunión del Ayuntamiento, a la que se puede acceder en www.ci.seaside.ca.us/129/City-Council-Committee-Agendas.

COMENTARIO PÚBLICO

Se invita a los ciudadanos y a las partes interesadas a revisar el borrador de la CAPER para el año fiscal 2020-21 y enviar sus comentarios a más tardar a las 5 pm del jueves 16 de septiembre del 2021. Los comentarios se pueden proporcionar por teléfono, correo postal o correo electrónico a través de la información de contacto que se indica a continuación. La Ciudad también alienta al público a asistir a la audiencia pública del Concejo Municipal a las 5:00 p.m. el jueves 16 de septiembre del 2021.

Haron Noori, Analista Administrativo II
Ciudad de Seaside
440 Harcourt Avenue
Seaside, CA 93955
Teléfono: 831-899-6726
Fax: 831-899-6211
Correo electrónico: hnoori@ci.seaside.ca.us

MONTEREY COUNTY
WEEKLY

668 Williams Ave
(831) 394-5656
Seaside, CA 93955

Proof of publication

State of California
County of Monterey

I am a citizen of the
United States and a resident of
the State of California. I am
over the age of 18 years and
not party to or interested in the
above-entitled matter.

I am the principal clerk of
Monterey County Weekly,
a newspaper of general
circulation, published weekly by
Milestone Communications, Inc.
in the City of Seaside,
County of Monterey,
and which newspaper has been
adjudicated a newspaper of
general circulation by the
Superior Court of the County
of Monterey, State of
California; that the notice of
which the annexed is a printed
copy has been published in
each regular and entire issue of
said newspaper and not in any
supplement thereof on the
following dates to wit.

Aug. 26, 2021

I certify (or declare) under
penalty of perjury that the
foregoing is true and correct.

Name.....Linda S. Maceira.....

Signature.....*Linda S. Maceira*.....

Dated:.....Aug. 26, 2021.....Monterey, California



NOTICE OF PUBLIC REVIEW AND PUBLIC HEARING
Draft Consolidated Annual Performance and Evaluation Report (CAPER)
For the Community Development Block Grant Program (CDBG)
Fiscal Year 2020-21 (Program Year 2020)

NOTICE IS HEREBY GIVEN that the City of Seaside is preparing its FY2020-21 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant Program (CDBG), which will be available for public review and comment from September 1, 2021 to September 16, 2021 at the following locations:

- www.seaside.ca.us/CDBG
- Seaside City Hall located at 440 Harcourt Ave, Seaside, CA 93955
- Seaside Public Library located at 550 Harcourt Ave, Seaside, CA 93955
- Seaside Fire Station located at 1635 Broadway Ave, Seaside, CA 93955
- Oldemeyer Community Center located 988 Hilby Ave, Seaside, CA 93955
- Community Development Department located at 656 Broadway Ave, Seaside, CA 93955

The CAPER is a financial and public benefit summary of the City's use of federal CDBG funds for the period beginning July 1, 2020 and ending June 30, 2021 as identified in the City's 2020-2021 Annual Action Plan.

FURTHER NOTICE IS HEREBY GIVEN that the Seaside City Council will hold a public hearing on the draft FY2020-21 CAPER at the Seaside City Council Chamber on Thursday, September 16, 2021, at 5:00 p.m. The City Council meeting can also be watched online via the City's YouTube channel at www.youtube.com/channel/UC1Cu78540htjpr_XV1tDvRg or by joining the Zoom webinar. The Zoom webinar details will be included in the City Council meeting agenda which can be accessed at www.ci.seaside.ca.us/129/City-Council-Committee-Agendas.

PUBLIC COMMENT

Citizens and interested parties are invited to review the draft FY2020-21 CAPER and submit comments by no later than 5pm on Thursday, September 16, 2021. Comments may be provided by phone, regular mail, or email via the contact information listed below. The City also encourages the public to attend the City Council public hearing at 5:00 p.m. on Thursday, September 16, 2021.

Haron Noori, Administrative Analyst II
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
Phone: 831-899-6726
Fax: 831-899-6211
Email: hnoori@ci.seaside.ca.us



CITY OF SEASIDE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CITIZEN PARTICIPATION PLAN

Adopted: December 2, 2021

Prepared by:

Community Development Department
440 Harcourt Ave, Seaside, CA 93955
www.ci.seaside.ca.us/CDBG
(831) 899-6726

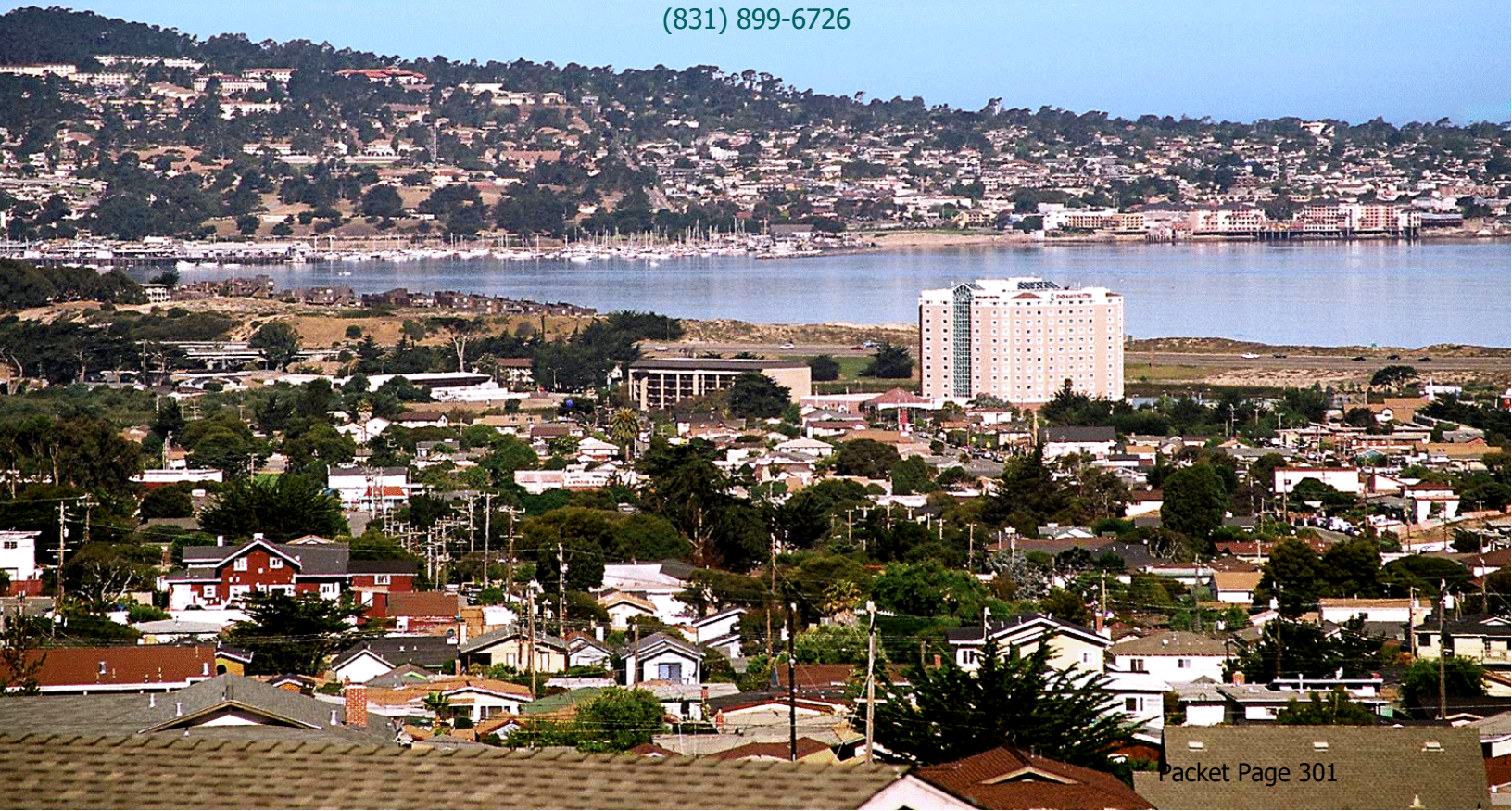


Table of Contents

A. Introduction	3
B. Definitions.....	3
C. Roles and Responsibilities	4
D. Encouragement of Citizen Participation.....	5
E. Citizen Participation Plan	6
E.1 Plan Development.....	6
E.2 Amendments	7
F. Five-Year Consolidated Plan	8
F.1 Plan Development.....	8
F.2 Consolidated Plan Amendment	10
G. Annual Action Plan	11
G.1 Plan Development	11
G.2 Annual Action Plan Amendment	12
H. Consolidated Annual Performance and Evaluation Report (CAPER).....	13
H.1 Plan Development	13
I. Analysis of Impediments or Assessment of Fair Housing (AI or AFH).....	13
I.1 Plan Development	14
I.2 AI or AFH Amendment.....	14
J. Public Hearings, Notification and Access.....	15
J.1 Public Meetings and Hearings	15
J.2 Documents for Public Review	16
J.3 Access to Meetings.....	17
J.4 Access to Consolidated Plan Documents and Records.....	17
K. Technical Assistance	18
L. Comments and Complaints	19
L.1 Comments	19
L.2 Complaints	19
M. Language Access	19
N. Appeals.....	20
O. Disaster	20
P. Displacement Policy	20

A. Introduction

The City of Seaside (City) is a recipient of federal entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grants (CDBG). As a recipient of these funds, the City is required to prepare a Consolidated Plan to assess the City's affordable housing and community development needs, and develop data-driven funding strategies and program goals. The Consolidated Plan is carried out through Annual Action Plans, which provide a summary of the specific activities and resources that will be used each year to address the needs and goals identified by the Consolidated Plan. Accomplishments and progress toward meeting the City's goals are reported in the Consolidated Annual Performance and Evaluation Report (CAPER). As part of the Consolidated Plan, the City is also required to conduct an Analysis of Impediments to Fair Housing to review laws, regulations, conditions and other possible obstacles, both public and private, which could affect an individual's access to housing in Seaside.

Additionally, the City must adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation in the development of the Consolidated Plan and the other aforementioned HUD-mandated documents. The citizen participation process outlined in this plan was developed in accordance with Federal regulations 24 CFR 91.105, and requires outreach, public hearings, community meetings, and opportunities for comment. The plan provides for citizen input and emphasizes participation by low- and moderate-income residents, particularly residents of predominantly low- and moderate-income neighborhoods, regional stakeholders and Continuums of Care, and residents of areas in which the City proposes to use CDBG funds. It also outlines the practicable procedures to handle complaints from residents regarding its Consolidated Plan and other HUD-mandated documents.

Ultimate responsibility and authority for final decisions regarding the Consolidated Plan and related documents resides with the Seaside City Council. Nothing herein shall be construed to restrict the responsibility or authority of the City for the development and execution of its community development programs and execution of its Consolidated Plan.

This CPP supersedes and replaces all previous plans adopted or amended for the CDBG Program. The CPP shall be available to the public on the City website, and, upon request, will be made in a format accessible to persons with disabilities. The City will review its CPP annually in conjunction with the development of the City's Annual Action Plan. If it is determined that the CPP needs to be updated or revised, the City will provide citizens with a reasonable opportunity to comment on proposed changes to the CPP in accordance with the Public Review requirements for the amendment of documents described further in this document.

B. Definitions

Annual Action Plan (AAP): The AAP outlines the activities that will be undertaken during the program year to meet the goals stated in the City's 5-year Consolidated Plan (defined below).

Affirmatively Furthering Fair Housing (AFFH): AFFH is a legal requirement for local governments that receive federal grants to further the purposes of the Fair Housing Act by undertaking actions that combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to housing.

Analysis of Impediments to Fair Housing Choice (AI): The AI is a comprehensive review of a community's laws and administrative policies and practices (both public and private), and an analysis of how they affect the location, availability, and accessibility of housing choice for various protected classes (e.g. race, color, religion, sex, disability, familial status, or national origin). The AI is required to be updated every five years in conjunction with the Consolidated Plan.

Citizen Participation Plan (CPP): The Citizen Participation Plan (CPP) outlines the procedures the City will undertake to ensure public involvement during the development of the City's Consolidated Plan and Annual Performance Report, and Analysis of Impediments to Fair Housing Choice.

Community Development Block Grant (CDBG): The CDBG program provides formula grants to create viable urban communities by providing decent housing, suitable living environments and expanded economic opportunities, principally for low and moderate-income persons.

Consolidated Annual Performance Evaluation Report (CAPER): The CAPER provides the federal government, Congress and the public with necessary information to assess the City's progress in meeting its CDBG program goals.

Department of Housing and Urban Development (HUD): HUD is the federal agency that oversees the CDBG program, among various other programs. HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.

Displacement: The relocation of individuals from their residences resulting from housing development and rehabilitation activities paid for by federal funds.

Eligible Activity: Activities that may be supported in whole or in part with CDBG funds as defined in the Code of Federal Regulations Title 24.

Entitlement Community: A metropolitan city or urban county entitled to receive a formula allocation of CDBG funds.

Five-Year Consolidated Plan (ConPlan): The ConPlan identifies the City's housing and community development needs and details the City's 5-year strategy and goals for addressing those needs with HUD-allocated funds.

Public Services Grant: General Funds made available by the Seaside City Council to grant to local non-profit organizations that provide direct social and human services to low- and moderate-income City residents.

Low-and moderate-income: Households with income that do not exceed 80 percent of the Area Median Income (AMI) as defined by HUD.

C. Roles and Responsibilities

City Council: The Mayor and Councilmembers comprise the nonpartisan City Council, and are elected at large. Under the City Charter, City Council's duties include: approval of the City budget and financial oversight of the City. The City Council has the power to adopt ordinances and resolutions, make appointments to advisory boards, establish policy and approve programs, act on recommendations of City staff, appropriate funds, approve contracts, and respond to concerns and needs of residents.

The City Council reviews and adopts the City's ConPlan, AI and AAP activities, and authorizes City staff to administer the programs.

City Manager: The City Manager reports directly to the City Council and provides for the management of all affairs of City government and services, as well as oversight and direction of all City departments. The City Manager is the City's representative authorized to sign the necessary documents required by HUD.

Community Development Department (CDD) staff: The CDD staff are responsible for the day-to-day coordination and administration of the CDBG. The administrative policies for the City's CDBG program are outlined in two policy documents entitled CDBG Policies and Procedures and Davis-Bacon Act Manual. Both documents can be found at www.ci.seaside.ca.us/CDBG.

Community Development Advisory Committee (CDAC): CDAC members are appointed by the Seaside City Council and serve in an advisory capacity to the City Council, City Manager, and CDD staff on policy issues related to HUD 's Consolidated Plan and the allocation of CDBG funds. The CDAC's charge includes advocating for low- and moderate-income Seaside residents for housing and community development needs and assuring resident input in determining the use of funds. The CDAC coordinates its efforts with neighborhood-based organizations to increase participation by low- and moderate-income households.

CDAC meetings are called as needed. CDAC meetings are noticed in accordance with the Brown Act and are open to the public. Additional information regarding CDAC can be found in the CDAC Membership Guide, which is available at www.ci.seaside.ca.us/CDBG.

D. Encouragement of Citizen Participation

The City of Seaside provides for and encourages citizens to participate in the development of the CPP, Consolidated Plan, AFH or AI, Action Plan, and CAPER. The City encourages participation by low- and moderate-income persons, particularly those living in slum and blighted areas (if any such areas are formally designated) and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. The City will also take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

The City will make a concerted effort to notify and encourage the participation of

- Citizens;
- Local and regional institutions;
- Continuum of Care organization addressing homelessness,
- Public and private organizations including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations;
- Broadband internet service providers
- Organizations engaged in narrowing the digital divide;
- Agencies whose primary responsibilities include the management of flood prone areas;
- Public land or water resources agencies;
- Emergency management agencies;
- State and local health service providers;

- Social service providers;
- Fair housing organizations;
- State and local governments;
- Public housing agencies;
- Affordable housing developers; and
- Other stakeholders in the amendment of the Citizen Participation Plan or the development of the AI or AFH, Consolidated Plan, Annual Action Plans.

Participating will be notified through mailings (including electronic mailings), online postings and public notices in the newspaper.

The City may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance as directed by the CDAC. All communication, public comments, and complaints concerning the Citizen Participation Plan and the Consolidated Plan Documents should be directed to:

CDBG Administrator
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

E. Citizen Participation Plan (CPP)

The City recognizes the importance of public participation in both defining and understanding current housing and community development needs and prioritizing resources to address those needs. The City's CPP is designed to encourage Seaside residents' equal access and involvement each year. The following describes the process and procedures related to the development of the CPP.

E.1 Plan Development

The City's CPP development procedures are outlined below.

a) *Plan Considerations*

The City is required to adopt a CPP that sets forth the jurisdiction's policies and procedures for citizen participation. The City must provide citizens with a reasonable opportunity to comment on the original CPP and any substantial amendments to the citizen participation plan, and must make the CPP publicly available. The CPP must be made available in a format accessible to persons with disabilities, upon request.

The CPP shall describe the jurisdiction's procedures for assessing its language needs and identify any need for translation of notices and other vital documents. At a minimum, the CPP shall require that the jurisdiction take reasonable steps to provide language assistance to ensure meaningful access by non-English-speaking residents of the community.

The City should explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation (e.g., use of focus groups and online engagement tools).

b) *Plan Review and Comment*

The draft CPP shall be made available for public review for a 30-day period. The CPP shall be provided in a format accessible to persons with disabilities upon request. This may include, but is not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired, and delivering copies to those who are homebound. The CPP will encourage comment and participation by minority and non-English speakers. Publication of the plan will be advertised in non-English languages to the extent practical and translation services will be available upon request.

Written comments will be accepted by the Community Development Department CDBG Administrator or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the CPP prior to submission to HUD.

c) *Public Hearing*

The City Council shall conduct a public hearing to accept oral public comments on the draft CPP. The City Council may approve or reject the CPP.

d) *Submittal to HUD*

The CPP shall be approved as a stand-alone document. The City shall then submit to HUD: the approved document, a summary of all comments received during the review period and during the public hearing, responses from City, and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD.

E.2 Amendments

The City shall amend the CPP using the following procedures, as needed:

a) *Amendment Considerations*

The City shall amend the CPP, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to the programs and documents governed by Federal Regulation 24 CFR Part 91. Formal amendment of the CPP may be required should a provision of the CPP be found by the City to conflict with HUD regulations.

b) *Public Review and Comment*

Amendments to the CPP shall be made available for public review for a 30-day period. A public hearing shall be conducted by the City Council at a regularly scheduled meeting so that citizens may express their views. Written comments will be accepted by the Community Development Department CDBG Administrator or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the amended CPP prior to submission to HUD.

Minor edits to the CPP, such as updating contact information or technical details about schedules and publications, will not constitute a "Substantial Amendment", and therefore, will not be released for public review and comment. Copies will be made available following the process described in Section J of this document.

c) *Public Hearing*

The City Council shall conduct a public hearing to review and accept public comments on the draft amendment to the CPP.

d) *Submittal to HUD*

A copy of the Amended CPP, including a summary of all comments received during the review period and during the public hearing, responses from City, and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

F. Five-Year Consolidated Plan

The following paragraphs describe the policies and procedures for the development of the Five-Year Consolidated Plan. To comply with Federal Regulation 24 CFR Part 91.105(b), the information supplied in the draft Consolidated Plan for public review will include:

- Amount of assistance the City expects to receive (grant funds and program income)
- Range of activities that may be undertaken
- Estimated amount of funding that will benefit low- and moderate-income persons

The City shall also provide an assessment of community development and housing needs and identify short-and long-term community development objectives directed toward the provision of decent housing and the expansion of economic opportunities primarily for persons of low- and moderate-income.

The City will make this information available in the Consolidated Plan published for comment and review.

F.1 Plan Development

The City encourages the participation of residents and stakeholders in the development of the Consolidated Plan. The City shall follow the following procedure to prepare and adopt the Consolidated Plan:

a) *Plan Considerations*

When preparing the Consolidated Plan, the City must consult with:

- The Monterey County Continuum of Care (COC);
- Public and private agencies that address housing, health, social services, victim services, employment, or education needs of low-income individuals and families; homeless individuals and families (including homeless veterans); youth; and/or other persons with special needs;
- Publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and
- Business and civic leaders.

When preparing the portion of the Consolidated Plan concerning lead-based paint hazards, the City shall consult with state or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

When preparing the description of priority non-housing community development needs, the City must notify adjacent units of general local government, to the extent practicable. The non-housing community development plan must be submitted to the state and to the county.

The City will also consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities, particularly for problems and solutions that go beyond the City's jurisdiction.

The City will consult with the Monterey County Housing Authority, the local public housing agency (PHA) concerning consideration of public housing needs and planned programs and activities.

If the City becomes eligible to receive Emergency Solutions Grants (ESG), the City will consult with the Continuum of Care in determining how to allocate its ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS).

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies. These include telephone or personal interviews, focus groups, surveys, and consultation and community workshops.

b) Plan Review and Comment

The complete, draft Consolidated Plan shall be made available for public review for a 30-day period. The Consolidated Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to, providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The plan will encourage comment and participation by minority and non-English speakers. Publication of the plan will be advertised in non-English languages as needed and translation services will be available upon request.

The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods, in areas where CDBG funds are proposed to be used and residents of public and assisted housing. Activities to encourage participation may include, but are not limited to, advertising publication of the Consolidated Plan in target areas, hosting community meetings in target areas, and making copies of the plan available in these neighborhoods. Copies will be made available following the process described in Section J of this document.

Written comments will be accepted by Community Development Department CDBG Administrator or designee during the public review period. A summary all comments received during the review period and during the public hearing as well as the City's responses will be attached to the Consolidated Plan prior to submission to HUD.

c) Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft Consolidated Plan. Section J describes the process for publishing the notice and conducting public hearings.

d) *Submittal to HUD*

The Consolidated Plan shall be submitted to HUD with a summary of all comments received during the review period and during the public hearing, responses from City, and proof of compliance with the minimum 30-day public review and comment period requirement.. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Consolidated Plan will be submitted to HUD 45 days before the program year pursuant to regulations, unless otherwise directed by HUD.

F.2 Consolidated Plan Amendment

The City shall follow the below procedure to complete substantial and minor amendments to the Consolidated Plan, as needed:

a) *Amendment Considerations*

The City shall substantially amend the Consolidated Plan if a “substantial change” is proposed by City staff or the City Council. For the purpose of the Consolidated Plan, a “substantial change” is defined as:

- The City adds or removes Consolidated Plan - Strategic Plan goals.

The City may make minor changes to the Consolidated Plan, as needed, so long as the changes do not constitute a substantial amendment as described above. Changes to numeric accomplishment goals within an existing strategic plan goal shall not constitute a substantial amendment. Such changes to the Consolidated Plan will not require public review or a public hearing.

b) *Public Review and Comment*

The City encourages residents and stakeholders to participate in the development of substantial amendments. Substantial Amendments to the Consolidated Plan shall be made available for public review for a 30-day period. Written comments will be accepted by the Community Development Department CDBG Administrator or designee during the public review period. A summary of the comments and the City’s responses to the comments will be attached to the Consolidated Plan Substantial Amendment.

The City will encourage participation from all residents, especially low- and moderate-income residents, minorities, non-English speakers and those with disabilities. The City will take efforts to make the plan accessible to all such groups. Copies will be made available following the process described in Section J of this document.

c) *Public Hearing*

The City Council shall conduct a public hearing to accept public comments on the draft amendment to the Consolidated Plan. Section J describes the process for publishing the notice and conducting public hearings.

d) *Submittal to HUD*

A copy of the Amended Consolidated Plan, including , a summary of all comments received during the review period and during the public hearing, responses from City, and proof of compliance with the minimum 30-day public review and comment period requirement shall be

submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

G. Annual Action Plan (AAP)

The following describes the process and procedures related to the development of the AAP.

G.1 Plan Development

The City's procedures for preparing and adopting the AAP include:

a) *Plan Considerations*

In addition to local residents, the City will ensure that public (including City staff) and private agencies that provide the following services will be consulted in the development of the AAP:

- Health Services Providers
- Social Services for: Children, Elderly, Disabled, Homeless, Persons With AIDS
- State and Local Health Agencies
- Adjacent Local Governments
- Economic Development Interests
- Community and faith-based organizations
- Monterey County Housing Authority
- Housing developers

These persons/service providers/agencies will be contacted and brought into the process in the following manner:

- Every two years, the City will send a written Notice of Funding Availability (NOFA) to each cooperating department and nonprofit agency advising them that the planning cycle has begun for CDBG funds, and that the City is accepting project proposals.
- City staff will conduct outreach to special interest groups in Seaside, such as senior citizens and the disabled, and make presentations on the AAP to these groups where necessary.
- The City will conduct an eligibility analysis on all project proposals submitted and review the eligible proposals for service provider grants. The review for funding consideration will be conducted by the CDAC.

b) *Plan Review and Comment*

The draft AAP, incorporating the City's proposed uses of CDBG funds, shall be made available for public review for a 30-day period. The City will encourage participation from all residents, especially low- and moderate-income residents, minorities, and those with disabilities. The City will make the plan accessible to all such groups. Copies will be made available following the process described in Section J of this document.

Written comments will be accepted during public review period by the Community Development Department CDBG Administrator or designee. A summary of the comments and the City's responses to the comments will be attached to the draft Action Plan.

c) *Public Hearing*

The CDAC may hold a public meeting to discuss the eligible project proposals and funding recommendations to the City Council for both public service grant and capital outlay projects.

The City Council shall conduct one (1) public hearing to accept comments on the draft AAP which will be provided for public review for a 30-day period (see above).

The City Council shall approve or reject the AAP. Section J describes the process for publishing notice and conducting public hearings.

d) *Submittal to HUD*

Upon adoption of the AAP pursuant to HUD regulations, the City Council shall direct City staff to submit the Action Plan to HUD. Documents related to the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to Action Plan. The Action Plan will be submitted to HUD at least 45 days before the program year pursuant to regulations, or as otherwise allowed or required by HUD.

G.2 Annual Action Plan Amendment

The City shall follow the following procedure to complete substantial and minor amendments to the AAP, as needed:

a) *Amendment Considerations*

The City shall substantially amend the AAP if a "substantial change" is proposed by City staff or the City Council. For the purpose of the Action Plan, a "substantial change" is defined as:

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

Changes in funding for an existing activity not amounting to more than 20 percent of the CDBG grant allocation for the program year will not be considered as a substantial change to the AAP; no formal amendment to the AAP requiring public review and comment will be warranted. However, City Council approval of the activity funding changes is still required.

b) *Public Review and Comment*

The City encourages citizen participation in the development of substantial amendments. Substantial Amendments to the AAP shall be made available for public review for a 30-day period. Written comments will be accepted during public review period. Comments should be directed to the Community Development Department CDBG Administrator or designee. A summary of the comments and the City's responses to the comments will be attached to the Action Plan Substantial Amendment.

The City will encourage participation from all residents, especially low- and moderate-income residents, minorities, and those with disabilities. The City will take efforts to make the plan accessible to all such groups. Copies will be made available following the process described in Section J of this document.

c) *Public Hearing*

The City Council shall conduct a public hearing to review and consider the Substantial Amendment to the AAP. The City Council shall accept public comments on the Substantial Amendment to the Action Plan at the public hearing. After public comments are heard and considered by the City Council, the City Council shall approve, approve with modifications, or deny the request for a substantial amendment to the AAP. Section J describes the process for publishing the notice and conducting public hearings.

d) *Submittal to HUD*

A copy of the Substantial Amendment to the AAP along with documentation of the public participation process (i.e. public notices and public comments) shall be submitted to HUD for their records.

H. Consolidated Annual Performance and Evaluation Report (CAPER)

The following describes the process and procedures related to the development of the Consolidated Annual Performance and Evaluation Report (CAPER):

H.1 Plan Development

The City shall follow the following procedure in the drafting and adoption of the CAPER :

a) *Plan Considerations*

Staff will evaluate and report the accomplishments of the previous program year for CDBG, and will summarize expenditures that took place during the previous program year.

b) *Plan Review and Comment*

The City encourages citizen participation in the development of the CAPER. The draft CAPER shall be made available for public review for a 15-day period. Written comments will be accepted during public review period by the Community Development Department CDBG Administrator or designee. A summary of all comments received during the review period and during the public hearing and responses from City will be attached to the draft CAPER. Copies will be made available following the process described in Section J of this document.

c) *Submittal to HUD*

Upon completion of the public review period, City staff shall submit the CAPER to HUD. Documentation of the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to the CAPER. The CAPER shall be submitted to HUD within 90 days following the end of the program year pursuant to regulations.

I. Analysis of Impediments (AI) or Assessment of Fair Housing (AFH)

The Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) is a five-year plan completed by the City individually or as part of a local consortium of other HUD grantees pursuant to HUD guidance for the evaluation of local housing conditions, economics, policies and

practices and the extent to which these factors impact the range of housing choices and opportunities available to all residents in an environment free from discrimination. The following describes the process and procedures related to the development of the AI or AFH.

I.1 Plan Development

The City shall follow the following procedure in the drafting and adoption of the AI or AFH:

a) *Plan Considerations*

As soon as feasible after the start of the public participation process for the AI or AFH, the City will make the HUD-provided data and any other supplemental information available to residents, public agencies and other interested parties by posting the data on the City's website and referencing this information in public notices.

b) *Plan Review and Comment*

The draft AI or AFH shall be made available for public review for a 30-day period. Written comments will be accepted during public review period by the Community Development Department CDBG Administrator or designee. A summary of the comments and the City's responses to the comments will be attached to the draft AI or AFH. Copies will be made available following the process described in Section J of this document.

c) *Public Hearing*

The City Council shall conduct a public hearing to accept public comments on the draft AI or AFH. The City Council shall approve or reject the AI or AFH. Section J describes the process for publishing the notice and conducting public hearings.

d) *Submittal to HUD*

Upon adoption of an AI, the City shall retain the AI in its records and annually report on the status and disposition of the Fair Housing Plan recommendations.

Upon adoption of an AFH, the City shall submit the AFH to HUD for review and acceptance or rejection. The goals of the AFH shall be incorporated into the Consolidated Plan prior to submission of the Consolidated Plan to HUD.

I.2 AI or AFH Amendment

The City shall follow the following procedure to complete substantial amendments to AI or AFH, as needed.

a) *Amendment Considerations*

The City shall substantially amend the AI if a "substantial change" is proposed by City staff or the City Council. For the purpose of the AI, a "substantial change" is defined as the addition or deletion of Fair Housing Plan recommendations.

The City shall substantially amend the AFH if a "substantial change" is proposed by City staff, the City Council, or as otherwise required by HUD. An AFH that was previously accepted by HUD must be revised and submitted to HUD for review if a material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing

contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include

- Presidentially declared disasters (under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act -42 U.S.C. 5121 et seq.) in the program participant's area that significantly impact the steps a program participant may need to take to affirmatively further fair housing;
- Significant demographic changes;
- New significant contributing factors in the participant's jurisdiction; and
- Civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders, or upon HUD's written notification specifying a material change that requires the revision.

A revision to the AFH consists of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change.

b) Public Review and Comment

The City encourages residents and stakeholders to participate in the development of substantial amendments. Substantial Amendments to the AI or AFH shall be made available for public review for a 30-day period. Written comments will be accepted by the Community Development Department CDBG Administrator or designee during the public review period. A summary of the comments and the City's responses to the comments will be attached to the Consolidated Plan Substantial Amendment.

The City will encourage participation from all residents, especially low- and moderate-income residents, minorities, and those with disabilities. The City will take efforts to make the plan accessible to all such groups. Copies will be made available following the process described in Section J of this document.

c) Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft amendment to the AI or AFH. The City Council may approve or reject the amendment to the AI or AFH. A revised AFH must be submitted within 12 months of the onset of a material change that triggers a "Substantial Amendment," or at such later date as HUD may specify. Section J describes the process for publishing the notice and conducting public hearings.

J. Public Hearings, Notification and Access

The following policies and procedures outlining the public hearing process and public hearing notification apply to the development and substantial amendment of the Consolidated Plan, CPP, AAP, CAPER, and AI or AFH.

J.1 Public Meetings and Hearings

a) Public Hearing Process

In accordance with the regulations, the minimum annual number of public hearings at which citizens may express their views concerning the Consolidated Plan Documents shall be two (2) public hearings. These public hearings shall occur at two different points during the program

year. Additional public hearings and comment periods will be held in the development of the AFH or AI and the Consolidated Plan for 2025-2029 and in the event of substantial amendments to the CPP, Consolidated Plan, AFH or AI, or AAP become necessary as described later in this document.

The City, at its discretion, may conduct additional outreach, public meetings or public hearings as necessary to foster citizen access and engagement.

b) Public Hearing Notification

Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted at least 10 calendar days prior to the meeting date. Adequate noticing will include:

- Printing a public notice in a newspaper(s) of general circulation in the City;
- Display copies of notices on the City's website; and
- Posting notices at City Hall and at the Seaside Public Library.

Notices will include information on the subject and topic of the meeting including summaries when possible and appropriate to properly inform the public of the meeting. Notices will be published in other non-English languages as needed and will be accessible to those with disabilities. Meeting locations and access is described below.

J.2 Documents for Public Review

Staff will ensure adequate advanced notice of all public review/comment periods. Notices will be printed/posted prior to the commencement of the public review period alerting residents of the documents for review and providing a summary of the contents of the documents to include information on the content and purpose of the document and the list of locations where copies of the entire draft document(s) may be reviewed. The public comment period for each Consolidated Plan document and substantial amendment to each document subject to public review is listed below:

Document	Length of Public Comment Period
Consolidated Plan	30 Days
AAP	30 Days
CAPER	15 Days
AI or AFH	30 Days
CPP	30 Days

The City will ensure that documents are available for disabled and non-English speaking residents upon request. Adequate noticing will include:

- Printing a public notice in a newspaper(s) of general circulation in the City;
- Display copies of notices on the City's website; and
- Posting notices at City Hall and at the Seaside Public Library.

The City will place an adequate supply of draft copies of each document and substantial amendments to each document subject to public review at the following locations:

City Hall - Community Development Department 440 Harcourt Ave Seaside, California 93955	Seaside Public Library 550 Harcourt Ave Seaside, California 93955
---	---

Materials will also be posted to the City website at: www.ci.seaside.ca.us/CDBG. All printed reports and materials shall be made available in a form accessible to persons with disabilities, upon request.

J.3 Access to Meetings

Unless otherwise noted, Public Hearings requiring City Council action will be conducted at a Seaside City Council Meeting at 5:00 P.M. at the Seaside City Hall Council Chambers (440 Harcourt Ave, Seaside, California 93955). For public hearings not requiring City Council participation, the City will make every reasonable effort to conduct such hearings in the low- and moderate-income target areas and at times accessible and convenient to potential and actual beneficiaries.

Efforts to ensure this may include, but are not limited to, scheduling meetings in target neighborhoods, scheduling meetings during the evening and on weekends and requesting feedback from neighborhood groups and stakeholders for guidance in effective meeting scheduling. Such hearings will be posted and advertised to allow sufficient notice to all interested persons.

Translations may be available at all public hearings if the Community Development Department CDBG Administrator receives such a request at least 48 hours prior to the public hearing.

It is the intention of the City to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public hearing needs special assistance beyond what is normally provided, the City will attempt to accommodate these people in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts. The City's Community Development Department CDBG Administrator must be notified at least 48 hours prior to the public hearing. The Community Development Department CDBG Administrator may be reached at:

CDBG Administrator
Community Development Department
440 Harcourt Ave
Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

J.4 Access to Consolidated Plan Documents and Records

All approved Consolidated Plan Documents, and any approved amendments thereto, will be kept on file by the City at the City Hall Community Development Department (440 Harcourt Ave, Seaside, California 93955), online at: www.ci.seaside.ca.us/CDBG and can be made available to those requesting the plan. The Consolidated Plan Documents shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to, providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound. Upon request, the Consolidated Plan Documents or summaries of those documents will be made available in an accessible manner to those with disabilities.

The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan Documents, and the use of HUD CPD funds from the preceding five years. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the City during the development of the Consolidated Plan and its supporting documents.

Requests for information and records must be made to the City in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

K. Technical Assistance

Upon request, staff will provide technical assistance to groups representing extremely-low, low-, and moderate-income persons to develop funding requests for HUD eligible activities. Technical assistance will be provided as follows:

- Establish an annual project proposal submission and review cycle (Notice of Funds Availability, or "NOFA") that provides information, instructions, forms and advice to interested extremely low-, low- and moderate-income citizens or representative groups so that they can have reasonable access to the funding consideration process.
- Provide self-explanatory project proposal forms and instructions to all persons who request them whether by telephone or by letter. The City's funding application form is designed to be easily understood and short, while still addressing all key items necessary to assess the proposed project. Statistics concerning specific areas of the City are furnished by City staff upon request.
- Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups regarding how to write or submit eligible project proposals.
- Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.
- Obtain information in the form of completed project proposal forms from citizens or non-profit agencies and assemble a list of proposals available for public review.
- Conduct a project eligibility analysis to determine, at an early stage, the eligibility of each project. In cases where only minor adjustments are needed to make proposals eligible or otherwise practical, City staff will advise the applicants on the options available and desired changes to the proposals.
- Provide bilingual translation on an as needed basis.

To request technical assistance, please contact the Community Development Department CDBG Administrator at:

CDBG Administrator
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

L. Comments and Complaints

L.1 Comments

Citizens or the City government, as well as agencies providing services to the community, are encouraged to state or submit their comments in the development of the Consolidated Plan Documents and any amendments to the Consolidated Plan. Written and verbal comments received at public hearings or during the comment period, will be considered and summarized, and included as an attachment to the City's final Consolidated Plan. Written comments should be addressed to:

CDBG Administrator
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

A written response will be made to all written comments within ten working days, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final Consolidated Plan and amendments to it will be available to residents at the following locations:

CDBG Administrator
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

L.2 Complaints

A complaint regarding the Consolidated Planning process and Consolidated Plan amendments must be submitted in writing to the Community Development Department CDBG Administrator. A written response will be made to written complaints within 15 working days, acknowledging the letter and identifying a plan of action, if necessary.

The City will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data; and
- Provide name, address, telephone number, and a date of complaint.

M. Language Access

When a significant number of people speak and read a primary language other than English, translation services at public hearings will be provided in such language if translation services are requested in advance at least 48 hours prior to the public meeting. Requests should be addressed to the Community Development Department CDBG Administrator. The Community Development Department CDBG Administrator may be reached at:

CDBG Administrator
Community Development Department
440 Harcourt Ave, Seaside, CA 93955
Phone: (831) 648-6726
Email: CDBG@ci.seaside.ca.us

N. Appeals

Appeals concerning the Consolidated Plan, statements, or recommendations of the staff should be made to the following persons in the order presented:

- Community Development Director
- City Manager
- City Council
- San Francisco Area Office of HUD (if concerns are not answered)

O. Disaster

It may be necessary to make expedited amendments to the ConPlan and/or Annual AP in the event of a declared disaster or emergency. There are three types of disasters/emergency events identified by HUD that may necessitate an expedited substantial amendment process including:

1. Man-Made-disasters - can include, but are not limited to, chemical spills, mass rioting, power outages, plant explosions, etc.
2. Natural disasters - can include, but are not limited to, earthquakes, tsunamis, wild fires, flooding and public health concerns, such as wide-spread disease including the recent coronavirus disease 2019 (COVID-19).
3. Terrorism events - include, but are not limited to, bomb threats, biochemical attacks, cyberattacks, phishing, and virus distribution, etc.

Such expedited amendments may include funding new activities, and/or reprogramming funds, and/or canceling existing activities to meet the needs resulting from a declared disaster or emergency. Therefore, the City may make substantial amendments to its CDBG and HOME programs with a 5-day public review/comment period instead of the normal 30-day period. Any substantial amendments shall be available for public review electronically at www.ci.seaside.ca.us/CDBG, or will be emailed upon request. Hard copies will not be available if City buildings are closed to the public due to an emergency

P. Displacement Policy

The City intends to avoid, to the greatest extent feasible, the involuntary displacement of any persons, property or businesses as a result of CDBG activities. All efforts to minimize involuntary displacement will be carried out by designing activities in such a way that displacement is avoided, except in extraordinary circumstances where no feasible alternatives to displacement are available if the City's community development objectives are to be met. Should involuntary displacement become necessary under such circumstances, relocation will be administered in accordance with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and 24 CFR 570.606(b); and (b)

the requirements of 24 CFR 570.606(c) governing the Residential Antidisplacement and Relocation Assistance Plan under Section 104(d) of the HUD Act. The policies and requirements of these laws are described in HUD handbook 1378.



CITY OF SEASIDE STAFF REPORT

Item No.: 7.A.

TO: Community Development Advisory Committee

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: February 10, 2022

**SUBJECT: OVERVIEW THE FY22-FY24 NOTICE OF FUNDING
AVAILABILITY (NOFA) AND REQUEST FOR APPLICATIONS**

RECOMMENDATION

BACKGROUND

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. As an entitlement jurisdiction under the CDBG program, The City of Seaside receives funds annually on a formula grant basis. The City of Seaside has historically expended its CDBG funds on projects benefiting low- and moderate-income (LMI) Seaside residents through a wide range of public service programming as well as improvement of public facilities and infrastructure.

HUD regulations require all CDBG funded activities to meet one of the three national objectives:

- Benefit low-and moderate-income (LMI) persons or households;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community need.

HUD regulations also require the City to meet its goals and serve target groups as identified in its 2020-2024 Consolidated Plan which are outlined below:

2020-2024 Consolidated Plan goals

- Access to community and social services
- Improve accessibility to persons with disabilities

- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

2020-2024 Consolidated Plan Target Groups

- Extremely low-income and very low-income households
- Seniors
- Youth, primarily ages 6–17
- Persons with disabilities

The Consolidated Plan is available on the City website: www.ci.seaside.ca.us/CDBG

FY22-FY24 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City's third and fourth operating year of the 2020-24 Consolidated Plan. A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2021, to solicit applications for awards of CDBG funds for fiscal years 2022-2023 and 2023-2024. The NOFA was also published in the Monterey County Weekly on November 25, 2021. A mandatory pre-proposal conference was also conducted on December 10, 2021, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City anticipates receiving approximately \$375,000 per fiscal year in CDBG funds from the U.S. Department of Housing and Urban Development (HUD). This allocation amount is estimated based on the prior year CDBG allocation. The City also anticipates receiving approximately \$105,000 in program income per fiscal year, which will be available for allocation to CDBG activities. Of these funds, the City will allocate 20% to CDBG program planning and administration, 15% to public services, and the remaining 65% to public facilities and infrastructure projects. A summary of the City's estimated annual allocation and program is shown in the table below.

	FY2022-23	FY2023-24
Estimated Funds Available for Public Service Grants (15% Cap)	\$72,000	\$72,000
Estimated Funds Available for CDBG Planning/Admin (20% Cap)	\$96,000	\$96,000
Estimated Funds Available for Public Facilities and Infrastructure	\$312,000	\$312,000
TOTAL	\$480,000	\$480,000

HUD will announce the actual allocation amount in or about March 2022. HUD provides the CDBG funds in September; therefore, funded capital projects will be issued Notices to Proceed

after the funds are received by the City.

CDBG APPLICATIONS

In response to the 2022-24 NOFA, the City received 6 public service and 6 capital improvement project applications. Of the 6 public service applications, one application (for Girls Inc of the Central Coast) was submitted outside the application window – agency letter of explanation for late submission of their application is attached for CDAC consideration. Additionally, the City did not receive applications from the following three current CDBG subrecipients: Community Partnership for Youth, Village Project, and Palenke Arts.

A summary of the applications received is provided in the table below:

		FY2020-2022 Funding Cycle Awards			FY2022-2024 Funding Cycle Requests		
Agency Name	Program Name	Year 1	Year 2	TOTAL	Year 1	Year 2	TOTAL
Public Services (15% CAP)							
Greater Victory Temple	Afternoon Community Program	\$10,486	\$10,518	\$21,004	\$15,000	\$15,000	\$30,000
Legal Services for Seniors, Monterey County	Legal Services for Seniors	\$10,486	\$10,518	\$21,004	\$15,000	\$15,000	\$30,000
Meals on Wheels Monterey Peninsula, Inc.	Home Delivered Meals	\$6,990	\$7,012	\$14,002	\$20,000	\$20,000	\$40,000
Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$5,592	\$6,640	\$12,232	\$9,390	\$9,390	\$18,780
Gathering for Women - Monterey	Case Management - Casa de Noche Buena	--	--	--	\$10,000	\$10,000	\$20,000
Girls Inc of the Central Coastal	After-School Program	\$5,592	\$5,609	\$11,201	\$15,000	\$15,000	\$30,000
Public Services Subtotal					\$84,390	\$84,390	\$168,780
Public Facilities and Infrastructure							
City of	Cutino Park	\$112,484	\$266,045	\$378,532	\$250,000	\$250,000	\$500,000

Seaside Engineering Department	Improvements							
Community Human Services	Seaside - Genesis House Facility Improvements	\$30,000	\$30,000	\$60,000	\$40,000	\$40,000	\$80,000	
Boys & Girls Clubs of Monterey County	Seaside Clubhouse Kitchen & Exterior Door Project Improvements	\$70,000	\$20,000	\$90,000	\$50,000	\$50,000	\$100,000	
Monterey Peninsula Unified School District	Monterey Adult School - Portable Rehab Phase II	\$42,786	--	\$42,786	\$55,000	--	\$55,000	
Monterey Peninsula Unified School District	Community Mural	\$20,000	--	\$20,000	\$58,000	--	\$58,000	
Meals on Wheels Monterey Peninsula, Inc.	Meals on Wheels Community Kitchen	--	--	--	\$80,000	--	\$80,000	
Public Facilities/Infrastructure Subtotal		\$275,270	\$316,045	\$591,315	\$533,000	\$340,000	\$873,000	0

STAFF REVIEW OF APPLICATIONS

Per 24 CFR 507.200 (a)(2), the City must document the eligibility for all Community Development Block Grant (CDBG) funded activities. An eligibility determination includes, but is not limited to, information pertaining to the national objective, eligible category, activity description and additional attachments contingent upon the national objective. City staff screened applications for the following criteria:

1. CDBG Eligibility

- a. Meets a HUD CDBG National Objective
- b. The proposed project is a CDBG qualifying eligible activity

c. Proposed project costs are eligible and allocable under CDBG regulations

2. Meets a City Consolidated Plan Priority
3. HUD has not listed the organization on its excluded parties list
4. Met performance goals and outcomes, and was compliant with CDBG regulations and reporting requirements (applicants funded with CDBG in recent prior years)

Staff recommend all projects for funding except the following:

1) Monterey Peninsula Unified School District - Community Mural (Requested Amount - \$58,000):

Applicant's proposed project is submitted under CDBG National Objective - "Aid in the prevention or elimination of slums or blight." The focus of activities under this national objective is a change in the physical environment of a deteriorating area. This contrasts with the LMI benefit national objective where the goal is to ensure that funded activities benefit LMI persons. There are three categories that can be used to qualify activities under this national objective:

A) Slum Blight Area Basis (SBA)

This category covers activities that aid in the prevention or elimination of slums or blight in a designated area. Examples of activities that qualify when they are located within the slum or blighted area include:

- Rehabilitation of substandard housing located in a designated blighted area when the housing is brought to standard condition;
- Infrastructure improvements in a deteriorated area; and
- Economic development assistance in the form of a low-interest loan to a business as an inducement to locate a branch store in a redeveloping blighted area.

To qualify under this category, the area in which the activity occurs must be designated as slum or blighted. The following tests apply: The designated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law. Additionally, the area must meet either one of the two conditions specified below:

- Public improvements throughout the area are in a general state of deterioration; or
- At least 25 percent of the properties throughout the area exhibit one or more of the following:
 - Physical deterioration of buildings/improvements;
 - Abandonment of properties;
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial

- or industrial buildings;
- Significant declines in property values or abnormally low property values relative to other areas in the community; or
- Known or suspected environmental contamination.

B) Slum Blight Spot Basis (SBS)

These are activities that eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Examples include: – Acquisition and demolition of a dilapidated property;

- Rehabilitation of a decayed community center that eliminates code violations that are detrimental to the health and safety of potential occupants like faulty wiring, falling plaster, or other similar conditions;
- Preservation of a deteriorated building of historic significance; and – Financial assistance to a business to demolish a decayed structure

Activities under this category are limited to acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, and building rehabilitation activities. Furthermore, rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.

C) Slum Blight Urban Renewal Area (SBR)

These are activities located within an Urban Renewal project area or Neighborhood Development Program (NDP) action area that are necessary to complete an Urban Renewal Plan. A copy of the Urban Renewal Plan in effect at the time the CDBG activity is carried out, including maps and supporting documentation, must be maintained for record keeping purposes. This national objective category is rarely used as there are only a handful of communities with open Urban Renewal Plans

2) Meals on Wheels of Monterey Peninsula - Purchase of Automatic Flow Wrapping Machine (Requested Amount - \$80,000):

24 CFR § 570.207(b)(ii) - Furnishings and personal property, the purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to § 570.201(e).

REVIEW OF APPLICATIONS BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC):

One of CDAC's functions is to openly and impartially evaluate applications for CDBG funds and

provide funding recommendations to the City Council. City staff reviewed each application and requests CDAC to consider the following in reviewing applications and recommending funding allocations to the City Council.

- Receive CDBG applications and staff recommendation
- Review application evaluation criteria
- Hold second public hearing on February 24, 2022 to discuss evaluation results and funding allocations
- Optional: CDAC could request agencies to make presentations for additional clarity. This must occur prior to CDAC's second meeting on February 24th.

CDAC members will rate each application using the City's online evaluation form which can be accessed through www.citydataservices.net. Each evaluator will receive instructions via email. A copy of the online evaluation form as well as subrecipient selection checklist is attached to this staff report.

TIMELINE AND NEXT STEPS

CDAC is requested deliberate on funding allocations at its February 24th public meeting. Based upon direction from CDAC, City staff will prepare a draft Annual Action Plan and present it to the City Council on March 17, 2022. At the March 17th City Council meeting, City staff will be asking the Council to consider CDAC funding recommendations and authorize City staff to prepare an Annual Action Plan and make it available for a period of 30 days for public review and comment, as require by HUD. Following the 30-day public comment period, City staff will return the AAP to the City Council for final adoption at the April 21st City Council meeting.

The Annual Action Plan represents the City's formal annual grant application to HUD pursuant to receipt of CDBG funds. HUD requires submittal of AAP no later than 45 days prior to the start of the program year, or May 15th of every year.

ENVIRONMENTAL REVIEW

For purposes of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), budgeting in itself is not a project. Prior to commitment or release of funds for each of the proposed projects, staff will carry out the required environmental reviews or assessments and certify that the review procedures under CEQA, HUD and NEPA regulations have been satisfied for each particular project.

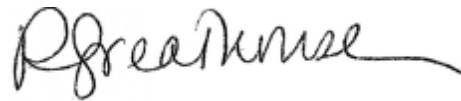
FISCAL IMPACT

ATTACHMENTS

1. PS - Girls Inc of Central Coast
-

2. PS - Greater Victory Temple
 3. PS - Legal Services for Seniors
 4. PS - MOWMP
 5. PS - ECHO
 6. PS - Gathering for Women - Case Management - Casa de Noche Buena
 7. PF&I - City of Seaside Cutino Park Improvements
 8. PF&I - Community Human Services - Genesis House Improvements
 9. PF&I - Meals on Wheels Community Kitchen
 10. PF&I - Monterey Adult School - Portable Rehab Phase II
 11. PF&I - MPUSD Community Mural
 12. PF&I - Boys and Girls Club Seaside Clubhouse Kitchen & Exterior Door Improvements
 13. Girls Inc Letter of Explanation for Late Application Submittal
 14. Selection Checklist and Evaluation Form
-

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information			
Legal Name of Organization	Girls Inc. of the Central Coast		
Submitting Proposal:			
Program/Project Name:	After School Program		
Person Completing Application:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Authorized Official: (e.g. Exec. Dir.):	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Program/Project Contact:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Authorized Contact:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Finance Contact:	N/A	Title:	
Direct Telephone:	N/A		
Email Address:	N/A		
Organization Mailing Address:	318 Cayuga St. Suite 206	City:	Salinas Zip: 93901
Organization's Website Address:	www.girlsinccc.org		
Organization Telephone:	(831) 772-0882		
Organization Fax:	(831) 772-0773		
Tax ID Number:	20-5040398 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	80-232-8455 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	09055		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1, 2021 to June 30, 2022		
Date of your organization's most recently completed audit. (Month/Year)	December 2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide. [05D - Youth Services](#)

3. Mark the box below that indicates the national objective met:
[Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
 Girls Inc. will serve girls and young women, ages 9 – 13 attending elementary and middle schools in Seaside. In our Growing Together program, we will also serve the mothers (or guardians) of girls entering puberty. The majority of those we serve are low income: 80% of families have incomes below \$30,000/year; 86% are Latina.

As a result of their participation: Middle school girls participating in (1) Will Power/Won't Power and (2) Friendly PEERsuasion will acquire the information, knowledge, and skills to avoid risky behaviors, such as early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. They will learn how to identify and handle bullying, and how to manage stress in healthy ways. They will also learn much-needed factual and accurate information on health and sexuality, and understand how personal values and relationships impact their behavioral choices. Girls will acquire the tools to resist pressures to act unwisely and the ability to defend their positions under stress. Participants learn to value themselves enough to say no to these temptations, even if their friends are encouraging them to do otherwise. (3) Through Growing Together, elementary age girls and their moms learn factual information on health, hygiene and puberty, develop positive communication and problem-solving skills, learn pathways to better understand each other allowing them to discuss female health and sexuality without embarrassment. Girls also develop values to create healthy

relationships, postpone intercorporate and other risky behaviors. Families will gain practical information on how to access available health information and seek appropriate health care when needed.

5. How will people or conditions in the community change as a result of what you do?

Staying in school, setting goals, making decisions, taking the necessary steps to be successful, and avoiding behaviors that interfere with accomplishing their goals are of tremendous benefit to the individual girls, their families and their communities. Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health. Youth development and prevention strategies are far less costly and significantly more effective than treatment or government intervention programs. Our programs result in fewer residents on public assistance due to lack of education, early pregnancy, drug and alcohol addiction, homelessness – and increased economic self-sufficiency. The health-related programs, offered in Seaside middle and elementary schools, inspire girls to value themselves and resist peer pressure to engage in risky behaviors, by identifying and avoiding those activities that would short circuit their progress toward achieving their goals.

Increasing positive relationships between mothers and daughters establishes mutual trust that will last long after they have completed the program. Often mothers were not comfortable initiating conversations with their daughters about puberty and sexuality, and stated that the program helped them to do this and that their daughters now come to them for talks and information. The increased trust and communication make it more likely that daughters will seek out their moms for guidance on difficult decisions, helping them to avoid behaviors that are detrimental and unhealthy – rather than going to a peer for advice. The program also provides information on healthcare and encourages them to access care when needed, which promotes health and wellness for themselves and, by extension, to the community.

In addition, younger girls benefit from the mentorship and guidance of the Youth Leaders, viewing them as role models who are just a few years older. This modeling of positive attitudes and behaviors results in girls seeking to follow in the footsteps of the Youth Leaders: focusing on excelling in school, pursuing health and wellness, avoiding unhealthy behaviors and relationships, graduating from high school, going to college, and providing valuable contributions to their communities.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☐ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
We will provide developmentally appropriate after-school programming addressing: (a) teen pregnancy, substance abuse, bullying, and other risky behaviors; (b) school dropout rates, particularly among minority and low-income students and (c) limited services and resources for youth. All programs focus on goal setting, decision-making, identifying and avoiding risky behaviors, values clarification, and developing resiliency skills that will enable them to successfully live healthy lifestyles and achieve economic self-sufficiency.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
18	Workshops Participants
18	Workshops Participants
22	Workshops Participants
32	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks
Activity #2	Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.
Activity #3	Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills
Activity #4	Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).

4. Provide any additional relevant description of proposed activity or project.

Girls Inc. actively engage girls to see themselves as educated, self-confident, healthy and productive citizens. Our programs promote and support safe and livable communities for girls and their families. We encourage girls to make smart choices regarding their academic futures, promote post-secondary education, provide them accurate information on health and sexuality, and equip them with the tools to avoid risky situations. We focus on leadership and self-empowerment through after-school programming offered at Seaside Middle School, Ord Terrace and Martin Luther King Elementary Schools. Programs assist with developing skills in decision-making, goal setting,

public speaking, and provide support to their parents. We inspire girls to serve their communities and acquire the ability and wisdom to lead healthy lifestyles. Youth Leaders facilitate programs and mentor their younger peers. As a result, younger girls look up to the Youth Leaders, who may be just a few years ahead of them in school, and want to move through all the programs so that they, too, will have the opportunity to become leaders. This strategy provides girls with a clear and visible path to a successful future that includes graduating from high school and pursuing college and a career. To date, 98% of our youth leaders have gone to college, so they are great role models for the participants.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Will Power/Won't Power is a series of 10 interactive assertive communication workshops for girls ages 12-14, whose topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.	September -December
Friendly PEERSuasion is a unique response to girls' needs because it approaches drug-abuse prevention as a peer issue, using the positive influence of young people modeling healthy behavior. In Part 1, 7th grade girls participate in a series of 12 workshops on communication, stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, and combating bullying. They practice walking away from situations where they feel pressured to use alcohol or drugs. They are also trained as facilitators to provide programming to younger girls.	December-March
Friendly PEERSuasion Part II: The newly trained Phase 1 graduates plan and deliver 7 substance-abuse prevention workshops for girls in 4th & 5th grades. . The girls learn effective communication skills and techniques, and practice refusing invitations to use drugs and alcohol in an assertive but friendly manner. Looked up to as leaders, the older girls' commitment to stay drug and alcohol free is reinforced.	March -June
Growing Together Offered in English and Spanish, the 5 workshops increase positive communication between mothers and their 9 -12 year old daughters, and helps them discuss questions about sexual behavior and puberty without embarrassment, establish mutual trust, and allows them to spend quality time together while learning about open communication, decision-making and physical life changes.	October, Nov, March

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

This is not a new project: participants have always been recruited through their schools.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Program participants will be evaluated to determine their participation and the effectiveness of program activities as follows:

- Attendance and retention of all participants will be recorded. An analysis will be conducted to determine why participants are not attending or if they dropped out of the program.
- A Pre and Post Survey will be conducted to determine any changes of participant knowledge, attitudes, and behaviors.
- After each session, participants will complete an evaluation to determine the effectiveness of the materials. After each session, program facilitators will complete a self-evaluation to comment on the effectiveness of the materials.
- Program site coordinators attend program workshops to observe and assist facilitators if needed.
- Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.

The following outcomes will be achieved:

80% of Will Power/Won't Power girls will:
Distinguish between safe and harmful relationships
Demonstrate skills in resisting sexual pressures
Learn facts on health and reproductive health
Understand/identify bullying

80% of Friendly PEERSuasion girls will:
Identify the effects of drugs, alcohol, tobacco
Identify skills for refusing peer pressure
Recognize/manage stress
Understand/identify bullying

85% of moms & daughters will:
Demonstrate positive communication and problem-solving/conflict resolution skills
Identify risky behaviors that lead to unhealthy results
Understand female reproductive system, menstrual cycle, and importance of hygiene

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We will continue to offer services to the girls in Seaside, following school protocols for in-person or remote learning. We are currently working at the school sites, but if schools close, we will make a smooth transition to virtual learning, using the skills learned in the previous 15 months. The programs we offer are health-related, providing us the opportunity to discuss COVID safety procedures (including wearing masks, social distancing, hand washing), and ensuring those protocols are followed during our workshops session. We will also discuss the value of getting tested being vaccinated to limit the impact of COVID if contracted, and encourage girls to discuss these safety precautions with their families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Youth Leaders will act as guides for the younger girls, modeling behaviors that relate directly to COVID as well as other healthy behaviors that are integral to our programs' goals. Girls learn to avoid risky situations, unhealthy behaviors, and unhealthy relationships. They learn to take personal responsibility for their behaviors, resist pressure from peers to engage in behaviors that could lead to unhealthy results, and stand up for their personal values even if it means disagreeing with their friends or the "in" group. Mothers and daughters in Growing also will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed. This includes learned appropriate COVID safety procedures and ensuring their families – adults and children are tested and vaccinated.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Based on requests from girls participating on our virtual programs, we revised programs to be more responsive to the needs of girls dealing with fear and depression, and with the help of mental health professionals, responded to their desire to interact on a social level by providing activities to help relieve the stress and anxiety of isolation caused by the pandemic. Although we did not increase the number of activities, we enhanced the quality of the services we provided to ensure we were meeting the needs of the girls.

11. Explain how your organization will avoid duplication of benefits?

Girls Inc. offers unique, youth-led programming not offered by other organizations in Seaside. Youth Leaders, who are graduates of our ECHO program in other cities, are mentors and guides to the girls. An individual girls may participate of Girls Inc. programs beginning at 9 years of age in Growing Together and/or Friendly PEERsuasion Phase 2, while attending elementary school. In 7th grade they can join Friendly PEERsuasion and in 8th grade, Will Power/Won't Power. Each of these programs are age-appropriate and designed to meet the needs of girls at that specific time in their lives.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

All programs would continue with a reduced funding commitment. In such a case, we would search for funds from other sources before denying access to our programs to any girl. If such funds could not be garnered, then a reduction in award amount would mean a reduction in the number of girls served in each program. Because our programs are facilitated by Youth Leaders (program graduates), staffing level will remain the same regardless of numbers served (hence, this cost will not change). However, the costs associated with program materials, workshop supplies and travel expenses depend on the number of girls in each program. Less money would impact our ability to provide the materials and supplies needed to adequately support the girls in these programs. Thus, we would be obligated to limit the number of girls accepted into each program. We would have to calculate the impact of reduced funding – dependent upon the amount – and cut costs accordingly. CDBG funding will allow us to serve more girls, and augment existing curricula with additional activities.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

At Seaside Middle School, 80% of the population is low income, 71% are Hispanic, 31% are English learners - and all fall far below the state average on standardized tests regardless of income, race or ethnicity. At Ord Terrace Elementary School, 87% of students are Hispanic and 95% are low income. Again, test scores are about half the state average, except for the small percentage that is not considered low-income. The demographics for Martin Luther King, Jr. Elementary School are analogous to Ord Terrace; however, at this school even the students not classified as low income fall well below the state average. These statistics are very concerning, and indicate the critical need for enrichment programs for these children that stimulate learning and enhance critical thinking skills.

Activities outlined in the Monterey County Health Department's 2018-2020 Strategic Plan include working with community agencies to provide evidence-based teen pregnancy and STI prevention programs, including a focus on healthy relationships, bullying and violence prevention, obesity prevention, wellness education, teen dating violence, substance abuse prevention, and comprehensive sex education. The plan also advocates the efficacy of using peer educators as a method of reaching a wider audience, particularly among youth. The plan specifically names youth leadership development, and the partnership of which Girls Inc. is a founding member, Girls Health in Girls Hands, as a means of addressing the health issues faced by girls in our communities.

These activities are clearly described as a part of the methodology for the county health department working with organizations to address county health priorities; by inference the issues impacting county residents are inherent in the document: substance abuse, teen pregnancy, unhealthy and violent relationships, bullying, obesity, and sexually transmitted infections. Further, the current plan advocates the utilization of teens as leaders and educators as an effective means of addressing the issues—the central tenet of Girls Inc.

Key risk periods for drug abuse occur during major transitions in children's lives, such as early adolescence, when children are likely to encounter drugs for the first time. Peer pressure to fit in is intense in middle school and the pressure to fit in by experimenting with drugs is widely prevalent. According to the California Healthy Kids Survey, by the 9th grade, 50% of Monterey County students have indulged in alcohol; 36% have used marijuana. The prevalence of gangs in the county, whose members often use drugs and alcohol, is a strong indicator of the need for this prevention.

Finally, both after school programming and opportunities for community involvement by youth are lacking in Seaside and unengaged youth often participate in risky behaviors.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

☒ Access to community services (youth and senior services are priority services)

☐ Provide quality infrastructure (includes construct/upgrade public facilities)

☐ Improve accessibility for persons with disabilities

☐ Promote beautification (CDAC preferred not to use the term "blight")

☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our programs serve populations listed in the Consolidated Plan under the high priority level need of Public Services. We work with families with children, individuals (youth), low and extremely low-income residents. Although we do not track these specific issues, girls we serve may be homeless, in foster care, victims of domestic violence or from families with histories of drug or alcohol abuse. All girls at a particular school site (specifically chosen based on low income level students) are eligible to participate.

Our after-school enrichment programs address substance abuse prevention, family dynamics and communication, conflict resolution, the importance of making personal choices that lead to good health and the avoidance of risky behaviors – all activities described in the plan that benefit low-income youth and their families.

Will Power/Won't Power: Will Power/Won't Power is a pregnancy prevention program that offers girls the opportunity to develop and improve their critical thinking and communications skills – which will continue to serve them throughout their lives. They learn how to identify and stand up for their values, and develop the confidence to do so in the face of pressure. The program also teaches them health basics and begins the practice of taking personal responsibility for healthy behaviors and health outcomes. Workshop topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.

Friendly PEERsuasion: Phase One, will be offered to 7th grade girls. They will participate in activities and discussions on communications, stress management, peer and media pressures, harmful and illegal substances, and leadership skills. Youth Leaders deliver this part of the program. In Phase Two, the middle schoolers plan and deliver activities on these same topics to 4th and 5th grade girls. Youth Leaders, during this phase, provide support to the 7th graders to help them improve their facilitation skills and prepare for their sessions.

Growing Together: Offered in English and Spanish, the program is designed to increase positive communication between mothers and their 10 -12 year old daughters, and help them to discuss questions about sexual behavior and puberty without embarrassment. This program helps establish mutual trust, and allows mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes. Growing Together promotes the importance of assuming personal responsibility for one's health, including the ability to differentiate between healthy and risky behaviors – and to act accordingly. Participation encourages families to access available health information and seek appropriate health

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health.

Will Power/Won't Power and Friendly PEERsuasion both focus on providing girls with the information, knowledge, and skills to avoid risky behaviors: engaging in early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. These programs, and Growing Together, provide much-needed factual and accurate information, and explore how personal values impact their behavioral choices. The girls develop tools to resist pressures to act unwisely and the ability to defend their positions under stress. The programs are offered to middle school students – a time in a young person's life when the desire to fit in, regardless of the consequences, is paramount. These programs have demonstrably helped our participants value themselves enough to say no to these temptations. Growing Together, also develops positive communication and understanding between mothers and daughters, allowing them to discuss female health and sexuality without embarrassment.

Girls Inc. has offered these programs in Seaside for more than 18 years, resulting in higher outcomes for girls than anticipated every year. We have documented evaluations that demonstrate that at least 85% of Will Power/Won't Power graduates can distinguish between safe and risky behaviors, demonstrate refusal skills and how to resist sexual pressures, know the importance of assuming responsibility for personal health behaviors, and have learned factual knowledge on women's health. At least 90% of Girls in Friendly PEERsuasion can identify safe and unsafe practices for using over-the-counter drugs and supplements, and the effects of drugs on the body. They know how to identify and resist the influence of the media and their peers to use drugs and alcohol, and have learned how to recognize stress and healthy tools for managing stress. These newly learned behaviors provide a foundation for future health and well-being, maintaining their personal power and the confidence to stand by their beliefs and decisions. Both mothers and daughters value the lessons learned in Growing Together. They expressed appreciation for how the program "opened a window to communication" and deepened their understanding of how the other thinks and feels. Learning where and when to access medical professionals is vital to maintaining good health throughout their lives. These programs have a strong impact on the participants, many of whom continue to participate in Girls Inc. programs as they age.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.

- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Packard Foundation	Yes	\$2,735	\$0	\$2,735		\$2,735	100%	Private Funds
Harden Foundation	Yes	\$3,125	\$0	\$3,125		\$3,125	100%	Private Funds
Program fees	Yes	\$900			\$900	\$0	0%	Private Funds
Events	No	\$3,275		\$0	\$3,275	\$0	0%	Private Funds
Donations	No	\$3,500			\$3,500	\$0	0%	Private Funds
Investments	No	\$550	\$550		\$0	\$550	100%	Private Funds
Carry-Over funds	Yes	\$3,500	\$3,500			\$3,500	100%	Private Funds
TOTAL		\$32,585	\$4,050	\$5,860	\$22,675	\$9,910	30%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We have secured multi-year funding from the Packard Foundation, \$80,000 for organizational support in Monterey County and \$25,000 from the Harden Foundation for 8 school sites in Monterey County for Will Power/Won't Power. The Monterey Peninsula Foundation has granted funds to us, since our inception, both annual and multi-year awards. We will apply again to them for organizational support in our tri-county service areas in June for \$90,000, allocating \$2,300 for Seaside programs and anticipate funding as in every previous year. By January 31, we will submit our annual \$20,000 application to The William McCaskey Chapman and Adaline Dinsmore Chapman Foundation for programs in Monterey and Seaside. We will allocate \$3,600 for the middle school programs in Seaside. We will apply again for funding from the Barnet Segal Charitable Trust (\$20,000) in February and the Nancy Buck Ransom Foundation (\$30,000) in June, both for Monterey County programs only, with \$3,400 allocated to Seaside. As with the other local organizations listed, these foundations have funded us every year for over a decade or longer; thus, we anticipate renewed funding. We also receive funding from many sources that supports our high school program, ECHO, which is the source of our Youth Leaders who facilitate all programs. Since Youth Leaders are critical to the implementation of both our high school and middle school programs, we will continue to raise funds for their work through all grants for which we apply. Of the grants listed above, all are restricted except Packard and Barnet Segal. We also anticipate carry-over funds received in the current year that will be allocated to FY 2022-23. In addition, we raise funds through donations and special events, allocating a portion of that income to programs in Seaside.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Schools are significant partners in implementing our projects. We work with them to make presentations in classrooms and at lunchtime, refer participants, and set up a schedule for the workshops to be implemented. This process was implemented several years ago and continues today with annual formal approval given by administration officials. We also collaborate with the Monterey County Health Department (Reproductive Health), Monterey County Rape Crisis Center (Relationships), Food Bank (snacks for workshops), and community guests (workshops on careers/goals and dreams).

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The mission of Girls Inc. is to inspire all girls to be strong, smart and bold, to respect themselves and the world around them. Our commitment is to ensure that participating girls and young women are active partners in program design and service delivery. Our vision is to create a community of girls and women who have the strength and experience to become a leader and agent of change. Our role is to cultivate and grow those qualities. Our organization was founded in 2001 and became an affiliate of National Girls Inc. in 2006. Girls Inc. was intentionally designed to result in youth-led programming. Peer mentoring is a core value and operational strategy, offering girls opportunities to move beyond economic barriers and racial/ethnic stereotypes, as leaders for others. As a result of their participation, girls report increased self-confidence to defend their beliefs, combat bullying, resist peer pressure, advocate with state legislators, and speak in public.

We continue to work on our approved business plan goals:

- Girls Inc. will be a stable, sustainable organization, with sufficient financial, personnel, and infrastructure resources to for future strategic growth and impact.
- The board of directors will have the skills, expertise, resources, and representation needed to lead the organization and grow its impact.
- Girls Inc. will have systems in place that support high performance and satisfaction among staff, retention of qualified staff, and smooth staff transitions.

2. List the locations of all facilities, and days and hours of operation.

Administration Office: Girls Inc. of the Central Coast, 318 Cayuga St, Suite 206, Salinas, CA 93901, Days:

Monday-Friday Time: 9:00am-5:00pm.

All programs are conducted at school sites.

• ECHO Leadership program (August to March) at 10 high schools: Alisal (E. Salinas), Salinas, Alvarez (N. Salinas)

- Monterey County, Soledad, Greenfield, King City; San Benito (Hollister); and Pajaro Valley High School. ECHO meets once every other week, after school on school grounds (5:30pm-7:00pm)
- Will Power/Wont Power (September to December). Offered in 10 middle schools: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 1st phase (December to April). Offered at 10 middle schools working with 7th grade girls: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 2nd phase (April to May). Offered at 10 elementary schools working with 4th & 5th grade girls: Los Padres and Mission Park in Salinas, Gabilan in Soledad, Oak Avenue in Greenfield, Castroville in Castroville, Ord Terrace in Seaside, Monte Vista, and Del Rey in King City; Ladd Lane Elementary School in Hollister; and H.A. Hyde in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Growing Together (Oct - May) Offered at Martin Luther King, Jr. in Seaside, Monte Vista in Monterey, Castroville Elementary School, Mary Chapa in Greenfield, Cesar Chavez and Mission Park in Salinas, Santa Lucia in King City, Jack Francioni in Soledad, Freedom in Watsonville, Calaveras school in Hollister. Once/week for 5 weeks. (6:00pm-8:00pm)
- Smart Choices (June). We offer this 5 day program at UC Santa Cruz. We serve girls from: King City, Greenfield, Soledad, East Salinas, Castroville, Marina, Seaside, and South Salinas; and in multiple cities in San Benito and Santa Cruz Counties. (9am-8pm)
- Strong, Smart & Bold Summer Camp (July). Two week program offered at McKinnon Elementary School in Salinas for girls recruited from all of Salinas and South Monterey County. (9am-5pm)

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial Policies Manual, reviewed by finance committee and approved by Executive Committee/Board of Directors. The manual describes internal procedures and controls for all transactions. The accounting function consists of three staff members who manage and process financial information for Girls Inc. of the Central Coast. The positions comprising the accounting department of Girls Inc. of the Central Coast are the Executive Director, Office Manager and the Deputy Director. In addition to the board of directors, other officers who have financial responsibilities are the President, Vice President, Secretary and Treasurer. The organization has an annual financial audit. All grants submitted are voted upon by the board and signed by the executive director. The director is responsible for managing all grants, monitoring the budget, overseeing all programs and operations of the organization. All requests for funding are authorized and signed by the executive director. She is the official spokesperson for Girls Inc. The deputy director is directly responsible for program and participant record-keeping, recruiting volunteers, participants and youth leaders and developing strong working relationships with school officials. She reports directly to the executive director on all aspects of the program, including outcomes and budgetary needs. Monthly financial and program reports are reviewed by the board of directors. Financial Policies attached.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We provide all of our constituents with information that we adhere to the procurement provisions under 24 CFR Part 85 or 84.

Minority Business Enterprise Reporting for HUD/CDBG we don't subcontract for any of our activities. All activities were conducted in house by the Girls Inc. staff.

5. Describe the record-keeping system to be used to maintain program data.

Girls Inc. of the Central Coast keeps all records: program evaluations, pre-post surveys, alumni records and participant records in our locked file cabinets and keeps a database with all information.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

All girls are required to fill out an application form that includes their family income (attached please find the application), which must be signed by a parent or guardian. The school verifies the income of the student.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The Girls Inc. of the Central Coast personnel policies state the following: We maintain a strong policy of equal employment opportunity and uphold EEOC regulations for all staff members. Girls Inc. of the Central Coast actively seeks to recruit individuals without regard to race, religion, color, gender, sexual orientation, gender identity, age, disability, marital status, veteran status, national origin, ancestry, political belief, medical condition, or other non-job related factors. We cultivate a work environment that encourages fairness, teamwork and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. Our equal employment opportunity policy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal. Girls Incorporated programs are open to all girls, ages 8-18, attending school sites where programs are held, according to the standards adhered to in our personnel policies. Youth leader positions are open to all graduates of the ECHO programs and decisions for hiring are made through an interview process in accordance with our personnel policies.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Attached please find the copies of all intake forms and data collections tools. The Deputy Director and Program Coordinators are responsible for monitoring progress.

1. Recording the attendance/retention of all participants
2. Conducting a Pre- and Post-Program survey with participants and Youth Leaders to determine changes in knowledge, attitudes and behavior, and if outcomes have been met
3. Participants anonymously evaluate each session to see if we are accomplishing our objectives for each session. If we are not, we will change the session and/or activities for the next year.
4. Youth Leaders self-evaluate each session to measure their own perceived growth, and to seek their opinions on

- the program curriculum
- 5. Youth Leaders meet monthly with staff to evaluate progress/improve skills
- 6. Conducting focus groups with ECHO participants to find out if the program has accomplished its objectives, evaluate contributions of Youth Leaders and mentors
- 7. Program coordinators observing and visiting of each site, assisting Youth Leaders when needed
- 8. Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.
- 9. Compiling statistical research for up to 5 years on the continuing education and pregnancy rates of Youth Leaders/GICC participants compared to all County youth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Girls Inc. has received grant awards from Seaside CDBG funds and the Seaside Mayor's Youth Fund since 2015. We also received funding from Salinas and Monterey County CDBG funds for the past several years. We have a specific methodology in place for quantifying and measuring results that we have used for the past 19 years and have demonstrated success in achieving and often, surpassing the outcomes predicted. We utilize pre- and post-surveys to measure progress, evaluations after each workshop session, observations from program facilitators and program coordinators, all under the oversight of our Deputy Director, who has been with Girls Inc. since 2002. Each staff person has been trained in evaluation protocols and we diligently follow the criteria for every program offered.

We have reported both the anticipated and actual outcomes to all grant sources, including CDBG grant sources and continue to receive funding from based on our performance outcomes and our ability to successfully carry out the proposed programs. We have never been denied funding because we failed to complete a specified program or, in any way, mismanaged funds granted to us.

Furthermore, we have successfully implemented the proposed programs in the Seaside community for more than 18 years. Our track record is excellent, and 99% of the girls who attend our programs graduate from high school. Over 65% pursue higher education. Over the past 18 years, at least 98% of our youth leaders have gone to college.

We continue to enhance our capacity with board skills trainings, diversifying revenue streams, creating a detailed donor development plan, hiring a skilled donor relations officer to work with the board, and revising our programs to more effectively meet the needs of our participants. Our treasurer is a CPA and a former CEO of a nonprofit rural lending organization with several years' experience on other nonprofit boards. Our office manager, trained by our former treasurer, is now skilled at accounting procedures, bringing these skills in-house. We have board-approved financial policies and procedures in place.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
Rent	\$0					\$0
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements	\$15,000
Application progam percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Girls Inc. of the Central Coast	\$6,804
FY 2019-2020	Girls Inc. of the Central Coast	\$7,814
FY 2018-2019	Girls Inc. of the Central Coast	\$10,126
FY 2017-2018	Girls Inc. of the Central Coast	\$9,177
FY 2016-2017	Girls Inc. of the Central Coast	\$6,261

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have received funds from the City of Seaside for 7 years implementing our programs and achieving anticipated outcomes. However, in the spring of FY 2020, we had to cancel Friendly PEERsuasion, phase 2 due to school closures and the difficulty in establishing online programming for elementary school programs. We were able, however, to offer Growing Together prior to the closures. During the last fiscal year (2020-21), we were able to offer all programs virtually using Zoom. This current year, we are offering all programs in-person, but can smoothly transition to virtual programming if school must close.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05D - Youth Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	36	3
July 1, 2021 - December 31, 2021	12	2

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks	18	100%	0	0%	0	0%	0	0%	18
Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.	0	0%	18	100%	0	0%	0	0%	18
Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills	0	0%	0	0%	22	100%	0	0%	22
Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).	0	0%	0	0%	0	0%	32	100%	32
TOTAL	18	20%	18	20%	22	24%	32	36%	90

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	90	80	89%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	90	\$166.67

8. Indicate the funding set-aside the activity belongs to: Youth Services

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

We do not believe the cost per beneficiary is high: our programs are comprehensive and have resulted in positive outcomes for our participants over the past 18 years. Friendly PEERsuasion is offered first to 7th graders for 12 sessions and then to 4th graders for 7 sessions. Given the intensity of the programs, the low cost per participant of \$166.67 is very well justified. Youth Leaders plan, facilitate and evaluate Will Power/Won't Power and Friendly PEERsuasion for between 90-145 hours during the fiscal year, depending on the program(s) they deliver. Each Youth Leader earns \$15.00/hour as interns, while also developing their public speaking, planning, leadership and mentoring skills. This operational strategy not only provides the teens with these useful skills; it allows Girls Inc. to keep staff costs at a reasonable level – thereby reducing the cost-per-beneficiary even further.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

This project is cost-effective because of the demonstrable positive results of those who participate.

1. Our middle and elementary school girls will learn how to avoid risky behaviors, say “no” to peer pressure to

- engage in such activities, and understand the health issues involved in substance abuse and unsafe sexual activity.
- All participants will understand the importance of continuing their education beyond high school and to understand - and accomplish - the steps needed to do so.
- Mothers and daughters will develop trust and positive open communication with each other, establishing a strong pattern of mutual respect that will last.
- Teens will look to parents as a valuable resource of support and information, rather than as antagonists. They will also gain skills in conflict resolution.
- Growing Together families will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed – increasing the health and well-being of these families.

Our programming is cost-effective because we achieve these results with regularity. We designed school-based programming to overcome transportation challenges and avoid the need to secure and maintain a large facility. We rely on volunteer support and our youth leaders to minimize the need for a large staff and operating costs. By utilizing teens, who are also program participants, as program staff, we are not only offering them the opportunity for paid work at a professional level, but are able to deliver these programs for far less than the cost of hiring adult staff. It is a win-win-win situation: we keep our costs low, provide training and support for teen leaders, and deliver high-quality, innovative programs to the community. These results promote communities that are healthier places to live, free from unwanted pregnancies, violence, substance abuse and apathy. Thus, it is not only the girls who participate who benefit from our programs but the greater community as well.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Middle School Program Coordinator	100%	\$7,000
Growing Together Program Facilitator	100%	\$3,000
Youth Leaders	100%	\$5,000
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Middle School Program Coordinator	\$8,000	\$7,020	-12%	\$7,000
Growing Together Program Facilitator	\$3,200	\$2,190	-32%	\$3,000
Youth Leaders	\$9,220	\$9,540	3%	\$5,000
Other Staff	\$4,680	\$5,200	11%	-----
Supplies and Materials				
Consumable Supplies	\$3,490	\$2,620	-25%	
Non-Consumable Supplies				
Outside Services				
Telephone	\$130	\$285	119%	
Utilities	\$155	\$795	413%	
Maintenance				
Contract/Consultant Services	\$720	\$1,140	58%	
Other Charges				
Rent	\$1,380	\$2,380	72%	\$0
Travel (Mileage)	\$570	\$590	4%	
Insurance	\$235	\$290	23%	
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 3				
Training: Staff/Youth Leaders	\$145	\$145	0%	\$0
Fees to Girls Inc.	\$405	\$405	0%	
Admin. Expenses	\$225	\$240	7%	
Total	\$32,555	\$32,840	1%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Certificate_Girls_Inc._of_the_Central_Coast.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Girls_Inc.of_the_Central_Coast_501_c_3_status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_Girls_Inc._of_the_Central_Coast.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Girls_Inc._Certificate_of_Good_Standing.pdf
5 ☒ Organizational Chart	Organizational_Chart_FY_2021-22.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_of_Directors_Roster_and_Calendar_2021-22_1.pdf
	N/A

7 ☐ Resumes of Program Administrator and Fiscal Officer	
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_Workers_Comp_Certificate.pdf ERISA Fidelity Bond Girls Inc. of the Central Coast.pdf 21-22 General Liability Certificate.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Girls Inc 2020-2021 Financial Statements.pdf Girls Inc 2019-2010 Financial Statements.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Signed_Authorization_to_Request_Funds_.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Autorized_officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Roster_2021-22_MG_Updated.pdf
14 ☒ Project/Activity Timeline	CDBG Project Activity Time line City of Seaside.pdf
15 ☒ Financial Policies	Accounting_Policies_Manual-Final_JUNE_2019_MG.pdf
16 ☒ Procurement Policies	Procurement_Policies.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Girls_Inc._Program_Application.pdf
18 ☐ Project/Activity Support Letters	N/A
19 ☒ Program Evaluations	WPWP_program_survey.pdf Friendly_PEERsuasion_Evaluation.pdf Friendly_PEERsuasion_Phase_2_PEERsuade_Me_Evaluation.pdf Growing_Together_Evaluations_-English.pdf
20 ☒ Outreach Materials	Will Power Wont Power Flyer.pdf Friendly_PEERsuasion_Phase_1_Flyer.pdf Friendly_PEERsuasion_Phase_2_Flyer.pdf Growing_Together_Flyer.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	N/A
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf Posting_notice_Section_504.pdf
23 ☒ Employee Handbook	Girls_Inc._of_the_Central_Coast_Employee_Handbook.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies_2019.pdf
25 ☒ Federal Tax Form 990	Girls_Inc._of_the_Central_Coast_2020_990.pdf
26 ☒ State Tax Form 199	Girls_Inc._State_Tax_Form_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Lease_2017-24.pdf
28 ☐ Cost Allocation Plan	N/A
29 ☐ Other	
30 ☐ Other	
31 ☒ Other xyz	

Program Manager Signature Patty Fernandez
Date Signed 01/18/2022

Approved By: Haroon Noori
Date Signed 01/30/2022

Initially submitted: Jan 18, 2022 - 16:23:03

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Greater Victory Temple		
Submitting Proposal:			
Program/Project Name:	Afternoon Community Program		
Person Completing Application:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Authorized Official: (e.g. Exec. Dir.):	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Program/Project Contact:	Maratha Curves	Title:	Program Manager
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Authorized Contact:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Finance Contact:	Patricia Webb	Title:	CFO
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Organization Mailing Address:	P. O. Box 1070	City:	Seaside Zip: 93955
Organization's Website Address:			
Organization Telephone:	831-394-2774		
Organization Fax:			
Tax ID Number:	77-0333113 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	82-737-3044 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☒ Faith-Based		
What is your agency's fiscal year?	January		
Date of your organization's most recently completed audit. (Month/Year)			
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$30,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05L - Child Care Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The purpose of the program is to provide opportunities to extend a students learning time outside the regular classroom day. Research shows this will increase academic achievement and provide safe alternatives for youth.

5. How will people or conditions in the community change as a result of what you do?

Children in quality after school programs are more likely to come to school and stay in school, more likely to hand in their homework and get better grades. It also helps children succeed in higher level schools and develop professional skills that will help them in the workforce. Providing snacks and evening meals to low to moderate income children who are at-risk for hunger and failure to thrive.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The program will provide an after school tutoring program for the children of Seaside and surrounding area. Snacks and meals will be provided to the students. Staff is needed to provide these services. The Tutor, Executive Director, Program Director, Site Director will assist and instruct students on a daily bases.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
100	Enrolled in new educational programs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	After school to low to moderate low income students and families and providing meals and snacks to students.

4. Provide any additional relevant description of proposed activity or project.

The program will focus on humanitarian services by providing an effective program that will provide an educational basis for the children of Seaside as well as reading and homework assistance. Students learn about positive relationships, bullying prevention, etiquette and S.T.E.M. activities. This program will also provide snacks and meals to students who are at risk for hunger and failure to thrive. Family members are also invited to share meals with students.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide after school tutoring to students who need additional help outside the classroom. Also, provide snacks and meals to students who are at risk of hunger and failure to thrive.	June 30

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[N/A](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[Indicators to make outcome measurable will consist of assisting with understanding the need of the community through the program to gather data to decide where the program improvement might be necessary and collaborating with community partners to fulfill this goal.](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[The program has complied with shelter in place and will continue to meet the needs of the students of very low and moderate incomes families. Services will be offered via zoom, face time to assist with studies. We will provide groceries and school supplies to these families while sheltered-in.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[Program adjustment will be made to accommodate the students to meet the objectives as needed. Air purifiers have been placed in the building and social distancing Will be adhered to. Temperatures will be checked up on entering, masks and hand sanitizers will be available to all students and family members. We will also redirect funds to provide groceries to students and their families every month if sheltered in.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

[Proactive measures are in place to decrease exposure and the spread of the coronavirus. Service will be continue to be provided according to county, state and national guidelines.](#)

11. Explain how your organization will avoid duplication of benefits?

[NA](#)

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The funding would allow us to continue to provide tutoring four (4) days a week to the very low to moderate income families. This program is at no cost to families. With funds we would not be able to provide the services needed in this low income area. The program meals and snacks for the students who are at risk for hunger and failure to thrive.

Greater Victory Temple provides rent free space, equipment, materials, supplies, telephone, utilities, masks, hand sanitizers and help maintain a clean and sanitary environment. All of this is in-kind donations by Greater Victory Temple.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The Monterey County Census Report 2018 for Seaside was used to determine the need for the program. Approximately 40% of house incomes are under \$50K, 14.7% under the poverty line with children under the age of 18. Providing access to after school tutoring program which provide snacks and meals will decrease at risk for hunger and failure to thrive. COVID -19 and sheltering in place has caused family incomes to decrease and misplace many families. Our program will provide additional help to families not only tutoring the students but providing food.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

This program will provide a safe learning environment for all students to increase their knowledge and skills to enhance their learning ability. The program will provide meals and two snacks to students and families at no cost. We will collaborate with teachers and family members to identify the needs of the students. We will continue to advertise to the community the services that are available.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

[Increased Decent and Affordable Housing](#)

5. Describe how you will meet the goal identified above.

The program is in place and serves the community providing a healthy, safe alternative to potential juvenile delinquency. Instead, students focus on academic achievement with personalized tutoring and homework assistance. Also, children learn computer skills and participate in S.T.E.M. activities learning Science, Technology, Engineering, and Math. Discuss with Monterey Peninsula School District teachers the individual needs of students.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$30,000	\$0	\$0	\$30,000	\$0	0%

Leveraging Ratio

[100%](#)

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources,

collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We are requesting funds of \$30,000 for a two year program. All funds will be used to hire staff: Executive Director, Program Director, Site Director, and Tutor. CDBG is our only funding source for staff. In-kind donations will be provided by Greater Victory Temple: rent, telephone, utilities, supplies for participants, instructional materials, setting facility up, insurance and transportation, aside from donations. We have collaborated with The Village Project, Martin Luther Jr. School of the Arts, and M.P.U.S.D. to prioritize children most in need. There are no other funding sources. There are planned funders.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

As mentioned above, we enroll students based on a greatest need. We collaborate with M.P.U.S.D. and specifically M.L.K. School of the Arts, as well as The Village Project to identify at-risk youth in need. There are waiting lists for children to be accepted at various after school programs in the community. Again, we will collaborate with our partner to provide services to these at-risk children.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The purpose of the after school program is to provide educational opportunities for moderate to low income students and families. The program has been in operation for 7 years.

Mission Statement: To provide educational opportunities to youth and to offer humanitarian services to low to moderate income families to improve self-reliance and self-worth.

2. List the locations of all facilities, and days and hours of operation.

The location of the after school program will be held at Greater Victory Temple Church. The program will be for four (4) days a week: Monday, Tuesday, and Thursday for four (4) hours per day and five (5) hours a day on Wednesdays.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Executive Director maintains records documenting attendance, academic achievement, timesheets, sign-in sheets, and financial expenditures of funds according to policy and procedure, state, and federal regulations.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

N/A

5. Describe the record-keeping system to be used to maintain program data.

Written records have been maintained since the initiation of the after school program data and successes as stated in policy and procedures.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Application process and intake forms attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We adhere to all federal regulations including non-discrimination and equal employment opportunities.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The Executive Director is responsible for monitoring progress. The Site Director meets with M.L.K. principal /teachers for pre/post assessments to determine academic growth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

We have experience administering Technology Educational Services, Summer Math Program, and an After School Program targeting very low to moderate low income families and students. This includes State and Federal grant administration over five years.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$30,000	\$0	\$0	\$0	\$0	\$30,000
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Total Budget less capital improvements

\$30,000

Application program percent

100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount
--------------	---------	--------

		Funded City of Seaside
FY 2020-2021	After School Tutoring Program	\$10,486
FY 2019-2020	After School Tutoring Program	\$9,812
FY 2018-2019	After School Tutoring Program	\$11,181
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

All our experiences have been positive.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05L - Child Care Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	82	7
July 1, 2021 - December 31, 2021	45	8

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
After school to low to moderate low income students and families and providing meals and snacks to students.	25	25%	25	25%	25	25%	25	25%	100
TOTAL	25	25%	25	25%	25	25%	25	25%	100

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	100	100	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$30,000	100	\$300.00

8. Indicate the funding set-aside the activity belongs to: None of the above

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

At-risk students receive benefits unavailable in the community as other after school programs are full. Research demonstrates that the key risk period for Juvenile delinquency and crime increase is due to a lack of after school programs for these students.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

Costs are kept to a minimum, providing small group and individualized personal tutoring to improve academic achievement for at risk youth. Also, providing meals to students who are at risk for hunger and failure to thrive. This program is at no cost to families. Without the funds we would not have staff for this program.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director		\$7,000
Program Director		\$7,000

Site Director		\$7,000
Tutor		\$5,000
cook		\$4,000
Grand Total		\$30,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$3,574	\$3,600	1%	\$7,000
Program Director	\$0	\$3,500	-100%	\$7,000
Site Director	\$3,028	\$3,500	16%	\$7,000
Tutor	\$2,056	\$2,500	22%	\$5,000
cook	\$1,859	\$2,000	8%	\$4,000
Other Staff				-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone	\$0			
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$10,517	\$15,100		\$30,000
Total Funding Requested from Part 1				\$30,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_certification.PDF
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exemption_Letter.PDF
3 ☒ Articles of Incorporation/Bylaws	Final_2017_By-Laws_2.doc
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Letter_of_Good_Standing.PDF
5 ☒ Organizational Chart	organization_Chart.docx
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_members_addresses.PDF
7 ☒ Resumes of Program Administrator and Fiscal Officer	Executive_Director_Resume.PDF Fiscal_Officer_Resume_PW.docx
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Liability_Insurance.PDF
9 ☐ Audited Annual Financial Statements covering 2 Years	NA
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authority_to_act.PDF
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Authorization_to_apply_for_grants.PDF
12 ☒ Conflict of Interest Policy	Conflict_of_Intrest.PDF
13 ☒ Project Team Experience and Qualifications	M_Cuevas_Resume.pdf
14 ☒ Project/Activity Timeline	Activity_Timeline.docx
15 ☒ Financial Policies	Financial_Policy.PDF
16 ☐ Procurement Policies	NA
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake-application.PDF
18 ☒ Project/Activity Support Letters	Support_Letter.PDF
19 ☒ Program Evaluations	program_evaluation_1.docx
20 ☒ Outreach Materials	Outreach_Material_2.PDF
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	community__award.PDF
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	language_access_policy_t.doc Equal_access_policy.docx
23 ☒ Employee Handbook	Employee_Handbook.PDF

24	☒ Record Retention Policies	Record_Retention_Policy.doc
25	☐ Federal Tax Form 990	Exempt 501(c)(3) Religious Organization
26	☐ State Tax Form 199	Exempt 501(c)(3) Religious Organization
27	☐ Rental/Lease Agreement (if applicable)	N/A
28	☐ Cost Allocation Plan	N/A
29	☐ Other	
30	☐ Other	
31	☐ Other	

Program Manager Signature

Angelia Britt

Date Signed

01/07/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 7, 2022 - 12:21:32

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Legal Services for Seniors, Monterey County		
Submitting Proposal:	Legal Services for Seniors		
Program/Project Name:	Legal Services for Seniors		
Person Completing Application:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Official: (e.g. Exec. Dir.):	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Program/Project Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Finance Contact:	Nancy Miccoli	Title:	Office Administrator
Direct Telephone:	831-899-0492		
Email Address:	nmiccoli@legalservicesforseniors.org		
Organization Mailing Address:	915 Hilby Avenue, Suite 2	City:	Seaside Zip: 93955
Organization's Website Address:	www.lssmc.net		
Organization Telephone:	831-899-0492		
Organization Fax:	831-401-3185		
Tax ID Number:	77-0073127 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	19-770-9090 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 2021 - June 30 2022		
Date of your organization's most recently completed audit. (Month/Year)	10/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	Yes		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide. [05C - Legal Services](#)

3. Mark the box below that indicates the national objective met:

- [Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)
[LMC-Limited Clientele. 570.208\(a\)\(2\)](#)
[Low/Mod Clientele. 570.208\(a\)\(2\)\(i\)](#)
[Presumed Benefit. 570.208\(a\)\(2\)\(i\)\(A\)](#)
[Elderly Persons \(62 years of age or older\)](#)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

LSS will provide 300 Seaside residents in crisis, age 62+, each year, with direct, confidential, no-cost legal representation. Services will range from direct representation in court (40+ hours) far more complex cases to legal support to resolve bureaucratic processes such as Medicare and Medi-cal issues, landlord tenant disputes (approximately 5 hours) to brief service and counsel (one hour).

LSS will provide four educational workshops each year that will teach approximately 50 Seaside residents to recognize and prevent the kinds of senior abuse that lead to homelessness.

5. How will people or conditions in the community change as a result of what you do?

Frail, frightened and confused low-income seniors represent some of Monterey County's most vulnerable residents. They are often preyed upon by greedy or abusive family members, contractor, landlord and scam artists, or they are unsophisticated so they cannot untangle the bureaucratic nightmares of Medicare and Medi-cal, or Social Security. These seniors cannot afford private legal help and still pay for basic necessities.

LSS fills the 'justice gap' by providing qualified, competent legal services to seniors by licenses California attorneys at no cost, so that low-income seniors have the same access to justice as those who can afford to pay private attorneys.

Last year, LSS helped more than 300 Seaside seniors remain stable in their own homes by making sure they had the medical and financial benefits they earned and didn't become victims of abuse. The City suffers from elder abuse, too, because seniors who can't care for themselves are at risk of homelessness or becoming financial burdens to the City. Countywide LSS helps seniors retain more than \$1 million dollars in benefits, money that was returned to our communities to build our economic base.

Our Seaside office attorneys and legal advocates send a clear message to the community that elder abuse and neglect (physical, financial or emotional) won't be tolerated in Seaside.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Legal Services for Seniors requests \$1w5,000 each year for two years to help pay for our legal staff's salaries to provide no-cost legal representation to Seaside seniors ages 62+ who are in crisis and to provide 4 workshops in Seaside each year to help caregivers, family members and elder care professionals recognize and prevent mortgage fraud, consumer fraud, landlord abuses and elder abuse.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
300	Advocacy
50	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provision of Legal Services
Activity #2	Provision of educational workshops

4. Provide any additional relevant description of proposed activity or project.

Legal Services for Seniors will provide full range of legal services to City of Seaside seniors, along with educational workshops.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provision of Legal Services	June 30, 2024
Provision of educational workshop	June 30, 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is an ongoing activity.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Legal Services for Seniors provides direct, confidential no-cost legal representation to over 2,200 Monterey County seniors ranging from full legal representation in court to simple advice and counsel. 300 of those seniors live in Seaside.

Health Care & Insurance - when a senior faces Medicare and Medi-Cal and private insurance denials of coverage we are able to restore benefits. Seniors who receive health care maintain independence and avoid living in institutionalized settings.

Housing - we assist in protecting seniors' eligibility for affordable public housing; protect and defend them from unlawful evictions and substandard living situations and other related issues. We protect homeowners from dishonest contractors and from losing their homes to unscrupulous individuals.

Public benefits - When Social Security / other pensions are denied, LSS advocates get those benefits returned, mainly through Administrative Law Hearings.

Financial & Physical Elder Abuse Prevention / Consumer Protection - Financial Abuse: Seniors are frequent targets of home equity scams, telemarketing fraud, contest schemes and overselling of services and home repairs. Senior scam victims' feelings of independence are damaged in these situations. When seniors realize they have been scammed, they hesitate to report the abuse, afraid others will question their ability to make their own independent decisions. When they fail to seek help, seniors live with severely restricted funds - forcing them to forego paying bills or buying food and life-saving medicine. Our attorney-client privilege of privacy and confidentiality allows seniors to be comfortable talking with us, knowing their secrets are never shared with anyone.

Physical abuse - seniors are embarrassed to disclose physical abuse they suffer from the hands of a spouse, child, or other family member. LSS helps seniors obtain restraining orders to protect them from physical harm through the Superior Court Domestic Violence Restraining Order hearing process.

Advance Health Care Directives (AHCD) & Wills - A senior's well-being encompasses the peace of mind they experience knowing their health care wishes will be followed when they no longer can speak for themselves. An AHCD allows a senior to name a person whom they trust to make health care decisions for them. AHCD also provide notifications to health care professionals of a senior's desired level and extent of care, organ donation preferences and funeral arrangements. A will gives a senior a sense of autonomy knowing their last wishes will be acknowledged when they pass away.

We employ California-licensed attorneys and legal advocates to address and correct all types of legal harm done to seniors.

We educate more than 3,500 seniors, family members, caregivers, community members and professionals each year providing vital legal information about preventing financial and physical elder abuse at workshops and seni

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

First, legal services are being provided virtually when ever possible to reduce potential for spreading COVID 19 and the variants.

Second, all workshops are being provided virtually when no safe alternative is possible. Outreach workshops are being done in person in smaller settings for seniors who have limited ability to attend computer based workshops because of lack of technology, lack of safe navigating the virtual workshop process, or internet access. This is a change from the previous 100% in person workshops presented by LSS before COVID 19.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

LSS virtual legal aid and workshops satisfy the prevention objective. LSS is continuing to protect the legal rights of seniors while; protecting seniors. LSS is helping to normalize the COVID-19 safety protocols for the senior population.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Dozens of clients who were not vaccinated who could only be helped virtually, went out and received vaccinations to allow these seniors to participate in limited meetings in the LSS offices in Seaside. These limited meetings include signing complaints, signing Advance Health Care Directives, signing wills, and coming to the LSS offices to use our technology to participate in appeals processes (Social Security, SSI, and labor board hearings).

11. Explain how your organization will avoid duplication of benefits?

LSS is the only nonprofit providing legal aid to seniors in Monterey County. LSS works with other legal aid organizations that serve MONTEREY COUNTY often to be sure of referrals and non duplication of services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

LSS relies on many grants including this CDBG grant to serve as many seniors as we have the adequate staff to support. If we do not receive funding, that will reduce our ability to serve as many seniors as who need our help.

If our proposal is funded, we will be able to provide more low-income seniors with no-cost confidential legal representation.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

In 2018 85,236 seniors (60 years+) lived in Monterey County. In 30 years it is estimated there will be over 150,000 seniors, which is almost an 80% increase. The need for free legal services is growing exponentially. To our

knowledge, LSS is the only organization in Monterey County providing free legal services to seniors. Every year LSS helps over 2,200 low-income seniors in Monterey County who otherwise would not be able to afford the services of a private attorney. If LSS did not help with those seniors' services, their legal problems would escalate, run unchecked and eventually result in a senior's deteriorating health and homelessness.

California State courts, including Monterey County, have seen an almost unmanageable increase in unrepresented litigants in the past 10 years. Although the court provides some assistance in court-based self-help centers, the outcomes for 'in pro per' (self-represented) litigants is marked less favorable than for individuals those who can afford to pay a private attorney.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

LSS serves only seniors in Monterey County with legal aid services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

LSS provides services to low-income seniors who many times are in danger of losing their housing because of the bad acts of landlords or property managers. LSS provides free legal representation to these seniors to advocate for their rights, and fight to keep them housed. Without our services these seniors would not be able to afford a private attorney to represent them, and would ultimately end up homeless.

Providing funding will allow LSS to continue to serving Seaside seniors with housing issues along with many other civil legal issues like physical and financial abuse, income maintenance, end-of-life planning, and more.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$15,000	\$0	\$0	\$15,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Strong support from this grant also stimulates donations from private citizens in the form of in-kind or non-cash contributions. Our FY 2020-21 audit reports LSS received more than \$375,000 in in-kind legal services last year. In-kind services are defined as 'those services (a) (which) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

We are fortunate to have volunteers providing office and fundraising services as well. We receive in-kind hours from students interested in law (from our local law school - Monterey College of Law and pre-law California State University of Monterey Bay students) and local private attorneys. Private Attorneys provide legal expertise in their field as pro bono attorney services. These services are not included in the totals above because they do not meet the criteria for reporting.

To develop as secure and diverse a financial base as possible, LSS continues to search for new sources of funds and to develop our donor base and fundraising activities.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Seniors who come to us with legal issues are always first assisted by our advocates.

When a senior needs non-legal assistance, such as home meal service, health insurance assistance or other non-legal problems, our advocates know which agencies to contact. Because of our good working relationship with these agencies, seniors who seek legal help by first contacting a social services agency are directed to LSS for our legal representation. Client confidentiality regulations prohibit us from contracting with collaborative partners.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Protecting seniors from physical and financial abuse, unscrupulous business practices and income-threatening bureaucracy has been LSS' mission since its inception in 1985.

In 37 years, LSS has represented over 110,000 Monterey County low-income and very low-income seniors facing life crises including financial or physical elder abuse, landlord-tenant conflicts, Medicare, Medi-cal and private insurance issues. Every year LSS helps clients recover more than \$1 million lost in financial scams, unreturned security deposits and more, which benefits Monterey County commerce. We provide our services at no cost to our seniors.

2. List the locations of all facilities, and days and hours of operation.

The following is the list of hours once COVID-19 restrictions are lifted. Currently LSS is closed to walk in clients.

Seaside office: 915 Hilby Avenue, Suite 2, Seaside, CA 93955
Monday through Friday 9am - 5pm

Periodic workshop presentations:
Oldemeyer center, 986 Hilby Ave, Seaside, CA 93955

Salinas office:
Alliance on Aging, 247 Main St, Salinas, CA 93901
Tuesday & Thursdays, 9am - 4pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial records are maintained by our bookkeeper and office administrator using QuickBooks.

The Board's Budget & Finance subcommittee reviews financial reports each month and presents its findings to the Board as a whole, which assures complete organizational transparency.

Expenses are tracked by line item, office and program. All checks require signatures by two authorized individuals. Bank accounts are reconciled each month.

LSS is audited annually. In addition to the Board of Directors internal fiscal oversight, outside oversight is maintained through monitoring by the Area Agency on Aging and the California State Bar's Legal Services Trust Fund.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Legal Services for Seniors' solely provides legal services, an intellectual property that requires no procurement of goods. Our Employee Handbook and By-laws contain a written code of standards of conduct governing employee performance in providing legal representation to our clients.

No employees or officers may participate in any representation or create any form of relationship involving a conflict of interest, real or apparent. See LSS Procurement Policy, attached.

5. Describe the record-keeping system to be used to maintain program data.

LSS maintains its confidential client data in an industry-standard, secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data. Our data is backed up nightly on our local server as well as maintained on removable data by the Executive Director. Clients are tracked by age, gender, ethnicity, race, city of residence, legal problem, case resolution, financial information and other statistical data. The Board reviews monthly reports summarizing cases by office, geographic area, advocate, legal problem and results.

To measure the success of our services, we will:

- 1) Track the number of seniors we serve in a 12-month period
- 2) Track the type of legal issue for each case
- 3) Track the number of office visits to our outreach sites
- 4) Track client demographic data
- 5) Track the number of elder abuse prevention sessions conducted

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Legal Services for Seniors clients are all presumed benefit limited clientele (elderly persons). As required by HUD, we maintain documentation showing that our services are designed for exclusive use of seniors (age 62+) presumed to be LMI individuals. Clients self-report age and income level. Documentation is retained for four years.

Our client intake sheet (using the PIKA client tracking database) is attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Legal Services for Seniors' Board of Directors and administrative staff are committed to equal opportunity and

nondiscrimination in the office and for their clients. LSS' personnel policy, employee handbook, by-laws and Board resolutions specify this commitment and requirement. Minority and physically disabled individuals are encouraged to apply for employment and for volunteer positions, as available. See By-Laws and Handbook, attached.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Obtaining 'performance reviews' in the context of legal proceedings is particularly difficult. Vulnerable clients may be too intimidated to respond effectively to client satisfaction surveys. Additionally, the imperfect nature of the justice system may mean the 'best' outcome was not the client's 'desired' outcome.

We do know we serve approximately 2,200 clients each year at NO COST, providing legal services to solve problems only attorneys can address. These seniors' issues, if dealt with in the private-pay legal community, would cost low-income seniors approximately \$2 million in attorneys' fees.

We do know that last year we helped Monterey County seniors recoup almost \$1 million in misappropriated funds, negotiating the return of their homes, resolving fraudulent annuity sales, recovering Social Security and Disability benefits wrongfully or mistakenly denied.

This money, when returned to our seniors, allows them to reinvest in our local communities. Each time we return a senior's home, we ensure that a senior remains independent and secure in his or her own home and continues to be a resourceful, helpful member of the community.

Executive Director Creighton Mendivil will be responsible for monitoring progress. He oversees the compilation of monthly caseload statistics for submission to the Board of Directors. These detailed monthly reports reflect demographics and describe the types of legal problems faced by individual seniors.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

LSS has provided legal representation to Monterey County seniors for 37 years with no break in service. Our legal staff has numbered from 7 at its lowest to 12 at its highest. We actively recruit and cultivate talented, motivated attorneys and legal advocates to provide direct services to Monterey County seniors. Because of their intense experience, they are often more skilled in senior legal issues than private practice attorneys paid significantly more than non-profit agencies can afford to pay.

As part of their California Bar certification, our attorneys must maintain continuing education credits and staff participates regularly in continuing education with organizations such as Asian Pacific American Legal Center, California Indian Legal Services, Immigrant Legal Resource Center, Mexican American Legal Defense and Education Fund (MALDEF), National Legal Aid and Defender Association (NLADA) and National Immigration Law Center.

We maintain bilingual and bicultural staff to serve our seniors and regularly connect staff to cultural competency training. Five of our eight client services staff members are bilingual in Spanish; one is bilingual in Tagalog; and one is bilingual in French. We are able to communicate complex legal terminology and services in English, Spanish and Tagalog. When other languages are required, we refer clients to a language line service for nonprofit organizations at their own cost. Our outreach materials are provided in both English and Spanish.

Along with offices in Salinas and Seaside, LSS holds outreach office hours in a 8 senior-accessible locations in Monterey County each Tuesday (COVID-19 permitting).

With approximately 8 years' experience with government funding and contract management at the federal, state, county, and city levels, as well as private grant funding, we have extensive experience and systems to track the services we deliver and report accurately how the funds have been expended.

As previously described, LSS maintains its confidential client data in an industry-standard secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data and supports LSS' commitment to provide timely and accurate reporting on all grant funding.

Our Office Manager/Grant Manager has more than 10 years' experience preparing quarterly and annual reports for federal funding agencies that track both expenditures and outcomes.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements \$15,000
Application program percent 100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Legal Service for Seniors	\$10,518
FY 2019-2020	Legal Services for Seniors	\$11,181
FY 2018-2019	Legal Services for Seniors	\$17,126
FY 2017-2018	Legal Services for Seniors	\$10,000

FY 2016-2017	Legal Services for Seniors	\$11,400
--------------	----------------------------	----------

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them
 Legal Services for Seniors has received City of Seaside CDBG funds for the past few grant cycles. Our experience has been extremely beneficial for our low-income seniors.

Legal Services for Seniors' office is located in the City of Seaside (915 Hilby Avenue, Suite 2). We have also made extensive use of the Oldemeyer Center for our 'Education is Endowment' series of workshops. We have a good relationship with the City's new activities at the Oldemeyer Center and already have plans (and reservations) for many more legal educational events at the Oldemeyer Center.
 ///

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05C - Legal Services](#)

3. This program provides assistance of the following type: [Presumed Benefit - Elderly persons \(62+\)](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	93	16

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provision of Legal Services	75	25%	75	25%	75	25%	75	25%	300
Provision of educational workshops	1	33%	1	33%	0	0%	1	33%	3
TOTAL	76	25%	76	25%	75	25%	76	25%	303

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	303	303	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	303	\$49.50

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

For approximately \$50 per senior served, Legal Services for Seniors provides no-cost full legal representation to every client seeking legal assistance. Our services range from full representation in court (4-6 hours per client) to consultation (1-2 hours per client) to brief advice (less than 1 hour per client). Individual cases may require more time, depending on the complexity of the case.

A private pay attorney in Monterey County would charge a minimum of \$2,100 for 6 hours of legal service. Our clients, living on \$900-\$1,500 per month, face a daily financial challenge to meet their basic needs of food, clothing, shelter and medical care. These financial challenges preclude them from seeking a private attorney when they need help even though state statistics indicate that self-representation yields less favorable outcomes for seniors in court and in hearings.

Not factored into this calculation, LSS actually works to increase client income: Last year, we were able to recoup almost \$1 million in misappropriated funds to area seniors, negotiating return of their homes, resolving fraudulent annuity sales, recouping Social Security and Disability benefits wrongfully or mistakenly denied. This was money those seniors then reinvested in our local communities.

///

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

LSS is a small, lean organization whose mission and budget are focused on the provision of direct representation to

our clients. We have no superfluous costs: 76% of LSS' budget is directly allocated to staff salaries (including education, continuing education licensing and health care). The remaining 24% supports our staff in rent, organizational insurance and other administrative costs. We have progressed into a virtually paperless office to save

office supply and document storage costs. LSS understands our responsibility of using funds from all our funders in the most efficient way so we can reach as many seniors as we can.

Our thrifty and conscientious use of funds ensures we continue to provide no-cost legal representation to seniors facing devastating and life-threatening legal circumstances who otherwise could never afford a private attorney.

Our staff and board understand the responsibility placed upon us to use the funds we receive from the City of Salinas

and other funders to the greatest efficiency possible - ensuring we continue to provide no-cost legal services to seniors who otherwise will never be able to afford the services of a private attorney in the face of devastating legal problems.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.

Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Attorney	7%	\$4,350
Legal Advocate	14%	\$5,325
Legal Advocate	14%	\$5,325
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Attorney	\$60,000	\$68,000	13%	\$4,350
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Other Staff	\$540,380	\$540,380	0%	-----
Supplies and Materials				
Consumable Supplies	\$4,000	\$5,000	25%	
Non-Consumable Supplies	\$30,160	\$32,000	6%	
Outside Services				
Telephone	\$15,000	\$15,000	0%	
Utilities	\$0	\$0		
Maintenance	\$13,000	\$13,000	0%	
Contract/Consultant Services	\$28,758	\$32,000	11%	
Other Charges				
Rent	\$59,100	\$62,000	5%	
Travel (Mileage)	\$10,000	\$10,000	0%	
Insurance	\$17,300	\$17,300	0%	
Capital Outlay				
Equipment/Furniture	\$25,000	\$50,000	100%	
Other - # of lines needed: 5				
Printing and reproductions	\$5,000	\$5,000	0%	
postage	\$2,000	\$2,000	0%	
development	\$25,000	\$25,000	0%	
Law				
Library/training/memberships	\$14,200	\$14,200	0%	
other	\$300	\$300	0%	
Total	\$923,818	\$972,300	5%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	2020.01.08_City_of_Seaside_HUD_signed_2020.01.08_.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	updated_5013_tax-exempt_status.pdf 1987_non-profit_certification.pdf
3 ☒ Articles of Incorporation/Bylaws	2003-09-18_LSS_By-Laws_bylaws_adopted.20030918.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status.pdf
5 ☒ Organizational Chart	LSS_Staff_Organizational_Chart_2022-1-1.pdf

6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	LSS_2021-22_Board_Roster_with_committees_01163151-4.docx
7 ☒ Resumes of Program Administrator and Fiscal Officer	1-2-2018_Nancy_Miccoli_Synopsis_of_Resume_of.pdf Resume_Creighton_Mendivil_2020-12.pdf
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Our new certificate is coming, will submit as soon as it is received.
9 ☒ Audited Annual Financial Statements covering 2 Years	Legal_Services_for_Seniors_Audit_7.1.2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
12 ☒ Conflict of Interest Policy	conflict_and_procurement.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Experience_and_Qualifications.pdf
14 ☐ Project/Activity Timeline	Our services are year-long with no end to the program.
15 ☒ Financial Policies	financial_policies.pdf
16 ☒ Procurement Policies	conflict_and_procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	pika_data_collection.pdf
18 ☒ Project/Activity Support Letters	mcle.pdf
19 ☒ Program Evaluations	program_evaluations.pdf
20 ☒ Outreach Materials	outreach_materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	elc_2019_morgantini_presentation_Kellie_Morgantinis_conflicted_copy.key 2019.12.30_Flyer_Jan_8_2020-1.pdf Oldemeyer_Facility_Request.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP.pdf
23 ☒ Employee Handbook	17_LSS_Employee_Handbook_July_2015.pdf
24 ☒ Record Retention Policies	Records_Retention_Policy.pdf
25 ☒ Federal Tax Form 990	2019-20_LSS_8879-EO_990.pdf
26 ☒ State Tax Form 199	2019-2020_LSS_8453-EO.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Seaside_Lease_2_fully_executed.pdf 2019-2020_1_Signed_Seaside_Lease_Suite_18_.pdf
28 ☐ Cost Allocation Plan	n/a
29 ☐ Other n/a	
30 ☐ Other n/a	
31 ☐ Other n/a	

Program Manager Signature

Creighton Mendivil

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 13:45:52

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Home Delivered Meals		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-4454		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	https://www.mowmp.org/		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	7-1-2021 to 6-30-2022		
Date of your organization's most recently completed audit. (Month/Year)	2-11-2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$20,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05A - Senior Services

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

MOWMP will serve 230+ frail, elderly and disabled homebound clients who reside in the City of Seaside. In 2021, the last year for which complete figures are available, MOWMP made 23,524 deliveries of 2.5 meals (58,809 individual meals) to 233 frail elderly and disabled Seaside clients. Of those clients, 67% of clients served were women and 33% men. 74% lived alone. Ethnicity/Race: 44% - Caucasian; 26% - African American; 11% Hispanic, and 19% other/mixed race. Of all clients of any group, 5% if clients were disabled. Of all homebound clients in the City of Seaside, 94% were low income and 59% lived at or below the federal poverty level of \$12,060. 12% were 60-74; 49% were 75-84 years of age; and 29% were 85 or older.

5. How will people or conditions in the community change as a result of what you do?

The Home Delivered Meals program addresses food insecurity among seniors in Monterey County, 73% of whom cite food as their number one need. The program benefits frail, elderly and disabled low-income clients who cannot shop or cook for themselves and who have no full-time caregiver in the home to prepare meals. The vast majority of clients are low-income, living on fixed or limited income. 94% of clients will be low-income and will not have the requisite income to meet their basic needs, much less cook and/or purchase meals that meet federal standards for senior nutrition. Not only will clients receive daily meals, designed in tandem with a nutritionist from the Area Agency on Aging, those meals will meet the rigorous federal nutritional benchmarks for senior nutrition. The program offers additional ancillary benefits. MOWMP volunteer drivers/driver teams provide clients with a daily wellness check, social interaction, and information. The Home Delivered Meals program also enables seniors and the disabled to remain in their own homes with a high quality of life for as long as possible.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

To help support Home Delivered Meals program services for low-income frail elderly and disabled adults in the City of Seaside, Meals on Wheels of the Monterey Peninsula respectfully seeks a CDBG grant at the \$20,000 level. MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents in all areas of Seaside. The program also includes a daily wellness check from a caring volunteer and daily socialization with that volunteer.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60000	Meals Distributed

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.

4. Provide any additional relevant description of proposed activity or project.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	6-30-2022

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

MOWMP has partnered with United Way Monterey County to provide meals for COVID-quarantining clients in Seaside, and across the Monterey Peninsula. This partnership aims to facilitate quarantining and isolation for residents who test positive for COVID-19 by ensuring the delivery of freshly prepared meals five days a week.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has increased its food production capacity to help address the challenges faced by local seniors, one of the most impacted communities amid the COVID-19 pandemic. Shelter-in-place orders designed to keep high-risk members of the community safe have led to a steady increase in the number of local seniors who rely on the agency's Home Delivered Meals program. MOWMP is uniquely positioned to reach vulnerable individuals and has developed creative solutions to ramp-up food delivery.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Through the addition of on-site storage, a new, large-capacity tilt skillet and walk-in freezer, more staff to prepare meals, and strong community partnerships with the Food Bank for Monterey County and Meals on Wheels of the Salinas Valley, the agency is now producing meals to meet a 93% increase in total demand.

11. Explain how your organization will avoid duplication of benefits?

MOWMP is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the home delivered meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000 deliveries, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are shared with funding entities and with the Area Agency on Aging.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Founded in 1972, MOWMP's Home Delivered Meals program has developed over the past 49 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. Meals on Wheels of the Monterey Peninsula's program has been in continuous operation since that date and provided uninterrupted services in the face of a 94% increase in demand since the onset of COVID-19.

MOWMP serves daily meals that included milk, cereal, juice, fresh fruit, a freshly prepared hot entrée, soup or salad, a sandwich, and a dessert. The hot entrée includes one protein, one vegetable and at least 600 calories. On Friday, MOWMP offers a double meal that provides food for one day of the weekend. Per federal contract, MOWMP meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Meals on Wheels is one of only 10% of Home Delivered Meals programs nationwide that still serves a freshly prepared hot meal daily. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals.

MOWMP's Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

To ensure that families have the information they need to address issues facing an elderly, disabled parent or relative, MOWMP partners with Monterey County Adult Protective Services, the Monterey County Area Agency on Aging, and nonprofits such as the Alliance on Aging, United Way Monterey County, and Legal Services for Seniors.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Monterey CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
Community Foundation Monterey County	Yes	\$30,000			\$30,000	\$0	0%	Private Funds
Monterey Peninsula Foundation	Yes	\$50,000			\$50,000	\$0	0%	Private Funds
Monterey County CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
TOTAL		\$150,000	\$10,000	\$0	\$140,000	\$10,000	7%	

Leveraging Ratio

13%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery, food costs alone are estimated to be \$230,000 for the City of Seaside home delivered meals program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$15.00 per delivery for 25,000 deliveries or \$375,000 per year. A Seaside contribution of \$20,000 would equal 5% of total program costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Home Delivered Meals program. All contributions, including local/state/federal, are not enough to cover the total program costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Home Delivered Meals program is run by MOWMP's small kitchen and administrative staff and corps of 200+ volunteer drivers. Without the support of volunteers, the program would simply not be sustainable.

Increasingly, home delivered meals clients are at risk and low-income. The economy continues to have a significant impact on seniors, many of whom are aging up and out of their savings. More than half of our clients cannot afford to make any donation or can only make a small donation to their daily delivery. Increasingly, Meals on Wheels is becoming a significant source of healthy nutrition for homebound seniors. Seaside client donations have fallen again from \$2.49 per delivery last fiscal year to \$1.51 per delivery on average. Continued efforts at cost containment by kitchen management and an ongoing partnership with the Food Bank of Monterey County has helped MOWMP to hold the line on food/supply costs.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies.

Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older who are homebound and have limited access to shopping and preparing meals on a consistent basis.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must

demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0				\$0
Staff	\$724,087					\$724,087
Supplies		\$288,600				\$288,600
Capital					\$71,400	\$71,400
Insurance				\$15,187		\$15,187
Misc.			\$10,200			\$10,200
TOTAL	\$724,087	\$288,600	\$10,200	\$15,187	\$71,400	\$1,109,474

Total Budget less capital improvements \$1,038,074
Application program percent 0%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05A - Senior Services](#)

3. This program provides assistance of the following type: [Presumed Benefit - Elderly persons \(62+\)](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	230	38

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	58	25%	58	25%	58	25%	58	25%	232
TOTAL	58	25%	58	25%	58	25%	58	25%	232

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	232	232	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$20,000	232	\$86.21

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly, and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering daily wellness checks, socialization, and healthy nutrition five days a week for homebound elders and disabled adults. The home delivered meals program supports not only the health of senior residents, it supports community and family needs. The program offers nutritional resources, respite, and assurance to families that the nutritional health and well-being of a homebound family member is being addressed and monitored daily by a leading social service agency, by agency staff and by trained and caring agency volunteers. Daily wellness checks apprise family members, medical teams, emergency service personnel, and in some cases, Adult Protective Service administrators of the health and well-being of vulnerable community residents. Socialization with an MOWMP volunteer ensures that homebound residents have access to nutritional and agency information and are less isolated within their communities.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff	\$1,206,812	\$1,206,812	0%	-----
Supplies and Materials				
Consumable Supplies	\$288,600	\$288,600	0%	\$20,000
Non-Consumable Supplies	\$71,400	\$71,400	0%	
Outside Services				
Telephone	\$17,550	\$17,550	0%	
Utilities	\$17,550	\$17,550	0%	
Maintenance	\$17,550	\$17,550	0%	
Contract/Consultant Services	\$17,550	\$17,550	0%	
Other Charges				
Rent	\$116,400	\$116,400	0%	

Travel (Mileage)	\$0	\$0	
Insurance	\$15,187	\$15,187	0%
Capital Outlay			
Equipment/Furniture	\$100,000	\$100,000	0%
Other - # of lines needed:			
Total	\$1,868,599	\$1,868,599	\$20,000
Total Funding Requested from Part 1			\$20,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Cert_2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_Seaside_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_12-17-21.pdf
7 ☐ Resumes of Program Administrator and Fiscal Officer	NA
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☐ Project Team Experience and Qualifications	NA
14 ☐ Project/Activity Timeline	NA
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☐ Project/Activity Support Letters	https://www.mowmp.org/testimonials/
19 ☒ Program Evaluations	HDM_Survey_Spreadsheet_Jan-Jun_21.pdf
20 ☒ Outreach Materials	Home_Delivered_Meals_Program_Materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Griffin_Gazette_Dec_2021.pdf
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	NA
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_Federal_990.pdf
26 ☐ State Tax Form 199	NA
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☐ Other	
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Esther Hobbs
12/28/2021

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Dec 28, 2021 - 11:34:18

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Eden Council for Hope and Opportunity		
Submitting Proposal:			
Program/Project Name:	Fair Housing and Tenant/Landlord Services		
Person Completing Application:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Official: (e.g. Exec. Dir.):	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Program/Project Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Finance Contact:	Oscar Gonzalez	Title:	Senior Bookkeeper
Direct Telephone:	510-581-9380		
Email Address:	oscar@echofairhousing.org		
Organization Mailing Address:	22551 Second St Ste 200	City:	Hayward Zip: 94541
Organization's Website Address:	www.echofairhousing.org		
Organization Telephone:	510-581-9380		
Organization Fax:	510-537-4793		
Tax ID Number:	94-6124081 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	08-139-5120 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	9038		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 - June 30		
Date of your organization's most recently completed audit. (Month/Year)	June 2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$9,390
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05J - Fair Housing Activities-Subj.to Pub.Serv.Cap

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

ECHO's Fair Housing and Tenant/Landlord Services will assist City of Seaside tenants and landlords who require information regarding fair housing and discrimination, or complainants who allege discrimination based on federal, state, and local protected classes. Protected classes are the following: race, color, ancestry, national origin, religion, mental or physical disability, gender, sexual orientation, gender identity, marital status, familial status, source of income, or any other arbitrary class. Tenant/Landlord Services will provide counseling, mediation, and renters' rights and responsibilities services to low income persons, racial and ethnic minorities, single and female heads of households, the disabled, and seniors; and housing providers.

ECHO's prompt response to discrimination complaints may result in mediation and amicable resolution, and

prevents a complainant from filing with the State Department of Fair Employment and Housing or the Department of Housing and Urban Development for further processing at public expense. Legal fees are saved by providing information on their rights and responsibilities and by ECHO's intervention and mediation when appropriate.

In the investigative work that we do, positive results will force a change in discriminatory behavior, a most desirable outcome, either through education or legal enforcement. We are privileged to witness this in most cases. If not, the attorneys and government agencies apprise us of the outcome of enforcement measures.

Our purpose for providing tenant/landlord counseling and education is to empower renters to become self-sufficient and make educated decisions regarding their housing choices. In the provision of mediation services we are able to see the results of the service. A successful outcome, in this instance, is accomplished when both parties come to a mutually agreeable solution.

ECHO attempts to mediate nearly every eviction due to its drain on financial and emotional resources of the client. The number of Unlawful Detainers (eviction actions) filed and litigated consists of inestimable costs that are difficult to breakdown specifically. However, ECHO's intervention prior to eviction proceedings prevents this cost from escalating further, may allow the tenants to remain housed, and spares them relocation costs. Successful intervention prevents costly institutionalization, and the landlord is spared the expense of court costs and fees.

5. How will people or conditions in the community change as a result of what you do?

ECHO's mission is to promote equal access in housing and provide support services which will aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients and change conditions in the community have been developed and streamlined over a half century of service provision.

FAIR HOUSING SERVICES assist clients by:

- o Providing necessary counseling regarding renter and property owner issues;
- o Identifying groups that are at risk of being discriminated against and informing them of their rights;
- o Investigating and analyzing suspected cases of discrimination;
- o Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems;
- o Conducting fair housing audits; and
- o Offering education regarding fair housing laws to housing providers and other members of the housing industry.

TENANT/LANDLORD SERVICES assist clients by:

- o Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements;
- o Informing low-income households about HUD subsidies such as the Housing Choice Voucher Program;
- o Providing referrals to Public Housing Authorities and to HUD subsidized housing complexes;
- o Providing conciliation between renters and their housing providers to prevent evictions, effect repairs, and address habitability issues.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Provide Decent Affordable Housing](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

ECHO proposes to provide fair housing information and education to renters and housing providers, investigate suspected cases of housing discrimination, conduct a systemic audit to uncover housing discrimination, and provide counseling and conciliation to renters and housing providers regarding their rights and responsibilities in rental housing. Additionally, ECHO will conduct presentations and conduct mass media advertising (social media ads, TV/radio interviews, electronic flyers) throughout the City of Seaside.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
5 households	Counseling Sessions
5 households	Investigations
5 sites	Audits
20 households	Counseling Sessions
5 households	Successful mediation

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provide Fair Housing Counseling to 5 households
Activity #2	Provide Fair Housing Investigation to 5 households
Activity #3	Conduct a 5-site Fair Housing Audit
Activity #4	Provide Tenant/Landlord Counseling to 20 households

Activity #5 | Facilitate 5 Tenant/Landlord Conciliations/Mediations

4. Provide any additional relevant description of proposed activity or project.

OUTREACH & EDUCATION

In addition to the above activities, ECHO will provide training to the general public on fair housing and tenant/landlord laws and how they are observed. Efforts will be targeted to property owners and managers to insure their awareness of and compliance with the laws. ECHO will also identify groups who are at risk of being discriminated against and inform them of their rights. See below:

- 1) Provide City of Seaside renters, housing providers, and service providers with 4 presentations on housing rights;
- 2) Distribute annual mass media ads (Facebook and Twitter ads, educational material and participate in TV/radio interview).

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide Fair Housing Counseling to 5 households	June 30, 2023
Provide Fair Housing Investigation to 5 households	June 30, 2023
Conduct a 5-site Fair Housing Audit	June 30, 2023
Provide Tenant/Landlord Counseling to 20 households	June 30, 2023
Facilitate 5 Tenant/Landlord Conciliations/Mediations	June 30, 2023
Outreach: 4 presentations and distribute 6 annual mass media ads.	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The ECHO Housing outreach plan for Fair Housing and Tenant/Landlord Services consists of the following:

1. List of renters, local service providers, and landlords to schedule presentations;
2. List of Community-Based Organizations for flyer outreach;
3. List of local television or radio stations for interviews leading to mass outreach;
4. List of local mass media outlets for mass outreach.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We measure the impact of our programs by following up with our clients upon completion of counseling to determine if needs have been met. This follow-up is in the form of phone interviews or a written request for evaluation of the services provided to help us better meet client needs.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

ECHO Housing provided fair housing and tenant/landlord services for 29 households in fiscal year 2019-2020. Because of unemployment issues leading to non-payment rent, prohibitive rent increases and illegal harassment by landlords, in fiscal year 2020-2021, the demand for housing counseling services and mediation increased to 38 households, a 31% increase.

We anticipate a further increase in the number of households requiring fair housing counseling based on disability, reasonable accommodation, or reasonable modification due to effects of COVID. Likewise, the need for counseling and mediation will increase regarding just cause evictions, rent increase caps, and protections for Housing Voucher certificate holders, all state laws which went into effect at the onset of the COVID pandemic, and are designed to stabilize housing for low income tenants.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

ECHO is educating the community regarding the protections available to them regarding COVID-19. In response to the Coronavirus pandemic, and included in the fair housing and tenant landlord services, ECHO will provide education to the general public on fair housing and rental laws and how they are observed, and to insure awareness of and compliance with the laws.

Since the pandemic began, we have been working remotely. In order to assist persons while remaining protected from the virus, we are continuing to contact them by phone, email, and, since the shelter-in-place mandate, video conferencing. Fair Housing and Tenant/Landlord presentations have been converted to live webinars that are broadcast on a monthly basis to eliminate the need for in-person gatherings.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The federal Fair Housing Act (FHA) prohibits discrimination in rental housing based on disability. A landlord cannot:

- o Refuse to rent to people with disabilities;
- o Ask prospective tenants if they have a disability;
- o Charge higher rent to people with disabilities;
- o Refuse to make reasonable accommodations that are necessary for a disabled tenant to use the premises;
- o Refuse to allow disabled tenants to make reasonable changes to their unit that are necessary for them to fully enjoy the property;
- o Harass or retaliate against tenants with disabilities.

A tenant with COVID-19 is protected against disability discrimination. It is illegal for a landlord to discriminate against a tenant based on an actual or perceived disability. Under certain circumstances a tenant with the virus or

impairments as a result of COVID, is also entitled to reasonable accommodations or reasonable modifications. A tenant with a history of COVID-19 that limits a major life activity is protected from discrimination and entitled to reasonable accommodation. Examples follow:

- o Scheduling the payment of rent to coincide with benefit payments;
- o Flexibility or additional time with scheduling;
- o A closer parking spot and/or an accessible parking spot;
- o Moving to a more accessible vacant unit;
- o A video inspection rather than an in-person inspection;
- o Communicating by email or telephone, and signing lease documents digitally;
- o Permission to have an animal needed for disability, including an emotional support animal;
- o Permission to have delivery items brought up directly to the unit, rather than collected in the lobby.

ECHO provides information and investigation regarding disability, which includes COVID-19, and how to protect oneself against discrimination based on this disability, how to secure reasonable accommodations or reasonable modifications to assist the disabled tenant with essential life functions, and how to make their living space accessible for their individual needs.

ECHO responds to rental housing inquiries, particularly regarding COVID-19 safeguards, for tenants and landlords, the California Protections Act of 2019 (rent caps and just cause evictions), leases and month-to-month rental agreements, landlord harassment, security deposits, and other rental housing rights and responsibilities. As trained mediators, one of our most important tools is to assist the disputants to reach a resolution, settlement, or other understanding which would prevent homelessness, and resolve other housing issues. This is especially important during this COVID-19 crisis, with the potential of a wave of evictions resulting from non-payment of rent and foreclosures of multi-family dwellings.

11. Explain how your organization will avoid duplication of benefits?

ECHO Housing's services are unique in Monterey County, and more particularly in the City of Seaside. ECHO Housing is the only Qualified Fair Housing Enforcement Organization in Monterey County. Additionally, as a HUD-approved comprehensive housing counseling agency, we specialize in tenant/landlord counseling and provide free mediation services regarding housing rights and responsibilities.

Legal Services for Seniors offers services to low income seniors, which precludes anyone under 60 years of age; and California Rural Legal Assistance provides services to a limited number of tenants. We have referred several clients with actionable cases to CRLA and they have all returned to tell us they couldn't be helped. Neither Legal Services for Seniors nor California Rural Legal Assistance provide mediation.

When counseling clients, ECHO's Counselor asks if the client has been served by other agencies within the jurisdiction. We do not want to duplicate services or usurp the authority of another service provider. The ECHO Counselor will provide counseling only if the client has not received help, was referred to us by the aforementioned agencies, or if the client was not satisfied with the assistance provided.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If this application is not fully funded, we will be unable to provide the services at the level stated in the proposal until we find sufficient funding to fully staff it. Without CDBG funds we would be unable to provide any services.

Funding from the City allows us to attract and leverage other funding sources. More importantly, continued funding allows us to affirmatively further fair housing and provide necessary tenant/landlord services to everyone who requires them, as follows:

- 1) Responding to fair housing inquiries;
- 2) Investigating and analyzing suspected cases of discrimination;
- 3) Conducting fair housing audits as a means of proactively identifying evidence of discrimination;
- 4) Offering education regarding fair housing laws to property owners and other members of the housing industry;
- 5) Responding to rental housing inquiries;
- 6) Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements; and
- 7) Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems.

The Counselors are committed to provide service to every Seaside resident that comes to ECHO. Our counselors do not turn anyone away, and are able to determine what type of assistance our clients need in order to refer them to additional services from a department within ECHO or to resources outside our agency.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The U.S. Department of Housing and Urban Development (HUD) has a long-standing commitment to the elimination of illegal discrimination in housing. HUD's mission boldly sets forth 'affirmatively furthering fair housing as a top priority. HUD has strongly encouraged the adoption and enforcement of state and local fair housing laws and the elimination of separation by race, ethnicity or disability status in all of its housing and community development programs. Through the community development programs, HUD seeks to further its goals of increasing equal and free access to residential housing in order to achieve equality of opportunity for all persons regardless of race, color, religion, sex, national origin, disability or familial status (Executive Order 12892, 1994).

The priority needs identified by the City of Seaside in its Housing Element includes reducing housing

discrimination, increasing and expanding activities designed to prevent those currently housed from becoming homeless, and enhancement of accessibility for individuals with physical disabilities. The Monterey County Analysis of Impediments to Fair Housing Choice 2019 (AI) indicates that 58.6% of Seaside residents are renters, who comprise the focus areas for CDBG Public Services funding, including the improvement of access to rental housing, reducing housing discrimination, landlord/tenant counseling and mediation and assistance for seniors and disabled individuals to sustain housing in the City.

The Analysis of Impediments also indicates a need for fair housing services. Discrimination continues to be a problem particularly among ethnic minorities, the disabled, the economically disadvantaged, and female-headed households. Cases filed with the Department of Fair Employment and Housing and the Department of Housing and Urban Development show a trend of discrimination based on disability and sex.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community. This is in our mission statement.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

ECHO will also provide information to tenants on how to protect themselves against illegal evictions, deposit withholding, retaliation, illegal entry, harassment, predatory habitability, and lease violations. We provide education to landlords, and provide mediation between the parties in order to preserve housing. If the landlord remains non-compliant, the tenant may be referred to any number of entities (e.g., Legal Assistance for Seniors, California Rural Legal Assistance, Small Claims Court, Code Enforcement, Vector Control, private attorneys, etc.) to stabilize their housing.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Neighborhood Conditions

5. Describe how you will meet the goal identified above.

As stated in #3, above, ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. In a 2018 trends report by the National Fair Housing Alliance, discrimination against persons with disabilities (51%) was the most prevalent form of discrimination.

ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of	Yes	\$20,000		\$0	\$20,000	\$0	0%	Other

Alameda FH CDBG								Federal Funds
City of Berkeley FH CDBG	Yes	\$35,000		35000	\$0	\$35,000	100%	Other Federal Funds
City of Hayward FH/TL CDBG	Yes	\$45,000		\$0	45000	\$0	0%	Other Federal Funds
City of Monterey FH/TL CDBG	Yes	\$13,600		\$0	13600	\$0	0%	Other Federal Funds
City of Oakland FH CDBG	Yes	\$86,250		\$0	86250	\$0	0%	Other Federal Funds
City of San Leandro FH CDBG	Yes	\$10,000		\$0	10000	\$0	0%	Other Federal Funds
City of San Leandro TL GF	Yes	\$21,600		\$0	21600	\$0	0%	State/Local Funds
City of Union City FH CDBG	Yes	\$10,000		10000	\$0	\$10,000	100%	Other Federal Funds
City of Union City TL GF	Yes	\$25,000		25000	\$0	\$25,000	100%	State/Local Funds
Alameda County FH/TL CDBG	Yes	\$85,000		85000	\$0	\$85,000	100%	Other Federal Funds
Contra Costa Co. Consortium FH/TL CDBG	Yes	\$237,660		\$0	237660	\$0	0%	Other Federal Funds
Monterey County FH/TL CDBG	Yes	\$25,000		\$0	25000	\$0	0%	Other Federal Funds
Concord TL CV3	Yes	\$122,500		\$122,500	\$0	\$122,500	100%	Other Federal Funds
Contra Costa Co. TL CV3	Yes	\$300,000		\$300,000	\$0	\$300,000	100%	Other Federal Funds
Walnut Creek TL CV3	Yes	\$39,463		\$39,463	\$0	\$39,463	100%	Other Federal Funds
TOTAL		\$1,085,463		\$0	\$616,963	\$468,500	\$616,963	57%

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

ECHO's Executive Director seeks out and applies for foundation and corporate funding in order to maintain current funding levels and to leverage the funding currently received. In recent years, various jurisdictions have been unable to fully fund ECHO. In those instances and instances where funders require a match, ECHO will use its discretionary funding as a match.

We have applied to and received funding from HUD and several foundations in order to provide those services, which would have ordinarily been funded by the CDBG program. Although funding is restricted to the individual funding sources, the economy of scale permits savings in administrative costs. The following jurisdictions will benefit the City of Seaside by funding approximately 99% of administrative salaries, benefits, and operating costs for this program: Cities of Alameda, Antioch, Berkeley, Concord, Hayward, Monterey, Oakland, Salinas, San Leandro, Union City, Walnut Creek, the Contra Costa County Consortium, and the Counties of Alameda, Contra Costa, and Monterey.

We will continue to diversify and seek out alternative sources of funding. We seek out in-kind services, such as volunteers for clerical assistance, and donations of supplies. Currently, we have a volunteer mediator who provides mediation services along side our certified mediators. ECHO also collaborates with the Department of Fair Employment and Housing, the Department of Housing and Development, and private attorneys for their assistance with enforcement.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

ECHO is developing collaborative partners that provide services in Seaside. We have developed partnerships with Housing Resource Center, Housing Choices, the Salvation Army, the Non-profit Alliance of Monterey County, Legal Services for Senior, and make referrals to Central Coast Center for Independent Living.

We work very closely with the Department of Fair Employment and Housing and the Department of Housing and Urban Development to assist clients to stabilize their housing. As we continue to work in Seaside, we will continue to develop and enhance local collaborative relationships.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Eden Council for Hope and Opportunity (ECHO Housing) was founded in 1964 and incorporated in 1965 by community volunteers dedicated to equal housing opportunities and the prevention and elimination of homelessness. Established as a fair housing agency, ECHO provided counseling and investigation from the Castro Valley home of one of the founders.

Since then, ECHO has expanded to a full service housing counseling organization providing services to very low and moderate income clients. ECHO received its first jurisdictional funding for discrimination investigation from the City of Hayward in 1973. ECHO now receives funding to provide services in Alameda, Contra Costa, and Monterey Counties.

ECHO is a HUD-approved Housing Counseling Agency, and satisfies the HUD definition of Qualified Fair Housing Enforcement Organization (QFHO). ECHO's services reach over 3,000 clients per year with information, referrals, and housing assistance. More recent services have been directed to intervention and prevention of homelessness through rental and deposit assistance. However, ECHO's primary service component continues to be equal housing access.

Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Oakland);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o Shared Housing and Placement serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, and Monterey Counties;
- o Rental Assistance Program serving Alameda County.

Additionally, ECHO Housing is program administrator for the Alameda County Rent Review Ordinance, City of Albany Rent Review Ordinance, the City of Concord Rent Review Ordinance, the City of Union City Rent Review and Eviction Harassment Ordinances, and the City of Emeryville Eviction Harassment Ordinance. ECHO is also responsible for providing counseling on the Tenant Protection Act of 2019, the various 'just cause' ordinances enacted locally since Governor Newsom signed AB1482, AB1110; and SB329, which provides fair housing protections for households in possession of Housing Choice Vouchers.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions.

2. List the locations of all facilities, and days and hours of operation.

ECHO Housing's hours of operation are 9AM to 5PM, Monday through Friday. Counselors can be reached at 831-566-0824 or, toll free, 855-ASK-ECHO. We are operating remotely due to COVID restrictions. However, locations are as follows:

Monterey Office (City Hall)
580 Pacific Street
Monterey, CA 93940
Tuesday, Thursday

Hayward Office (Administrative Office)
22551 Second Street #200
Hayward, CA 94541
510-581-9380
Monday through Friday

Livermore Office
141 N. Livermore Avenue
Livermore, CA 94550
925-449-7340
Monday through Friday

Oakland Office
1305 Franklin Street #305
Oakland, CA 94612
510-496-0496
Monday through Friday

Antioch Office
301 W. Tenth Street
Antioch, CA 94509
925-732-3919
Monday through Friday

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

ECHO adheres to generally accepted accounting procedures. Our records are kept on a fund basis with the fiscal year running from July 1 through June 30th. Cash receipts, cash disbursements, payroll and general ledgers are maintained on an accrual basis. For cash disbursements, ECHO uses a computerized check writing system with two (2) signatures for each check. One signature must be a Board member. ECHO utilizes a computerized system for reimbursables, financial statements, and general ledgers.

ECHO Housing utilizes the services of an outside auditor on an annual basis. The audit is conducted in accordance with Government Auditing Standard by a small, local, minority-owned auditing firm.

ECHO Housing pays payroll taxes and workers' compensation as required by Federal and State law. ECHO utilizes State Compensation Insurance Fund - Workers' Compensation - \$1,000,000; the company of DeManouel Insurance Group for the following coverage with Non-Profits Insurance Alliance of California/Philadelphia Insurance: Bodily Injury - \$1,000,000 Each Occurrence, \$3,000,000 Aggregate Limit, Property Damage - Single Limit - \$1,000,000, Employee Dishonesty (commercial blanket) Coverage - \$50,000, D & O Liability - \$1,000,000. See attached Accounting Manual. See attached Accounting Manual.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

ECHO has a procurement policy that limits the amount of purchases unless the Board of Directors provides authorization. See attached procurement policy.

5. Describe the record-keeping system to be used to maintain program data.

ECHO utilizes the Salesforce database, designed to interface with HUD. We use intake logs to maintain program data and track outputs and outcomes. Salesforce and the intake logs track demographic information and record actual accomplishments, and allow us to clearly measure the services delivered and any monthly deficits. The Counselor is instantly aware of any deficits. The Executive Director addresses the deficit with the Counselor, and determines a course of action appropriate to meet the goal. Often, it is a matter of not enough outreach to the target population, and the Executive Director adjusts the marketing plan.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

When completing an intake on a client having a complaint in Seaside, we ask for the address of the unit in question, to ensure we are serving clients living in, or attempting to move to or out of, the City. The intakes and case files will be presented to the City for its review of our program.

Because illegal housing discrimination is not limited to low-income persons, HUD does not have income requirements for the fair housing program. However, we do ask for income levels from all clients, and they are self reported by clients. The clients are asked for the amount of income from all sources. Unless necessary to assist the client in his/her fair housing complaint, ECHO does not require verification of a client's income. See attached intake forms.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Since 1973, when ECHO received its first Community Development Block Grant, it has developed policies and procedures to ensure compliance with federal regulations both in dealing with internal issues and the public at-large. In 1980, ECHO became a HUD-approved housing counseling agency, and began to apply directly to HUD for funding to conduct mortgage counseling, home equity conversion, and homebuyer education. We have participated in and passed every HUD biennial review since 1980.

ECHO's administration prides itself on having the highest ethical standards for compliance with federal regulations, particularly non-discrimination, equal employment opportunities, conflict of interest and self-dealing policies.

Please see attached bylaws, conflict of interest policies, employee handbook, and letters in fiscal audits.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients have been developed and streamlined over a half century of service provision:

EDUCATION: ECHO provides tenants with information on their rights and responsibilities empowering them to make educated decisions regarding housing issues. This further empowers them to address issues with their landlords, and if negotiation fails, they may contact us to mediate or they can attempt litigation.

INTERVENTION: ECHO attempts to intervene as appropriate in order to prevent evictions as a retaliatory measure for tenants exercising their rights under the law. We also contact non-compliant landlords on behalf of tenants to address discrimination complaints in order to provide tenants with fair housing choice and educate them as a result of discrimination evidence in ECHO's fair housing audit. We also speak with landlords regarding habitability issues before the problem worsens and major repairs have to be made.

STABILIZATION: ECHO's mission statement addresses prevention of homelessness and promoting permanent housing conditions. This is achieved by securing or maintaining housing. ECHO also assists households to stabilize their housing when threatened with eviction by negotiating for more time or rescission of the notice to vacate. Addressing discrimination complaints and providing landlords with fair housing education often provides fair housing choice for prospective tenants or prevents eviction for tenants who are in place.

The Executive Director and the Housing Programs Coordinator will monitor progress toward achieving program objectives through review of monthly, quarterly, annual progress reports, and client surveys and evaluations.

With the COVID restrictions in place, program evaluations by funders have been spotty. However, the most recent HUD evaluation of our programs has been included. We recently completed a desk audit by the City of Berkeley, and are waiting for the results.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

ECHO Housing serves a population base of 3.25 million persons. Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa and Monterey Counties (except for the City of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Pittsburg);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, Monterey Counties;
- o Rental Assistance Program serving Alameda County.

ECHO Housing is a pioneer in providing housing counseling services in the Bay Area. We developed our housing counseling model over 55 years ago, and have been active as the premier comprehensive housing counseling service provider in the Bay Area. Over the decades our counseling model has been streamlined and informed to provide state-of-the-art service provision. We have extensive experience with federal grants, specifically Community Development Block Grants since 1973, and Department of Housing and Urban Development grants since 1980.

The Executive Director provides administrative oversight, and monitors progress toward achieving program objectives through review of monthly progress reports, and client evaluations. She is responsible for developing and directing ECHO's marketing plan. The Senior Bookkeeper has 20+ years in non-profit accounting and bookkeeping.

ECHO's counselors are provided with training at least once a year to keep up with current legal and legislative issues. We access renters and housing providers by developing and disseminating appropriate outreach materials for distribution, distributing social media, making radio or television appearances, and conducting presentations and workshops.

ECHO provides housing information, counseling, investigation, referral, and conciliation in response to client needs. If our clients require outside or complementary services, we maintain a resource directory comprising services necessary for direct complaint referral and comprehensive listings of ancillary benefits, and appropriate private and public sector services.

ECHO has one counselor providing services to Seaside residents. All inquiries are triaged to determine order of urgency. Three-day Notices to Vacate are given immediate attention, and discrimination complaints receive assessment and investigation within 24 hours. Clients are able to access us at 831-566-0824 or, toll free, at 855-ASK-ECHO, Monday through Friday, 9am to 5pm or by email at contact@echofairhousing.org.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$5,528	\$61		\$3,801		\$9,390
Alameda, Berkeley, Oakland	\$105,696	\$1,163		\$34,391		\$141,250
Hayward, San Leandro, Union City	\$86,283	\$934		\$24,383		\$111,600
Livermore, Pleasanton	\$61,959	\$678		\$23,363		\$86,000
Antioch, Concord, Pittsburg, Walnut Creek	\$77,117	\$848		\$201,658		\$279,623
Monterey	\$7,739	\$85		\$5,776		\$13,600
Alameda County	\$68,477	\$751		\$15,772		\$85,000
Contra Costa County	\$91,496	\$1,006		\$327,498		\$420,000
Monterey County	\$14,372	\$157		\$10,471		\$25,000
TOTAL	\$518,667	\$5,683	\$0	\$647,113	\$0	\$1,171,463

Total Budget less capital improvements **\$1,171,463**
 Application program percent **1%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Fair Housing and Tenant/Landlord Services	\$6,640
FY 2019-2020	Fair Housing and Tenant/Landlord Services	\$5,000
FY 2018-2019	Fair Housing and Tenant/Landlord Services	\$6,013
FY 2017-2018	N/A	\$0
FY 2016-2017	N/A	\$0

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

ECHO Housing has three full years of experience with City of Seaside grants. We began our contract with Seaside

in July 2018, and did not achieve goal due to the newness of our agency in the Seaside community for the first 3 years. However, as we receive more exposure, we are able to provide services to more low income households in Seaside. We will continue to carry out our outreach plan, and make adjustments, if necessary, until we meet our goals.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05J - Fair Housing Activities-Subj.to Pub.Serv.Cap](#)

3. This program provides assistance of the following type: [LMC - Income Self-Certification](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	38	3
July 1, 2021 - December 31, 2021	16	3

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provide Fair Housing Counseling to 5 households	2	40%	1	20%	1	20%	1	20%	5
Provide Fair Housing Investigation to 5 households	1	20%	2	40%	1	20%	1	20%	5
Conduct a 5-site Fair Housing Audit	0	0%	0	0%	1	20%	4	80%	5
Provide Tenant/Landlord Counseling to 20 households	4	20%	5	25%	6	30%	5	25%	20
Facilitate 5 Tenant/Landlord Conciliations/Mediations	2	40%	1	20%	1	20%	1	20%	5
TOTAL	9	23%	9	23%	10	25%	12	30%	40

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	40	35	88%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$9,390	40	\$234.75

8. Indicate the funding set-aside the activity belongs to: [Fair Housing Activities](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

ECHO's service to the City of Seaside costs \$234.75 per client. In exchange for this unit of cost, we provide 2.7 hours per client of housing counseling, discrimination investigation and training, outreach, and a comprehensive fair housing audit. Moreover, once we have achieved the contracted goal, we continue to assist clients. We believe these costs are very low for the number of services provided.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

ECHO's service to the City of Seaside costs \$86.94 per hour. In exchange for this unit of cost, we provide 108 hours of housing counseling, discrimination investigation and training, outreach for renters, housing providers, service providers, and the community at-large; and a 5-site comprehensive fair housing audit. If the City were to take on the responsibility of providing all these same services or hire a for-profit agency, the cost would be excessive.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested. Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director	1%	\$794
Executive Assistant	1%	\$362

Senior Bookkeeper	1%	\$427
Assistant Bookkeeper	1%	\$375
Office Manager	1%	\$506
Housing Programs Coordinator	1%	\$362
Housing Counselor	20%	\$2,702
Grand Total		\$5,528

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$70,465	\$74,494	6%	\$794
Executive Assistant	\$32,132	\$33,969	6%	\$362
Senior Bookkeeper	\$63,066	\$40,003	-37%	\$427
Assistant Bookkeeper	\$0	\$35,109		\$375
Office Manager	\$44,854	\$47,419	6%	\$506
Housing Programs Coordinator	\$32,132	\$33,969	6%	\$362
Housing Counselor	\$64,931	\$13,512	-79%	\$2,702
Other Staff	\$319,731	\$240,192	-25%	-----
Supplies and Materials				
Consumable Supplies	\$5,685	\$5,685	0%	\$61
Non-Consumable Supplies	\$9,619	\$9,165	-5%	\$273
Outside Services				
Telephone	\$23,844	\$23,844	0%	\$345
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$0	\$0		\$0
Other Charges				
Rent	\$68,844	\$68,844	0%	\$2,282
Travel (Mileage)	\$2,990	\$2,074	-31%	\$100
Insurance	\$0	\$0		\$0
Capital Outlay				
Equipment/Furniture	\$0	\$0		\$0
Other - # of lines needed: 4				
Fair Housing Audit	\$26,335	\$9,050	-66%	\$250
Tester Stipend	\$14,728	\$15,562	6%	\$250
Legal Services	\$922,008	\$490,360	-47%	\$0
Indirect Costs	\$28,212	\$28,212	0%	\$301
Total	\$1,729,576	\$1,171,463	-32%	\$9,390
Total Funding Requested from Part 1				\$9,390

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	agencycert2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	501c3.pdf CA.SOI.08192021.pdf
3 ☒ Articles of Incorporation/Bylaws	Art_of_Inc.pdf ECHO_Bylaws.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status2021.pdf
5 ☒ Organizational Chart	orgchart12_21v2.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Bd.Roster08-2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	M.RochaResume.pdf GonzalezResume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Seaside_COIs_FY_21_22.pdf Seaside_Work_Comp_COI_FY_21_22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Fiscal_Audit_June_30_2020.pdf Fiscal_Audit_June_30_2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	AuthLtr22_23_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	DesigRes22_23-1.pdf
12 ☒ Conflict of Interest Policy	conflictofinterest2019.pdf
13 ☒ Project Team Experience and Qualifications	TeamExperience22_23.pdf
14 ☒ Project/Activity Timeline	Timeline22_23.pdf
15 ☒ Financial Policies	Accounting_Manual_Jan_1_2017.pdf
16 ☒ Procurement Policies	ProcurementPolicy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	IntakeDataForms.pdf
18 ☒ Project/Activity Support Letters	BayLegal-ECHO_Housing_MOU_2021-22_FULLY_EXECUTED.pdf
19 ☒ Program Evaluations	HUDcertificate_80139.pdf

		Eden Council for Hope and Opportunity - Performance Review After Correction of Findings.pdf
20	☒ Outreach Materials	FHTrainingHandout102221.pdf FH_flyer_MoCo.Sp2.pdf FH_flyer_MoCo.v2.pdf TestersWanted2021.pdf MoCo_TL_flyers.pdf MoCo_TL_flyers_sp_.pdf TPA2019.pdf TPA2019_sp_.pdf
21	☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	ClientSupportLtrs2.pdf
22	☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP-504.pdf
23	☒ Employee Handbook	2016_ECHO_Employee_Handbook_1.pdf
24	☒ Record Retention Policies	RecordsRetention.pdf
25	☒ Federal Tax Form 990	990_FY20_21.pdf
26	☒ State Tax Form 199	199-2020.pdf
27	☒ Rental/Lease Agreement (if applicable)	Echo_Lease_Fully_Executed.pdf
28	☒ Cost Allocation Plan	CostAlloc2018.pdf
29	☒ Other Needs Assessment: Housin	Housing_Element_PDF.pdf Midterm_Update_5_Housing_March_2020.pdf
30	☒ Other Needs Assessment: Monter	FINAL_Monterey_County_AI_Report.pdf Final_Monterey_County_AI_Public_Outreach_Appendix.pdf
31	☒ Other Funding Commitment	AlamedaCo.LeverageLetter22_23.pdf BerkelySupportProof2019_23.pdf UnionCityLeverageLetter22_23.pdf ConcordLeverageLetterCV22_23.pdf ContraCostaCo.LeverageLetterCV22_23.pdf WalnutCreekLeverageLetterCV22_23.pdf CONCORD_TL_ECHO_CDBG_20-23-A.pdf 20-06-CDBG-CV-1.pdf WC-CV_Tenant-Landlord_Counseling_and_Dispute_Resolution_Services-WAL45_signed.pdf

Program Manager Signature

Marjorie A. Rocha

Date Signed

01/09/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 9, 2022 - 19:19:15

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Gathering for Women - Monterey		
Submitting Proposal:			
Program/Project Name:	Case Management - Casa de Noche Buena		
Person Completing Application:	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Authorized Official: (e.g. Exec. Dir.):	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Program/Project Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Authorized Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Finance Contact:	Rebecca Blacklock	Title:	Controller
Direct Telephone:	831-821-0333		
Email Address:	Rebecca@gatheringforwomen.org		
Organization Mailing Address:	147 El Dorado Street	City:	Monterey Zip: 93940
Organization's Website Address:	www.gatheringforwomen.org		
Organization Telephone:	8312416154		
Organization Fax:	831-3022222		
Tax ID Number:	47-4275163 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	089539958 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	12/31		
Date of your organization's most recently completed audit. (Month/Year)	05/21		
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$10,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05X - Housing Information and Referral Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Casa de Noche Buena shelter is a 'housing first' shelter for homeless single women and families with children. The shelter opened in January of 2021 and has served sixty guests including children so far. Of this number, thirty found temporary or permanent housing. Guests can stay for ninety to one hundred and eighty days while searching for permanent housing.

5. How will people or conditions in the community change as a result of what you do?

We envision the need for existing City services decreasing. This underserved population is now off the street and in the shelter finding the assistance and resources necessary to improve their quality of life.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Casa de Noche Buena provides guests with a warm, safe place to stay while receiving intensive case management and supportive services, including linkages to employment and housing and mental health and substance abuse services based upon their individual needs. Our Case Manager connects guests to resources that increase their access to income and affordable housing.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
16	Case management

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Case management for single women in the shelter

4. Provide any additional relevant description of proposed activity or project.

[The goal of our Case Management Program is to move homeless women toward improved physical and mental health, safety, financial independence and secure housing. Case managers navigate the services and resources available to our guests so that they can successfully meet their basic needs. A Case Manager's initial meeting with a guest is a comprehensive intake interview. We assess her living situation, her health and wellness needs, and any threats to her immediate safety. The Case Manager takes whatever time is needed to establish each guests needs and to help her build a plan for her future. An initial intake meeting takes anywhere from 30 minutes to two hours. Then, the Case Manager and the guest begin the process of creating a plan to obtain affordable housing.](#)

[Guests also receive nutritious meals, help with job searches, and have easier access to community and government opportunities, as well as mental and physical health checks through our partners. Throughout the pandemic, guests will also receive clean clothes, soap, masks, hand sanitizers, and other necessities to help them be safe and healthy.](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Case Management for 16 single women	Annually

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is a continuing project.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[All services are tracked in case management software. We would track the following:](#)

- [*Income level of persons assisted](#)
- [*Number of persons/households assisted](#)
- [*Number of seniors/disabled assisted](#)
- [*Number entering temporary or permanent housing](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[More women are homeless or on the brink of homelessness due to the pandemic, economic downturn, and lack of affordable housing on the Peninsula. The pandemic has exacerbated existing economic inequalities, and disproportionately affected women. In September 2020, women represented 80% of those who exited the workforce due to their caregiving roles and professional occupations. For every one woman housed, one more needs our services.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[All guests are tested and quarantined upon their first entry to the shelter. Masks are worn in congregate areas when not eating and temperatures are tested. Guests are encouraged to get vaccinated though it is not currently required. All of these steps are aimed at preventing COVID in infections and decrease the likelihood of transmission.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The shelter provides a safe space for single women and families with children to stay for up to 90 continuous nights. All guests are tested upon entry to the program and are strongly encouraged to get COVID-19 vaccinations. Many of the guests at the shelter would otherwise be outside in the elements or in would be staying in encampments where outbreaks would be deadly. The shelter also increases the likelihood of guests finding temporary or permanent housing.

11. Explain how your organization will avoid duplication of benefits?

Guests are allowed to stay 90 continuous nights with a possible extension of 90 nights if they are showing progress toward their goals. Each guest is assigned a Case Manager to oversee progress, to recommend resources, and to help navigate roadblocks.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If CDNB does not receive CDBG funding, we will need to increase our efforts at grant applications and public contributions or cut the number of guests that we are able to serve. The provision of CDBG funds means a dedicated case worker for single women so that they can navigate the resources available to them and are more likely to enter temporary or permanent housing.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

According to the 2019 Monterey County Point-in-Time Homeless Census & Survey there are 2,422 homeless individuals in Monterey County of which 35 percent were identified as female. Under the current economic climate with thousands unemployed or underemployed, many are on the edge of homelessness. Already we have seen an increase in numbers on the waiting list - as one is housed, another is onboarded. Casa de Noche Buena provides a roof over homeless women's head while they find their way out of homelessness.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Casa de Noche Buena is a low barrier emergency shelter for single women and families with children. Case Managers work with guests to set and achieve their personal goals for housing, income, employment, education, and other areas that support a successful exit from homelessness. Amenities include meals, full baths, laundry, mail service, computer and internet access. Guests are assigned a room for the duration of their stay and may leave their belongings in the room.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Case Managers meet with each guest on a weekly basis and provide housing navigation, employment assistance, life skills education, referral to ancillary services and other assistance.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
--------	------------	-------	--------	--------	--------	---------	-----------

	Use?		On- Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed
	TOTAL	\$10,000	\$0	\$0	\$10,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The majority of our funding comes from private individuals. We leverage funding through our partnerships with other essential service providers including Interim, Central Coast Center for Independent Living, Monterey County Whole Person Care, Sun Street Centers, and the Monterey County Rape Crisis Center. We also provide referrals to iHelp, One Starfish, Safe Place, Monterey County Behavior Health, RotaCare Clinic, the Housing Authority, CHISPA, Mangold Properties, Lenscrafters and other service providers.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

In January 2021, we partnered with Community Human Services to open Casa de Noche Buena, the first 'housing first' 90 day shelter on the Monterey Peninsula. The program leverages CHS's 50+ years of experience in shelter management and our seven years of experience providing food and wrap around services to homeless women.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our purpose is to provide vital health and safety services to keep single women and women with children who are experiencing homelessness safe, healthy and connected to community services including housing services. We have been in operation since April 2014, beginning as a once-weekly service in Monterey and growing to five days a week. Our mission is to provide the homeless and housing insecure women on the Monterey Peninsula supportive resources in a caring community. We have joined forces with Community Human Services which has over 50 years of experience in shelter oversight and maintains the Casa de Noche Buena shelter.

2. List the locations of all facilities, and days and hours of operation.

Casa de Noche Buena is located at 1292 Olympia Avenue, Seaside, CA 93955. The shelter is open 24 hours, 7 days a week, however case management is from 8 to 4 Monday through Friday. Guests are entitled to stay from 90 to 180 days.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We adhere to the HUD procurement policies. Our procurement policies are attached.

5. Describe the record-keeping system to be used to maintain program data.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. Our Case Managers also enter data in to HMIS and CARS as required.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Potential guests are first vetted through a thorough phone screening process to determine eligibility and then they are added to the waiting list. Once a spot is available, the next woman or family on the list comes for an intake which includes a self-sufficiency matrix. All information is kept on file. Copies of the phone screening process and the program handbook are included in this application.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We have a strong non-discrimination policy and we are an equal opportunity employer. We have included a copy of our policies in this application packet.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Guests meet weekly with Case Managers to discuss the goals they have set for themselves and monitor progress. Data collected is kept in the Case Management database. Copies of the intake process and exit questionnaire are attached. Elsa Guillen, CHS Program Officer, and Mary Snyder, GFW Program Coordinator jointly monitor progress.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The shelter opened in January of 2021 and has served sixty unique individuals including 25 single women. GFW opened in 2014 as a one day a week drop-in Center where one could receive a meal and clothing and now have grown to five days a week providing case management and wrap around services.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. We are able to use this data to quantify and measure results. Additionally, we use CARS and HMIS.

While we have not received CDBG funding from the City of Seaside previously, we have been funded with CDBG funds from Monterey multiple times over the past 5 years. We also receive County Funding through the MCCAP program.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,000	\$0	\$0	\$0	\$0	\$10,000
TOTAL	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Total Budget less capital improvements	\$10,000
Application program percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Not applicable	\$0
FY 2019-2020		
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have yet to be funded by the City of Seaside, however we have had multiple years of funding from the City of Monterey without any performance issues.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05X - Housing Information and Referral Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Case management for single women in the shelter	4	25%	4	25%	4	25%	4	25%	16
TOTAL	4	25%	4	25%	4	25%	4	25%	16

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served

July 1, 2022 - June 30, 2023	16	16	100%
------------------------------	----	----	------

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$10,000	16	\$625.00

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

[The cost per person is very low considering the number of hours of case management that each guest receives.](#)

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[In calendar year 2021, 18 single women entered transition or permanent housing at an average of \\$613 per person based on the overall project budget. This is very reasonable for the anticipated results.](#)**Worksheet # 1 - Positions to be Funded**Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
CDNB shelter Case Manager	50%	\$10,000
Grand Total		\$10,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
CDNB shelter Case Manager	\$29,078	\$30,532	5%	\$10,000
Other Staff	\$35,202	\$36,962	5%	-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies	\$2,000	\$2,100	5%	
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)	\$750	\$788	5%	
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 2				
Food Service	\$32,000	\$33,600	5%	
Indirect Costs	\$11,000	\$11,550	5%	
Total	\$110,030	\$115,532	5%	\$10,000
Total Funding Requested from Part 1				\$10,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Federal_Tax_Exemption_Determination_Letter.pdf State_Tax_Exemption_Determination_Letter.pdf
3 ☒ Articles of Incorporation/Bylaws	Bylaws_Amended_2_3_16.pdf Change_to_Bylaws_2020.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_Certificate_of_Status_2021.pdf
5 ☒ Organizational Chart	Organizational_Chart_2022.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_List_with_contacts_Winter_2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Mary_Snyder_-_Program_Coordinator.pdf Rebecca_Blacklock_-_Controller.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	GFW_COI_Liability_2021-2022.pdf GFW_Workers_Comp_2021.2022.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	GFW_Audited_financial_statements_2019.pdf GFW_Audited_Financial_Statements_2020.pdf

10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	GFW_authorization.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	Project_Team_-_CDNB_shelter.docx
14 ☒ Project/Activity Timeline	Timeline is ongoing.
15 ☒ Financial Policies	Financial_Policies_Manual_12.17.2018.pdf
16 ☒ Procurement Policies	GFW_Procurement_Policy.pdf.docx
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake_Form.pdf
18 ☒ Project/Activity Support Letters	The Support Letters will be forthcoming following the end of the first year.
19 ☒ Program Evaluations	CDNB_Exit_Survey.pdf
20 ☒ Outreach Materials	CDNB-Admissions-Flier.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Project_Support-Community_Outreach.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	Limited_English_Proficiency_Plan_Response.pdf
23 ☒ Employee Handbook	Employee_Handbook_1.2019.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies.pdf
25 ☒ Federal Tax Form 990	Gathering_for_Women_-_Monterey_2020_Form_990_for_Public_Disclosure.pdf
26 ☒ State Tax Form 199	CA_199_2020.pdf
27 ☒ Rental/Lease Agreement (if applicable)	N/A
28 ☒ Cost Allocation Plan	N/A
29 ☒ Other Phone Screen and Program	CDNB_Phone_Screen.pdf CDNB_Program_Handbook.pdf CDNB_Self-sufficiency_matrix.pdf
30 ☒ Other Self-sufficiency matrix	
31 ☐ Other	

Program Manager Signature

Staci M Alziebler-Perkins

Date Signed

01/08/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 8, 2022 - 11:16:21

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	City Seaside Engineering		
Submitting Proposal:			
Program/Project Name:	FY 2022/2023 Cutino Park Improvements		
Person Completing Application:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Authorized Official: (e.g. Exec. Dir.):	Nisha Patel	Title:	City Engineer/Public Works Director
Direct Telephone:	899-6884		
Email Address:	npatel@ci.seaside.ca.us		
Program/Project Contact:		Title:	
Direct Telephone:			
Email Address:			
Authorized Contact:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Finance Contact:	Victor Damiani	Title:	Finance Director
Direct Telephone:	831-899-6818		
Email Address:	vdamiani@ci.seaside.ca.us		
Organization Mailing Address:	440 Harcourt Avenue	City:	Seaside Zip: 93955
Organization's Website Address:	www.ci.seaside.ca.us		
Organization Telephone:	831-899-6700		
Organization Fax:	831-899-178-8594		
Tax ID Number:	94-6022439 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	09-261-8891 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st through June 30th		
Date of your organization's most recently completed audit. (Month/Year)	02/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$500,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03F - Parks, Recreational Facilities

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMA-Area Benefit. 570.208(a)(1)

4. Eligibility location. Describe the location of your project and the boundaries/service area of the proposed activity. Explain how the service area meets a CDBG National Objective and how low-moderate income persons will benefit from this project. Upload the map that correlates with the project eligibility description. Please limit your response to 500 words.

Although the Park is located within census track 138, it bordering census track 137 and 139. The percentage of combined low and moderate income persons for these census tracks are 54%, see attachment. The park is less than a quarter mile from residents within census tract 137 and 139. In addition Cutino Park is a public park and will provide access to all members of the community, including those within track 137,139, which some can travel less than a quarter mile to visit the proposed project location.

Use the HUD Mapping system at the link below to determine your census tract and block number.	
Census Tracts of Program/Activity	138,137,139

Block Group of Program/Activity	138 Group 2, 137 Group 1 & 3, 139 Group 2
Low/Mod-Percent of Program/Activity (from Map)	54%

5. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Cutino Park is located on the corner of San Pablo and Noche Buena adjacent to the Boys and Girls Club. The park is centrally located and highly visible. The patrons will benefit through improved access and enhanced facilities. The improved ADA access and facility parking, new playground with accessible pathways will provide an outdoor recreation space to this demographic that previously was not accessible before.

6. How will people or conditions in the community change as a result of what you do?

By increasing accessibility to the playground and park, we are increasing participation from a larger group of the community. Those that attend the programs at the Boys and Girls Club and participate in the City's Recreational programs can incorporate play at the park in their activities and provide it to those with disabilities. The programs will offer greater diversity through these improvements. Members of the community who have difficulties with mobility will have a place to play, or a place for their children to play.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

7. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The proposed improvements include installation of a parking lot with ADA accessible parking space, accessible pathway from the sidewalk to the playground, new playground structure including accessible play features at ground level, accessible bleachers, new lighting, and landscaping.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
7060	Wheel chair accessibility
7060	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	The proposed upgrades include wheel chair accessible ramps, pathways, play features and access to the park facilities.
Activity #2	The proposed upgrades include construction and installation of a new parking lot, new structure/equipment, bleachers and accessible pathways.

4. Provide any additional relevant description of proposed activity or project.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Planning & Design - Playground & Parking Lot	05/31/2022
Bid Period - Playground & Parking Lot	07/28/2022
Award Construction Contract - Playground & Parking Lot	08/15/2022
Begin Construction - Playground & Parking Lot	10/24/2022
Construction Complete - Playground & Parking Lot	02/28/2023
Planning & Design - Play Structure/Equipment	March 2023
Bid Period - Play Structure/Equipment	May 2023
Award Construction Contract - Play Structure/Equipment	July 2023
Begin Construction - Play Structure/Equipment	September 2023
Construction Complete - Play Structure/Equipment	November 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The project approved by the Parks and Recreation Commission and Board of Architectural Review. Notice to bidders will be advertised in the Coast Weekly. Upon award of a construction contractor, social media out reach for ground breaking and grand opening of the park.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

These improvements will expand the access that the community members have to the facility. Enhanced accessibility, new safer playground facility, additional seating for spectators, improved landscape and benches all

will benefit the community as a whole. The Recreation Department provide programs and services to the public, many of which include affordable programs and financial assistance, for those from disadvantaged communities throughout Seaside.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

NA

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

NA

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

NA

11. Explain how your organization will avoid duplication of benefits?

NA

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The project will provide a parking lot for the park with accessible parking and a accessible pathways from the sidewalk to the playground and to the field and skate park and an additional set of accessible bleachers. Replacement of the playground structure is critical as the existing features are reaching the end of their useful life and there is no accessible pathway to the playground. The additional set of accessible bleachers will allow accessible seating for opposing teams spectators. If project is not funded, staff will look for additional grants or request additional fund from the City Council general fund.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

An accessibility study was performed Citywide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. Cutino Park conceptual plan was developed which addresses accessibility issued identified in the study, however due to funding limitations only a portion was addressed.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☒ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The park was built in 1960's and has a large concrete water feature that no longer works and a picnic area with an above ground concrete outdoor grill that is no longer used. The project will remove the existing playground, concrete structures and grill and be replaced with a new parking lot, playground, accessible pathways, lighting, landscape and storm water retention system.

The project will beautify the park, removed old broken features, provide accessible parking and pathways to the field and skate park, and provide accessible seating for spectators of youth sports leagues.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

A new parking lot will provide accessible parking and accessible pathways to the field and skate park in addition to a new playground and play features.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Seaside	No	\$763,600	\$763,600			\$763,600	100%	Other
TOTAL		\$1,263,600	\$763,600	\$0	\$500,000	\$763,600	60%	

Leveraging Ratio

40%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The City of Seaside used bond funds to design the improvements to the Park. Using bond funds in advance of construction allowed the City to become more competitive and able to start construction immediately upon receiving funds.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The City will look towards other Grant opportunities to fund the additional play features for FY 23/24.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The City of Seaside was founded in 1887 and incorporated in 1954. The vision statement is 'Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities'.

2. List the locations of all facilities, and days and hours of operation.

City Hall, 440 Harcourt Ave. Seaside, CA 93955. Various other locations such as parks, corporation yard, recreation centers, various lands and properties, and utility and service facilities all dispersed throughout the City. Facility hours vary based on the services provided to the public. Park facilities hours are dawn until dusk. Lighted sports field hours vary by permitted use.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

NA

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

The City has procurement policies in place and has resources to ensure it remains in compliance with 24 CFR Part 85 or 84, as applicable.

5. Describe the record-keeping system to be used to maintain program data.

The City utilizes City data services and will be using consulting services for construction management and inspection services and labor compliance for the the project.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

NA

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The contract documents will have the requisite requirements provided in the contract specifications.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The City will inspect the progress of the construction and will have an inspector onsite during the construction. The inspector will be on hand to inspect concrete forms for proper placement and to ensure accessible features are constructed and installed properly.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and

measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The City of Seaside's Engineering Division is the primary department for this application and will perform the Cutino Park Improvements administration activities. City staff has the resources and support to ensure project is completed efficiently. City Staff has experience with grant funded projects, including federal, state and local grants, and has experience in executing a project of this type and size.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$500,000	\$500,000
City of Seaside Bond Funds					\$763,600	\$763,600
TOTAL	\$0	\$0	\$0	\$0	\$1,263,600	\$1,263,600

Total Budget less capital improvements

\$0

Application program percent

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Ellis Park Improvements	\$112,487
FY 2019-2020	FY 21/22 - Ellis Park	\$266,045
FY 2018-2019	Wanda Avenue Sidewalk Improv./Cutino Park Bleachers & Drinking Fountain	\$125,000
FY 2017-2018	Cutino Park ADA Improvements	\$200,000
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

On track to complete Cutino Park project by the end of Fiscal Year 22/23. Experienced delayed experienced for previous grant due to the COVID 19 Pandemic and pending approval of the per Prop 68 Per Capita Grant.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

Parks and Recreation Facilities

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

New Construction

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

There are restrooms, snack shack and communications building that will not be a part of the project.

e. Square footage of existing building, proposed building or building addition?	1,040
f. Square footage of construction site parcel?	3,700
g. Service capacity of the existing facility?	160
h. Improved capacity of the existing facility after completion of proposed improvements?	200

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

An accessibility study was performed City wide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring of 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. The Cutino Park Assessment, dated March 26, 2016, identified various findings and recommendations to upgrade the park to provide accessibility improvements. These studies were the tools utilized to prepare the 6 Year Capital Improvement Plans included in each yearly Budget update.

j. Age of Structure? (Please cite data source used to determine age of structure.) [Built in 1960's](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: [0](#)

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$500,000	7,060	\$70.82

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[The City of Seaside regularly performs projects with prevailing wage rates, and has experience with federally funded projects subject to Davis-Bacon rates. A consultant will be performing labor compliance during the construction of this project.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	City Engineer
Phone Number:	831.899.6825
Email Address:	pwinfo@ci.seaside.ca.us
Previous Experience with Davis-Bacon:	yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

[City staff has attended Davis-Bacon Labor Standards webinars and training conducted by HUD. City of Seaside with the assistance of a consultant will be monitoring labor compliance for this project.](#)

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

[Yes](#)

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

[NA](#)

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

[Yes](#)

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[The City has worked closely with design consultants to ensure that the needs of the community are met in the most cost effective way possible. Drought tolerant and hearty landscaping is proposed to reduce the cost associated with irrigation and maintenance. ADA wood fiber material has been selected as the playground surface versus the more costly poured in place rubber surfacing.](#)

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizational Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 2					
Contractor Costs FY 22/23	\$250,000		\$0	\$723,600	
Contractor Costs FY 23/24	\$250,000		\$0	\$0	
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering			\$0	\$40,000	
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$500,000	\$0	\$0	\$763,600	\$0
Total Project Financing	\$1,263,600				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf
2 ☐ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	City of Seaside Project
3 ☐ Articles of Incorporation/Bylaws	https://www.codepublishing.com/CA/Seaside/
4 ☐ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	City of Seaside Project
5 ☐ Organizational Chart	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.ci.seaside.ca.us/149/Mayor-City-Council
7 ☐ Resumes of Program Administrator and Fiscal Officer	City of Seaside Project
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	City of Seaside Project
9 ☐ Audited Annual Financial Statements covering 2 Years	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
10 ☐ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	City of Seaside Project
11 ☐ Designation of Authorized Officials (usually Executive Director or Board of Directors)	City of Seaside Project
12 ☐ Conflict of Interest Policy	City of Seaside Project
13 ☐ Project Team Experience and Qualifications	City of Seaside Project
14 ☐ Project/Activity Timeline	Timeline outlined above in Section Part 2, item #5
15 ☐ Financial Policies	City of Seaside Project
16 ☐ Procurement Policies	https://www.codepublishing.com/CA/Seaside/#!/Seaside03/Seaside0304.html

17 ☐ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	City of Seaside Project
18 ☐ Project/Activity Support Letters	Support at the Parks and Rec Commission Meeting see outreach materials
19 ☒ Program Evaluations	City Council Minutes October 26 2017PCBARjsm.pdf September 20 2021 MINUTES with Attachments.pdf
20 ☐ Outreach Materials	Publication for PC/BAR meeting for 1/12/2022
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	Support of the public is outlined in attachments under program evaluation
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	City of Seaside Project
23 ☐ Employee Handbook	City of Seaside Project
24 ☒ Record Retention Policies	RECORDS_RETENTION_POLICY.PDF
25 ☐ Federal Tax Form 990	City of Seaside Project
26 ☐ State Tax Form 199	City of Seaside Project
27 ☐ Rental/Lease Agreement (if applicable)	No rental or lease required
28 ☒ Cost Allocation Plan	Seaside_Full_CAP_FY2020.pdf
29 ☒ Other Accessibility Study	Cutino_Park_Dual_2.pdf
30 ☒ Other Parcel Detail, Site Plan, LM.	SitePlan.pdf LMA_Map.JPG LMA_Population.xlsx ParcelDetail.pdf
31 ☒ Other Cutino Environmental Review	Signed_Cutino_Park_Notice_of_Exemption_112117.pdf

Program Manager Signature

Leslie Llantero

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 16:16:33

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:		Community Human Services	
Program/Project Name:		Seaside - Genesis House Facility Improvements 2022-23	
Person Completing Application:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Authorized Official: (e.g. Exec. Dir.):		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Program/Project Contact:		Marta Sullivan	Title: Senior Program Officer
Direct Telephone:		831-899-2436	
Email Address:		msullivan@chservices.org	
Authorized Contact:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Finance Contact:		Sharon Lagana	Title: Chief Financial Officer
Direct Telephone:		831-658-3811	
Email Address:		slagana@chservices.org	
Organization Mailing Address:		P.O. Box 3076	City: Monterey Zip: 93942-3076
Organization's Website Address:		www.chservices.org	
Organization Telephone:		831-658-3811	
Organization Fax:		831-658-3815	
Tax ID Number:		94-6367167 9 digits, format xx-xxxxxxx	
Organization DUNS Number:		102098357 9 digits, format xx-xxx-xxxx	
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):		☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based	
What is your agency's fiscal year?		July 1 - June 30	
Date of your organization's most recently completed audit. (Month/Year)		06/2021	
Was this audit conducted in compliance with the Single Audit Act?		Yes	
Are there any outstanding audit findings which remain unresolved?		No	
Are you a Legal Services provider?		No	

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$40,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03 - Public Facilities & Improvements

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

LMC-Limited Clientele. 570.208(a)(2)

Low/Mod Clientele. 570.208(a)(2)(i)

Client Document Review. 570.208(a)(2)(i)(B)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The population/target group that the Genesis House program serves is low- and very low-income Monterey County adults suffering from substance use disorder. Individuals served by Genesis House are often unemployed or unemployable due to their addiction and unable to pay for services. In addition, socioeconomic factors such as unemployment and poverty increase the likelihood of substance abuse, making it vital that affordable treatment services are offered to low-income individuals. We anticipate serving 130 residents in Seaside during FY2022-23 and an additional 130 residents in FY2022-23. In addition the Perinatal Program allows mothers to bring their young children into treatment with them, eliminating what for some mothers is a barrier to treatment. Genesis House accepts Medi-Cal. It charges its non-Medi-Cal eligible clients on a sliding-fee scale based on ability to pay, and payment can be delayed until after graduation from the program. No one is turned away from the program due to inability to pay, so it is a wonderful option for substance abusers who have hit "rock bottom," have no resources left, and are truly ready to go into treatment.

Each successful graduate of Genesis House is transformed from a drain on their friends, family, and community to a productive member of society. This change can last a lifetime; it is hard to fully comprehend the long-term benefits individuals reap as a result of this program. It is clear, however, that Genesis House fundamentally changes the individual lives of our clients and of the Seaside community as a whole.

5. How will people or conditions in the community change as a result of what you do?

The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents. The impact of addiction is felt strongly by the community. The economic cost of alcohol abuse in the United States is estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and increased death and injury from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential instability," according to the National Coalition for the Homeless.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
Genesis House is a 36-bed state-licensed, residential substance abuse treatment program for adults 18 years of age and older. This grant will be used to paint the exterior of the three buildings that comprise the treatment facility.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
200 clients	Rehabilitated

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Paint the exterior of the facility

4. Provide any additional relevant description of proposed activity or project.

Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137. It has a 36-bed capacity for men and women. The co-ed program has a capacity of 28. In addition, up to six children ages 0-5 may reside with their mothers in treatment. Genesis House is a residential facility and open 24 hours a day, seven days a week. This project is pretty straightforward. We will repair siding as needed, wash and prep surfaces and paint the exterior of the buildings.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Paint exterior of the facility (3 buildings)	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

NA. This is not a new project. We conduct extensive marketing and outreach in the community (community events and resource fairs, traditional and social media, CHS website, street outreach to homeless, etc.). We typically have a waiting list at Genesis House.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Genesis House addresses unmet community needs for Seaside's low-income population by providing access to a local residential substance abuse treatment and recovery program. We receive referrals from and coordinate services with the Department of Social and Employment Services, the Probation Department, and the Behavioral Health Department, as well as other nonprofit organizations such as Salvation Army, Community Homeless Solutions, Turning Point, Door to Hope, Sun Street Centers, Interim, Village Project and many other community-based and faith-based organizations. CHS has also participated in gang awareness and community resource fairs sponsored by the City of Seaside's Chief of Police. We also have formal partnerships with other agencies in several collaborative projects, including Seaside's Youth Violence Prevention Taskforce, the Parent Education Partnership, the Community Action Partnership, and the Pathways to Safety Partnership. The collaborative work of CHS enriches all of its programs and ensures a high level of service coordination for our clients.

Community Human Services uses a Self-Sufficiency Matrix evaluation tool (adapted from the Arizona Self-Sufficiency Scale) agency-wide to measure the progress of all clients. Our clients will progress from a state of "In Crisis" or "Vulnerable" through "Safe" and "Stable," toward a state of "Thriving," as they are supported in reducing their substance use, improving their emotional and mental health, improving their living situation and increasing their self-sufficiency. In order to measure these outcomes, counselors will complete pre- and post-treatment evaluations of client's mental health, drug use, or living situation and self-sufficiency status using the Self-Sufficiency Matrix. Clients will be rated on a scale from 1 (In Crisis) to 5 (Thriving) in several domains. Domains

measured will vary by program and may include mental health, substance abuse, support systems, life skills, housing, employment, food, legal, health care, education and parenting skills.

While the Self-Sufficiency matrix monitors short-term success, we monitor long-term success by following up with clients at regular intervals after they leave the program and by providing a complete aftercare program for graduates.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We have COVID safety protocols in place at Genesis, which includes cleaning and disinfecting protocols, masking and social distancing, testing or isolation for new admissions, isolation for clients experiencing COVID symptoms and quarantine for clients who test positive. All combined, the new protocols have an overall effect of slightly reducing maximum capacity from 36 licensed beds to about 30 beds. In addition, all staff at Genesis are required by the State to be vaccinated and boosted unless granted an exemption for medical or religious reasons. If granted an exemption, staff must wear a mask at all times without exception.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Genesis House staff provides its clients with COVID prevention and education, hand sanitizers, face covering, and access to vaccinations and testing. We have remained open to the public the entire time during COVID-19 with appropriate program modifications.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

As explained above, our capacity was slightly diminished as a result of implementing safety protocols for COVID. However, due to successful pivoting we were able to maintain operations of this valuable community resource during these difficult times.

11. Explain how your organization will avoid duplication of benefits?

Genesis House provides the only residential drug treatment beds on the Monterey Peninsula. Other residential providers (Door to Hope and Sun Street) are located in Salinas. All 3 program typically have waiting lists, so there really is NO duplication of services. The County would benefit from MORE residential services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Community Human Services as an organization is working to continually move toward higher levels of community support and greater independence from finite funding sources. The ultimate goal of these activities is to cultivate donors toward major giving and planned giving in order to establish an endowment to provide for long-term financial stability of the organization as a whole. In order to fill any funding gaps while the agency's donor database is being expanded, we will appeal to other public and private funding sources, some of which are already supporters of the program at smaller levels.

We would try to make up the difference through grants and donations. If we were unable to raise enough through these methods we could scale back the project by only replacing the flooring in client rooms and replacing the common area flooring at a later date.

The provision of CDBG funds would probably not have a huge impact on our ability to increase the level of service above and beyond what would be possible without the use of CDBG funds - at least in terms of number of clients served. However, it is possible we would have to dip into other funding categories that could have a negative effect on clients. We try to help clients with medication costs for example. We could conceivably have to discontinue that practice if we are forced to pay for these upgrades without CDBG help.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Substance Abuse Treatment programs have a high utilization rate and maintain long waiting lists, which supports the on-going high need for such services. The need for residential substance abuse treatment was determined by the Monterey County Health Department in a comprehensive needs assessment in the early 1970's. The 36 beds of residential treatment at Genesis represent about one-third of the County's publicly-assisted treatment beds.

The impact of addiction is felt strongly by the community. The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents.

The economic costs of alcohol abuse in the United States are estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and deaths and injuries from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential

instability,” according to the National Coalition for the Homeless. In the 2017 Monterey County Homeless Census and Survey, thirty-eight percent (38%) of all respondents reported drugs or alcohol as the primary cause of their homelessness, much higher than 23% reported in 2015. Over half (58%) of chronically homeless survey respondents identified alcohol or drug use as the primary cause of their homelessness, a significant increase compared to 32% in 2015. Also, the most frequently reported health condition among all homeless was drug or alcohol abuse at 34%.

One of the most important indicators of a community’s economic well-being, the unemployment rate, paints an even clearer picture. In its 2007 Key Indicator Report, the Monterey County Department of Social and Employment Services lists the “Challenges to Employment” faced by CalWorks customers. Substance abuse was impacting more of them than mental health or domestic abuse. According to Sperling’s Best Places website, the unemployment rate for Seaside is 6.4% compared to 5.2% nationally.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Genesis House is a residential substance abuse treatment and recovery program serving Monterey County adults 18 years of age and older. It consists of two programs based on the needs of its clients:

- The Co-ed Program offers 28 beds and lasts approximately 3 to 6 months.
- The Perinatal Program offers 8 beds for pregnant and parenting women, with additional capacity for 6 children ages 0-5 to stay with their mothers while in treatment, and lasts approximately 7 to 10 months.

Residents of both programs receive a comprehensive assessment and individualized treatment plan; initial and ongoing medical services; medically supervised detoxification; individual and group counseling; HIV/AIDS, Hepatitis C and TB education, testing and counseling; relapse prevention; interactive parenting education; child care, transportation to medical/legal appointments; links to education, training, employment, housing and other community resources; 12 Step meetings on- and off-site; case management; discharge planning and aftercare. There is a family program to educate family members about addiction and recovery and how to best support an individual in recovery. In our most recently completed fiscal year, Genesis House served 119 co-ed clients with 7,694 bed days of service and 28 perinatal clients with 2,402 bed days of service. Clients contacted six months post-treatment consistently report sobriety rates of over 80%. We decided to pursue this project because the need is great and the funding sources to keep it active are minimal.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

Exterior paint will improve the appearance/façade of the facilities, upgrade the facility, protect the structure from the elements and keep our services viable (accessible) for the community.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Behavioral Health Contracts	Yes	\$143,383,300	\$0	\$0	\$143,383,300	\$0	0%	State/Local Funds
TOTAL		\$143,423,300	\$0	\$0	\$143,423,300	\$0	0%	

Leveraging Ratio 0%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

CHS as an organization is working to continually move toward higher levels of community support and greater

dependence from finite and government funding sources. The ultimate goal of these activities is to cultivate major donors and planned giving in order to establish an endowment to provide for the long-term financial stability of the organization as a whole. While current donation levels will not be sufficient to support Genesis House improvements exclusively, fundraising goals are increased each year. In order to fill any funding gap while the agency's donor database is being expanded, we will appeal to private funding sources, some of which already support the program at smaller levels, including Community Foundation for Monterey County, Nancy Buck Ransom Foundation, City of Monterey, In-N-Out Burger Foundation, Safeway Foundation, XL Catlin, Talbott Foundation, Edna McConnell Clark Foundation, Best Buy Foundation and others. Another somewhat unique funding stream for CHS is provided through our Joint Powers Authority (JPA) status. Fifteen cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing policy-making board and makes a financial contribution to the agency annually. In this way, JPA members are directly invested in the agency's success. This unique organizational structure gives CHS the ability to pool local resources and leverage State and Federal funding for maximum impact, and respond rapidly to emerging community needs. CHS also partners with a number of local organizations and businesses including; Goodwill Industries, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Shelter Outreach Plus, Monterey Rape Crisis Center, Food Bank for Monterey County, Planned Parenthood, Social Services, Community Hospital of the Monterey Peninsula, Monterey Adult School, Job Corps, California Conservation Corps, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health, Dorothy's Kitchen/Franciscan Workers, and the area's free clinics. Genesis House is also the beneficiary of many in-kind donations as well. Several local churches are consistent donors of food, hygiene items, and clothing.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

CHS is proud of the collaborations we have built in the city and county of Monterey; our ability to refer clients to other programs strengthens the impact we have on this vulnerable population. We work with and refer clients to organizations including but not limited to Goodwill Industries for clothing and household goods, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Community Homeless Solutions for shelter and housing, Monterey Rape Crisis Center for counseling and support, Food Bank for Monterey County for food, Planned Parenthood for reproductive and health care, Social Services for benefits enrollment, Community Hospital of the Monterey Peninsula for emergency medical care, Monterey Adult School for classes and GED, Job Corps for employment opportunities, California Conservation Corps for employment opportunities, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health for psychiatric care, Dorothy's Kitchen/Franciscan Workers for shelter, medical care and meals, the area's free clinics for medical care and several continuation high schools for classes and GED.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Mission: Community Human Services is a nonprofit agency dedicated to providing high quality mental health, substance abuse and homeless services to Monterey County residents to help them reach their full potential.

Vision: A community free of substance abuse, mental health challenges and housing instability.

Community Human Services recently celebrated its 50th anniversary, having been in operation since 1969. Our services address the underlying issues that keep individuals and families from realizing their full potential. We want our work to be effective, responsive, cost-efficient and collaborative.

In 2011, CHS completed its first formal five year strategic and business plan which includes goals for program enhancements and expansion, succession planning, facilities rehabilitation and income generation and diversification. Shelter operations is part of that plan. (Prior to that, we had developed one year action plans.) These plans periodically for progress and make adjustments as needed. The plan is then updated annually to include another year, making it a perpetual 5-year plan.

2. List the locations of all facilities, and days and hours of operation.

CHS operates the following facilities in Monterey County.

FAMILY SERVICE CENTERS

433 Salinas Street, Salinas, CA 93901, M-F, 8am to 5pm, Evenings & Weekends by appt.

1178 Broadway, Seaside, CA 93955, M-F, 8am to 5pm, Evenings & Weekends by appt.

OFF MAIN CLINIC

1083 South Main Street, Salinas, CA 93901, M-F 5am to 3pm, Weekends & Holidays 7am to 9:30am.

SAFE PLACE

590 Pearl Street, Monterey, 93940, M-F 8:30 am to 5:30pm, Evenings & Weekends by appt. Street outreach Mon.-Sat.

SAFE PASSAGE

544 Pearl Street, Monterey, CA 93940, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

GENESIS HOUSE

1152 Sonoma Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8am to 4:30pm

ELM HOUSE

1001 Elm Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

OUTPATIENT DRUG TREATMENT

1083 South Main Street, Salinas, CA 93901, M-F 9am to 5pm

2560 Garden Rd., Monterey, CA 93940, M-F 9am to 5pm

CASA DE NOCHE BUENA

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our attached Fiscal Manual adheres to all relevant procurement provisions and financial record keeping procedures. The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We will adhere to all associated procurement provisions under 24 CFR Part 85 or 84. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

5. Describe the record-keeping system to be used to maintain program data.

The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The clients served at Genesis House are primarily low or very low income individuals. We do collect various demographic data (race, age, income level, etc.) via our attached intake forms. Beneficiary eligibility is then verified via tax documents, pay stubs, etc. If clients do not have this information we ask them to self certify. Our intake forms are attached. Also, we utilize the Avatar system for intakes which also captures relevant client information.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Community Human Services is fully committed to nondiscrimination and equal employment opportunities. The personnel policies and practices of Community Human Services are to promote, recruit, hire and retain without discrimination on the basis of race, color, religious creed, age, sex, economic background, national origin/ancestry, political opinion or affiliation, sexual orientation, physical/mental disability, medical condition (including HIV/AIDS), marital status, pregnancy, familial status or military/veteran status. In addition, staff and board are involved in ongoing diversity training to examine and mediate potential bias as individuals, staff, board members, and as an organization. CHS's two housing programs are compliant with the Fair Employment and Housing Act. CHS is a Drug-Free Workplace, as well.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Genesis House uses standard data entry and reporting tools as mandated by funding sources. Client outcomes are tracked via a Self-Sufficiency Matrix tool that measures clients at intake and discharge in seven different domains, rating them on a scale from 1 to 5, where 1 equals "In Crisis" and 5 equals "Thriving." The domains include Substance Abuse, Support Systems, Housing, Income, Employment, Legal, and Parenting Skills. Marta Sullivan, Senior Program Officer, is responsible for monitoring progress and she reports monthly to the Chief Executive Officer. All of our intake and data collection tools, including the Matrix tool are attached.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

CHS has a long history of successful federal grant management experience. We have received HHS and HUD grants for over 20 years. For over 30 years we have received various Community Development Block Grants which emanate from HUD and are passed through cities and the State. As both a 501(c) 3 and JPA, CHS meets generally accepted accounting standards for both non-profits and government agencies with regard to documentation of income and expenses. Duties are separated per agency Fiscal Manual; e.g. requisitions are initiated by staff and approved by the supervisor, CEO, and CFO, checks are disbursed by a Bookkeeper, Office Manager opens mail, stamps checks & gives them to the Bookkeeper to prepare the deposit. The Bookkeeper reconciles bank statements and fees collected are receipted at the programs and forwarded to Administration for processing and deposit. Management, Finance Committee and Board review monthly financials. All payables, receivables and deposits are substantiated by a requisition, receipt, invoice, timesheet, record of deposit, etc. and approved by a manager. CHS contracts an independent financial audit by a certified public accounting firm annually. There have been no negative findings for the past 20-plus years. Peachtree accounting software is used for invoicing, billing, and accounts payable. Our CEO reports to the Board of Directors, which meets monthly, and is the immediate supervisor to CFO, SPO's, Development Director and Administrative Services Manager. The SPO's supervise Program Officers who, in-turn, supervise their program staff. CHS has an 87 page Personnel Policies Handbook given to all employees, volunteers, and subcontractors prior to hire/work.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Administration	\$926,940	\$39,681	\$7,653	\$296,108	\$0	\$1,270,382
Casa de Noche Buena	\$358,136	\$107,489	\$2,716	\$309,135	\$0	\$777,476

DV/SV/PE/P2S	\$339,501	\$5,479	\$1,344	\$70,322	\$0	\$416,646
Mental Health	\$590,030	\$4,387	\$2,696	\$105,379	\$0	\$702,492
Outpatient Treatment Centers	\$371,487	\$6,057	\$4,151	\$118,805	\$0	\$500,500
Genesis House	\$744,267	\$96,088	\$4,122	\$367,144	\$0	\$1,211,621
Elm House/Sonoma House	\$0	\$252	\$0	\$77,193	\$0	\$77,445
DAISY/SUPP	\$632,260	\$7,711	\$100	\$21,448	\$0	\$661,519
Off Main Clinic	\$829,974	\$25,754	\$7,114	\$348,823	\$0	\$1,211,665
Runaway/Homeless Youth Prgms	\$765,005	\$61,868	\$5,640	\$226,865	\$0	\$1,059,378
TOTAL	\$5,557,600	\$354,766	\$35,536	\$1,941,222	\$40,000	\$7,929,124

Total Budget less capital improvements	\$7,889,124
Application program percent	1%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Electrical Improvements	\$30,000
FY 2019-2020	Plumbing improvements	\$30,000
FY 2018-2019	Window replacements	\$43,757
FY 2017-2018	Kitchen improvements	\$30,000
FY 2016-2017	Asphalt improvements	\$30,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

CHS has over 11 years of experience managing grants from the City of Seaside CDBG program. For the past 6 years we have received funding for facility improvement projects at Genesis House. We have never had any issues or de-obligations and the projects have always run smoothly. The City has monitored Genesis House in the past with no significant findings. Our various programs are monitored by many federal, state, city and private funding sources. For example, Genesis House is monitored annually by the State Department of Health Care Services and Monterey County Behavioral Health Department; any findings are typically minor and addressed within 30 days with a Corrective Action Plan. In addition, Genesis House, Off Main Clinic, and our Family Service Centers are also accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) certified and undergo intensive site visits every three years for compliance monitoring and re-accreditation.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Substance Abuse Treatment Facility \(public facility\)](#)

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain: [Exterior Paint](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Community Human Services
Owner Address:	P.O. Box 3076, Monterey, CA 93942-3076
Phone Number:	831-658-3811
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	Yes
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[d. N/A - relocation is unnecessary](#)

e. Square footage of existing building, proposed building or building addition?

[9,810 sf](#)

f. Square footage of construction site parcel?

[17,500 sf](#)

g. Service capacity of the existing facility?

[36](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[36](#)

i. Has a Capital Needs Assessment been prepared? **No**

j. If a Capital Needs Assessment has not been prepared, please explain why:
Exterior paint is worn and faded, approximately 10 years old, and in obvious need of repainting both for appearance and to protect the siding and structure from the elements.

j. Age of Structure? (Please cite data source used to determine age of structure.) **58 years, based on 2003 loan appraisal**

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$40,000	200	\$200.00

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

The project bid will specific clearly that this is a prevailing wage project, as will the contract. Project Manager Tom Sullivan will ensure that project contractor pays prevailing wages and certify payroll on a regular basis. CHS has had a number of prior projects requiring Davis-Bacon wages, including several City of Seaside CDBG grants that were successfully completed. Others include City of Monterey CDBG grants for facilities improvements at Safe Place, and major rehabilitation at Elm House and Safe Passage funded by California Housing and Community Development grants.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Tom Sullivan
Phone Number:	(831) 600-6688
Email Address:	
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Tom Sullivan Consulting has over 35 years of building, project management, damage remediation and consulting experience.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

Yes

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

CHS will comply with Title X requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance. Tom Sullivan Consulting has extensive experience in this area of construction and damage remediation.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 ½ x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project cost is effective and reasonable because it is based on Davis-Bacon prevailing wages. We will go out to bid on the work to be done and accept the lowest acceptable bid. We have received unofficial estimates for this work (taking into account Davis-Bacon) and believe the project will cost close to the budget. It is a relatively simple project that is straightforward as far as costs are concerned, and unlikely to have change orders and cost overruns.

Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest	\$0				
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizationl Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 1					
Exterior Paint	\$40,000				
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$40,000	\$0	\$0	\$0	\$0
Total Project Financing	\$40,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	AGENCY_CERTIFICATIONS_HUD.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Proof_of_Non-Profit_Status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_-_Joint_Powers_Agreement.pdf Bylaws_-_Community_Human_Services.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CERTIFICATE_OF_GOOD_STANDING_EXPLANATION.pdf
5 ☒ Organizational Chart	Org_Chart_2020_revised_7.14.20.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_REVISED_09.21.2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Robin_Resume.pdf Sharon_Resume.pdf Marta_Resume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_City_of_Seaside_COI.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	CHS_Audit_Report_FYE_063021.pdf 2020_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authorizing_Letter_GH_2022-23.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	CHS_Personnel_Policies_Revised_11.18.21.pdf
13 ☒ Project Team Experience and Qualifications	Sharon_Lagana_Resume_2014.doc Marta_Ann_Sullivan_Resume_2015.doc Genesis_House_Job_Descriptions.pdf GENESIS_HOUSE_PROJECT_TIMELINE.pdf
14 ☒ Project/Activity Timeline	CHS_Financial_Policies.pdf
15 ☒ Financial Policies	CHS_Financial_Policies.pdf
16 ☒ Procurement Policies	Cal_Oms_Intake_Demographics_Form_.pdf

17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Genesis_House_Intake_Forms.pdf
18 ☐ Project/Activity Support Letters	NA
19 ☒ Program Evaluations	Matrix_Eval_Report_2020-2021.xlsx.pdf Q4_20-21_Progress_Report.pdf GH_MATRIX.doc Q4_20-21_CER.pdf CDBG_Year_End_Narrative.doc
20 ☒ Outreach Materials	Genesis_House_ROUND_18.pdf SubstanceAbuse_TriFold_English.pdf Substance_Abuse_Trifold_Spanish.pdf CHS_OUTREACH_FLYER_BILINGUAL.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	NA
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf
23 ☒ Employee Handbook	CHS_Personnel_Policies_Revised_11.18.21.pdf
24 ☒ Record Retention Policies	Record_Retention_Policy_09.2021.docx Record_Retention_Schedule_11.12.21.docx
25 ☒ Federal Tax Form 990	CHS_2019_Form_990.pdf
26 ☒ State Tax Form 199	CHS_2019_Form_199_002.pdf
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☒ Other Environmental Review	ENVIRONMENT_REVIEW_FORM.doc
30 ☒ Other Genesis House Site Plan	GH_Site_Plan.pdf
31 ☒ Other Capital Contract	

Program Manager Signature Robin McCrae
Date Signed 01/10/2022

Approved By: Haroon Noori
Date Signed 01/15/2022

Initially submitted: Jan 10, 2022 - 12:20:46

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Meals on Wheels Community Kitchen		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-3097		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	www.mowmp.org		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1-June 30		
Date of your organization's most recently completed audit. (Month/Year)	2.11.2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$80,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03A - Senior Centers

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

LMC-Limited Clientele. 570.208(a)(2)

Low/Mod Clientele. 570.208(a)(2)(i)

Presumed Benefit. 570.208(a)(2)(i)(A)

Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

5. How will people or conditions in the community change as a result of what you do?

MOWMP's Community Kitchen will:

- Improve the quality of life of seniors, disabled adults, veterans, homeless, and low income families in Seaside
- Improve access to nutritious food for the community's most impacted at-risk constituent groups
- Help people remain in their homes, living healthily, for as long as possible
- Demonstrate the power of community partnerships working towards the goal of ending hunger
- Provide daily wellness checks by caring volunteers for hundreds of local residents each year

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

CDBG grant funds will help support Meals on Wheels of the Monterey Peninsula's new Community Kitchen, in partnership with the Veteran's Transition Center and Food Bank for Monterey County specifically through the purchase of an automatic flow wrapping machine that will be used daily in the production of hot meals. The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for all of Seaside and Monterey County and help MOWMP meet the growing need brought on by an aging population.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
10,000	Hard Costs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Equipment to help produce 10,000+ meals per day.

4. Provide any additional relevant description of proposed activity or project.

With the purchase of an automatic flow wrapping machine - among other equipment - MOWMP's Community Kitchen will increase the organizations meal production capacity from 1,500 meals per day to over 10,000. In partnership with the VTC and the Food Bank, MOWMP will expand its mission to not only serve a homebound senior and disabled population that is steadily on the rise, but also include other constituent groups facing food insecurity such as veterans, homeless, children, those impacted by the pandemic, and more.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Begin construction of Community Kitchen	Q2-2022
Purchase and installation of food production equipment	Q3-2022
Launch expanded meal delivery services	Q2-2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

Although this is a new kitchen, Meals on Wheels of the Monterey Peninsula Home Delivered Meals Program has been in operation for 50 years. The organization will continue robust marketing efforts in the community of its services to homebound seniors and expand its offerings to a variety of new constituent groups who face food insecurity.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

To help support City of Seaside residents impacted by COVID-19, MOWMP anticipates that it will provide 2.5 meals per day to eligible Seaside homebound residents. One way to qualify for the program, is for a client to be COVID-19 positive, self-quarantining, or impacted in ancillary ways by the pandemic. For clients with COVID-19, there are no program restrictions related to age or income. MOWMP will serve frail, elderly and disabled homebound and homeless clients who reside in the City of Seaside who have been directly impacted by the effects of COVID-19. In large part, due to the Corona virus pandemic, MOWMP has seen a 94% increase in demand for services since the beginning of March 2020. Over the past year, MOWMP has served more meals to more clients than ever before in its 50 year history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has purchased new kitchen equipment, a refrigerated truck, and hired additional staff to help meet the increased demand for its services. The agency has expanded its service across the Monterey Peninsula and have opened its Home Delivered Meals programs to Covid-impacted constituent groups beyond just homebound seniors. In the City of Seaside, MOWMP is currently delivering freshly prepared meals to homebound seniors, disabled adults, veterans, and families impacted by the pandemic.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

11. Explain how your organization will avoid duplication of benefits?

MOWMP continues to serve vulnerable seniors across the Monterey Peninsula. Meals on Wheels' Home Delivered Meals program has developed over the past 50 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. It is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the Home Delivered Meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

Through MOWMP's partnership with the VTC and the Food Bank for Monterey County, benefits for homebound residents of Seaside will be streamlined through a singular program to avoid any possible duplication.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

MOWMP's current commercial kitchen serving residents of Seaside has a production capacity of 1,500 meals per day. The Community Kitchen will have the capacity to produce 10,000+ meals per day, allowing the organization to offer meals services to more Seaside residents facing food insecurity.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The number of people aged 60 years and older in Monterey County is projected to increase by more than 60% by the year 2030. In real numbers this population is forecasted to increase from 69,850 in 2010 to 112,768 in 2030. Over 80% of the senior population in Monterey County lives on the Monterey Peninsula.

By 2035, the senior population will double in Monterey County. In a recent survey, 73% of seniors cited food as an important need. Some seniors find it hard to make ends meet and must choose between food and other needs.

Across the U.S., over the next 20 years, 80 million people will retire. Seniors 85+ are the fastest growing group. By 2050, there will be more seniors 85+ than kids under 14.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Monterey Peninsula Foundation	Yes	\$100,000			\$100,000	\$0	0%	Private Funds
Community Foundation for MoCo	Yes	\$30,000	\$30,000			\$30,000	100%	Private Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
United Way Monterey County	Yes	\$40,000	\$40,000			\$40,000	100%	State/Local Funds
City of Monterey CDBG	Yes	\$46,000	\$46,000			\$46,000	100%	Other Federal Funds
TOTAL		\$306,000	\$126,000	\$0	\$180,000	\$126,000	41%	

Leveraging Ratio

26%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Community Kitchen. All contributions, including local/state/federal, are

not enough to cover the total project costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

The VTC will provide the building and Community Kitchen space for MOWMP to launch this project. The rental agreement will be on an in-kind basis as MOWMP will provide meal services for veterans across Monterey County. The Food Bank for Monterey County has identified MOWMP as a Premier Partner and will provide enough food at cost for MOWMP to produce 10,000+ meals per day.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

Our second commercial kitchen, located in Seaside, will begin construction and plans for operations in FY 2022.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies. Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.
- E. Minimizing risk exposure while maintaining flexibility in procurement activity.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older, disabled adults, and veterans who are homebound and have limited access to shopping and preparing meals on a consistent basis. Additionally, MOWMP provides meals for families who are isolating due to COVID.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

We are uniquely positioned to reach vulnerable individuals and have developed creative solutions to ramp-up food delivery. We also launched a major expansion of our Home Delivered Meals program. The expansion includes delivery service to Cachagua and surrounding communities in deep Carmel Valley and Big Sur. Collectively, the nutritious meal, friendly visit, and routine check-in address three of the most substantial challenges to successful aging: hunger, isolation, and loss of independence.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0	\$80,000			\$80,000
Staff	\$1,206,812					\$1,206,812
Supplies	\$0	\$481,000				\$481,000
Capital	\$0				\$495,000	\$495,000
Insurance	\$0			\$25,312		\$25,312
Misc.	\$0			\$17,000		\$17,000
TOTAL	\$1,206,812	\$481,000	\$80,000	\$42,312	\$495,000	\$2,305,124

Total Budget less capital improvements \$1,810,124

Application program percent 4%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded
--------------	---------	---------------

		City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

[MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.](#)

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Community Kitchen](#)

1B. Please identify the types of Improvements

[Other Improvements, explain](#)

If you selected Other, please explain: [Community Kitchen](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Veterans Transition Center
Owner Address:	3401 Engineer Lane, Seaside CA 93955
Phone Number:	(831) 883-8387
Email Address, if applicable:	info@vtcmonterey.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[Please see attached site plan for MOWMP's Community Kitchen in the City of Seaside.](#)

e. Square footage of existing building, proposed building or building addition?

[35,000](#)

f. Square footage of construction site parcel?

[10,000](#)

g. Service capacity of the existing facility?

[0 Meals](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[Capacity](#)

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

j. Age of Structure? (Please cite data source used to determine age of structure.) [51 years old -
\(<https://www.vtcmonterey.org/vtc-selected-to-develop-former-va-clinic-into-veteran-housing-in-seaside/>\)](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$80,000	280	\$285.71

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

MOWMP will comply with the Department of Labor's established and published prevailing wage rates for different labor classifications in Monterey County. Note that different types of labor classifications may have different rates (i.e. electricians vs. plumbers).

MOWMP will keep payroll records (i.e. worker name, labor type, social security number, wages) documenting DBRA compliance for three years.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Jason Colangelo, Operations Director
Phone Number:	831-375-4454
Email Address:	jcolangelo@mowmp.org
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Various other capital improvement projects around Monterey County.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

NA

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

Yes

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

MOWMP and the Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering freshly prepared meals and daily socialization five days a week. The Home Delivered Meals program is powered by over 100 local volunteers, helping to keep per-meal and transportation costs as low as possible.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizationl Expenses					
Rent-up & Marketing					

Other - # of lines needed:

Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities	\$80,000				
Site Preparation					
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$80,000	\$0	\$0	\$0	\$0
Total Project Financing	\$80,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_7-1-21.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	MOWMP_Blank.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	MOWMP_Blank.pdf
14 ☒ Project/Activity Timeline	Within Application
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☒ Project/Activity Support Letters	MOWMP_VTC_Community_Support_Letter_Signed.pdf
19 ☒ Program Evaluations	MOWMP_Client_Evaluation_2022.pdf
20 ☒ Outreach Materials	January-2022-Griffin-Gazette-1.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	MOWMP_Blank.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	MOWMP_Blank.pdf
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_990_2019.PDF
26 ☒ State Tax Form 199	MOWMP_State_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	MOWMP_Blank.pdf
28 ☒ Cost Allocation Plan	MOWMP_Blank.pdf

29	☒	Other	Site Plan	MOWMP_Community_Kitchen_Site_Plan.pdf
30	☒	Other	Community Kitchen Needs	MOWMP_Community_Kitchen_Needs_Assessment.pdf
31	☒	Other	MOWMP Plan	MOWMP_123.pdf

Program Manager Signature	Esther Hobbs
Date Signed	01/10/2022

Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 12:30:53

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Monterey Adult School - Portable Rehab Phase II		
Person Completing Application:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Daniel PK Dikkenbaugh	Title:	Superintendent
Direct Telephone:	(831) 645-1200		
Email Address:	pkdiffenbaugh@mpusd.k12.ca.us		
Program/Project Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	(831) 645-1200		
Email Address:	jazjohnson@mpusd.k12.ca.us		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	mas.mpusd.net		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July-June		
Date of your organization's most recently completed audit. (Month/Year)	June 2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$55,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05H - Employment Training

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The rehabilitation of the construction classroom portable will allow Monterey Adult School to provide classes/programs for low and moderate-income persons to enter the construction trades. It will allow for partnerships with the construction union to create pre-apprenticeship and apprenticeship opportunities, along with stackable certifications and/or adult basic education in different construction trades that allow an individual to receive training and increase economic mobility within a shorter timeline. Additional work is needed to repair ceiling tiles, flooring, and window replacement

5. How will people or conditions in the community change as a result of what you do?

The people of the Seaside community will have the opportunity to advance their career options through project based learning, certifications and pre-apprenticeships. With the Workforce Development Board's America Job

Center of California onsite, it will allow the people of Seaside the opportunity to access increased economic mobility.

The conditions in the City of Seaside would change by having training and available employees who are able to rehabilitate blights, and be able to fill gaps in needed construction industry. There would be local, training personnel available for building more housing and rehabilitation.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Economic Opportunities](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Additional rehabilitation of the former construction classroom portable, which will include window replacement, ceiling repair, flooring repair, ventilation, and patchwork, will provide a more conducive learning environment in the construction classroom.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60 per school year	Training sessions

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom

4. Provide any additional relevant description of proposed activity or project.

[Monterey Adult School formerly partnered with the Construction Trades union to provide pre-apprenticeship training for students to enter the industry. The portable Construction classroom needs additional minor repairs to ceiling, windows, flooring and gutter to meet basic classroom needs that will allow students to build industry skills through training and certification](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Collect bids and choose providers	Jul 2023
Purchase materials needed	Dec 2023
Install/repair ceiling tile/windows/flooring	Mar 2024
Repair gutter	Mar 2024
Minor repairs	Jun 2024
Finalize project	Jun 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[For this project we will be providing outreach and marketing through multiple avenues. We will be advertising on the radio, online through social media and our website, with printed brochures and flyers. We will also market through targeted in person outreach to our current students \(over 800 total per year\), through our Workforce Development Board Partners at the AJCC onsite, and at our local faith based organizations, laundromats and other community centers.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

- 1) [Completion of Workforce Preparation Milestones \(stackable certifications, pre apprenticeship programs, etc\)](#)
- 2) [Reported Earnings prior to the program and 2/4 quarters after exit.](#)
- 3) [Level gains for students who need adult basic skills such as math and literacy for career advancement](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[This project provides job training opportunities to those who have lost their jobs or had to shift industry sectors.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

N/A

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The project will continue to advertise and provide opportunities for job skill acquisition.

11. Explain how your organization will avoid duplication of benefits?

Our program provides opportunities for students to acquire skills in the construction trade industry to prepare students to enter into a pre-apprenticeship program.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the use of CDBG funds we would not be able to complete the rehabilitation of the classroom for the Constructions Trades Training Program and may deter interested students. We would need to look for other grants and partnerships, which would delay completion of the classroom. If we were partially funded, we would focus our efforts on the minimum repairs needed to rehabilitate the building.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Over the last few years, several agencies have expressed the need for skilled labor so that jobs are not outsourced when housing projects or other construction projects are needed. Monterey Adult School has been approached by the Trades Union, the Monterey County Workforce Development board and by a Seaside Council Member about the need for a construction trades program to train needed skilled employees. For many, the need to build and/or rehabilitate affordable housing has been a priority. As such, we turned our focus to this project.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Adult Education	Yes	\$15,000		\$0	\$15,000	\$0	0%	State/Local

Program							Funds
TOTAL	\$70,000	\$0	\$0	\$70,000	\$0	0%	

Leveraging Ratio 79%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be collaborating with the Monterey County Workforce Development Board, local trades unions, and other education providers in the tri county area to leverage funds for a two year grant. This grant would provide much support needed to bring an MC3 construction trades program to the peninsula.

The Adult Education program funds can help pay for teachers to teach adult basic education and pre-vocational skill building.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Monterey County Workforce Development Board/AJCC - we are WIOA partners, we co-locate we are a service provider for the WDB, and are collaboratively applying for a grant to serve the trades
Construction Trades Union - we are in collaboration with President Ron Chesshire, the president of the construction trades, to bring tools, materials and teachers to the program and we are collaboratively applying for a grant to serve the trades

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
1295 La Salle Ave. Seaside, CA 93955
Monday-Thursday 8:30 am -8:30 pm.
Friday - 8:30am - 5:00pm

ESL Satellite
Marina Vista Elementary
390 Carmel Ave. Marina, CA 93933
Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex,

sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$55,000	\$55,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services - 5000				\$50,524		\$50,524
Capital Outlay - 6000						\$0
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$881,984	\$103,125	\$0	\$102,524	\$55,000	\$1,142,633

Total Budget less capital improvements **\$1,087,633**
Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Classroom Rehabilitation	\$42,786
FY 2019-2020	Outdoor Classroom/Community Gardeo	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience wit grants from the City of Seaside have been successful despite pandemic related challenges, supply issues and personnel shifts. We were able to meet our goals by the deadline.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05H - Employment Training

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom	10	13%	10	13%	30	38%	30	38%	80
TOTAL	10	13%	10	13%	30	38%	30	38%	80

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	80	60	75%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$55,000	80	\$687.50

8. Indicate the funding set-aside the activity belongs to: Choose

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per persons is justified because this program allows access into the pre-apprenticeship program for those students who would not have had the prevocational skills to be successful. Students who are underskilled, will have the ability to move into a career that pays living wage. Also, these numbers are only for this particular school year and doesn't account for the number of students who will be served in the future years.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The funds would be used to serve at least 60 students or more per year. Over the course of many years, this is an extremely effective use of funds.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff				-----
Supplies and Materials				
Consumable Supplies				\$5,000
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$45,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				\$5,000
Other - # of lines needed: 0				
Total	\$0	\$0		\$55,000
Total Funding Requested from Part 1				\$55,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT Online Monterey Peninsula USD Conflict Of Interest BB 9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See part 3 # 5
15 ☒ Financial Policies	Financial_Reports_and_accountability Online Monterey Peninsula USD Financial Reports And Accountability_BP 3460_1.pdf
16 ☒ Procurement Policies	GAMUT Online Monterey Peninsula USD Contracts_BP 3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Letter_of_Support_CDBG.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records_AR 3580.pdf
25 ☐ Federal Tax Form 990	N/A
26 ☐ State Tax Form 199	N/A
27 ☐ Rental/Lease Agreement (if applicable)	N/A
28 ☐ Cost Allocation Plan	N/A
29 ☒ Other Site Map	Copy_of_MAS-map_1.pdf
30 ☐ Other	

31 ☐ Other

Program Manager Signature	Serina Eichelberger
Date Signed	01/10/2022
Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 10:36:14

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Community Mural		
Person Completing Application:	Serina Eichelberger	Title:	Assistant Principal
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Cris Perry	Title:	AE Fiscal Specialist
Direct Telephone:	831-392-3565		
Email Address:	cperry@mpusd.net		
Program/Project Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	831-645-1200		
Email Address:	jazjohnson@mpusd.net		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	https://mas.mpusd.net/		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July to June		
Date of your organization's most recently completed audit. (Month/Year)	06/2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$58,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05V - Neighborhood Cleanups

3. Mark the box below that indicates the national objective met:
Slum and Blight. 570.208(b)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Mural serves socio economically marginalized Seaside Community members, with a focus on Monterey Adult School students and local Seaside residents. The neighborhood will benefit by eliminating blank space on the wall that is frequently vandalized with gang affiliated tagging. It will also bring local art and beautification to the neighborhood in city of Seaside. Finally, the students at Monterey Adult School will work collaboratively to design the art piece showcasing resilience throughout the pandemic. Our students often have 4 or more barriers to education and employment. This project serves to empower through culture, relationships and hope for the future.

5. How will people or conditions in the community change as a result of what you do?

The community will be able to heal from pandemic trauma with a focus on aspirations, relationships and culture through the creation and implementation of a community mural. The Seaside neighborhood will be improved with

increased beautification and decreased gang affiliated tagging. Through the beautification of the streets of Seaside moral and living conditions improve.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Monterey Adult School, under the lead of a professional muralist, will collaborate with the Monterey Adult School student body to design and paint two large murals on the street facing sides of our school campus. The focus of the mural will be driven by the student community, under the theme of pandemic resistance. The large murals will span the lengths of the beige walls facing La Salle and Playa and will deter future gang related tagging. The project will provide an opportunity for our local community to showcase their assets and strengths and will focus on aspirations for our future.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
65	Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Advertise and promote for community leaders amongst students and staff
Activity #2	Recruit and interview professional, local artists/muralists
Activity #3	Form a committee to provide input
Activity #4	Finalized designs
Activity #5	Implement multiple workshops where student community and local community participates in painting the mural
Activity #6	Murals will be finalized and weatherized
Activity #7	Community based mural unveiling event

4. Provide any additional relevant description of proposed activity or project.

The murals would be created and implemented by the community under the guidance of professional artists. The focus would be on community voice so that the assets and strengths of our community members can shine for years to come. There will also be an unveiling event to allow for the rich culture of the Seaside/Monterey Adult School community to celebrate our successes and accomplishments.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Advertise and promote for community leaders amongst students and staff	Sept 2022
Recruit and interview professional, local artists/muralists	Oct 2022
Form a committee to provide input	Oct 2022
Finalized designs	Nov 2022
Implement multiple workshops where student community and local community participates in painting the mural	Dec 2022 - Mar 2023
Murals will be finalized and weatherized	April 2023
Community based mural unveiling event	May 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

With this project our plan is to advertise on our website, on social media and in person with our students. We will also be creating flyers to distribute door to door so neighbors can contribute to the process if desired.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We will measure the effectiveness of our impact with a survey given to our participants in the project and to our wider school community.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The murals will directly showcase how our community persevere and persistent throughout the the Corona Virus pandemic. It will pay homage to the resiliency of our community through one of the most challenging times in recent history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for,

and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

The murals will meet the objective of how to response to challenges in life by turning a barrier into an opportunity.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Not applicable.

11. Explain how your organization will avoid duplication of benefits?

We will avoid duplication of efforts through the personalization of the murals to our recent times and our community.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the CDBG funding, we would not be able to beautiful the campus with a tribute to the resiliency of our community throughout the pandemic. If we were partially funded, we would decrease the murals from two to one or decrease the size of the murals.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The need for the mural project came from a student town hall where students expressed the need to beautify and paint the campus. The impact of the pandemic was also reflected in our annual Youthtruth survey where 65% of the student population indicated they were somewhat, moderately or significantly impacted by the covid-19 pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☐ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The community murals will promote beautification by providing opportunity to tell the community's story, create a unique experience, engage citizens, increase foot traffic, increase appreciation for the arts and artists, and increase overall attractiveness of the space. The collaborative project also allows for culture, relationships and aspirations to be the focus our community for many years to come, thereby empowering our community and providing hope for the future.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Prevent, Prepare For, and Respond to Coronavirus

5. Describe how you will meet the goal identified above.

We will promote beautification by creating community based murals that highlight the communities resiliency throughout the pandemic. These murals will face outwards towards the street to encourage persistence and to discourage gang related tagging on the beige walls.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
--------	------------	-------	--------	--------	--------	---------	-----------

	Use?		On-Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed	
California Adult Education Program	Yes	\$28,000	\$0	\$0	\$28,000	\$0	0%	Choose
MPUSD	Yes	\$10,000			\$10,000	\$0	0%	Choose
Volunteers	Choose	\$20,000			\$20,000	\$0	0%	Choose
TOTAL		\$116,000	\$0	\$0	\$116,000	\$0	0%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be partnering with MPUSD to provide the wall space. Monterey Adult School, with funding from the California Adult Education Program will be providing the additional staff needing for coordinating, printing costs, and site storage. These funds are restricted to serve only students age 18 and older. Student volunteers will also be donating time for the painting of the mural, along with helping to provide ideas for resilience. We are also collaborating with The Center for Cultural Power on best practices for a community based mural.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Center for Cultural Power - advising on best practices for community mural
 MPUSD - providing wall space and storage space
 MAS - providing school community of volunteers
 Local artists/art organizations - advising on best practices

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
 1295 La Salle Ave. Seaside, CA 93955
 Monday-Thursday 8:30 am -8:30 pm.
 Friday - 8:30am - 5:00pm

ESL Satellite
 Marina Vista Elementary
 390 Carmel Ave. Marina, CA 93933
 Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments.

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$40,000	\$10,000	\$5,000	\$5,000		\$60,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services				\$50,524		\$50,524
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$921,984	\$113,125	\$5,000	\$107,524	\$0	\$1,147,633

Total Budget less capital improvements **\$1,147,633**

Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Rehab	\$42,786
FY 2019-2020	Outdoor Classroom/Community Garden	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience with grants from the City of Seaside have been successful. Despite pandemic related challenges, supply issues and personnel shifts, Monterey Adult School was able to meet all grant deadlines and grant objectives.

Part 8 - For CDBG Funds

12. Our proposal is for a **City of Seaside** project.

2. Select the type of assistance you provide: **05V - Neighborhood Cleanups**

3. This program provides assistance of the following type: **Slum and Blight**

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	14	1
July 1, 2021 - December 31, 2021	170	28

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Advertise and promote for community leaders amongst students and staff	2	100%		0%		0%		0%	2
Recruit and interview professional, local artists/muralists	2	100%		0%		0%		0%	2
Form a committee to provide input		0%	5	100%		0%		0%	5
Finalized designs		0%	5	100%		0%		0%	5
Implement multiple workshops where student community and local community participates in painting the mural		0%		0%	60	100%		0%	60
Murals will be finalized and weatherized		0%		0%	10	100%		0%	10
Community based mural unveiling event		0%		0%		0%	50	100%	50
TOTAL	4	3%	10	7%	70	52%	50	37%	134

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	134	85	63%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$58,000	134	\$432.84

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per person served includes an estimate of how many students will participate in the directly in the implementation of mural, including directly painting the mural, or unveiling events. It does not include the hundreds of people positively impacted year after year that will appreciate the beautification of the streets.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project budget is cost effective and reasonable because we are only calculating in our total cost-per-beneficiary numbers the estimated amount of students directly involved in the planning, painting or unveiling event. It does not include the number of local residents, the local businesses nor the persons who visit the neighborhood or campus who benefit from the beautification of the neighborhood, not only this year, but for many years to come. If we included and estimate of those positively impacted for years to come, the overall project budget cost is extremely effective and reasonable.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021	Projected Budget for July	% Increase or Decrease	CDBG Funds Request, City
-----------------	--------------------------------	---------------------------	------------------------	--------------------------

	to June 30, 2022	1, 2022 to June 30, 2023		of Seaside
Other Staff				
Supplies and Materials				
Consumable Supplies				\$15,000
Non-Consumable Supplies				\$3,000
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$40,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$0	\$0		\$58,000
Total Funding Requested from Part 1				\$58,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT_Online_Monterey_Peninsula_USD_Conflict_Of_Interest_BB_9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See Part 3 #5 above
15 ☒ Financial Policies	Financial_Reports_and_accountability_Online_Monterey_Peninsula_USD_Financial_Reports_And_Accountability_BP_3460_1.pdf
16 ☒ Procurement Policies	GAMUT_Online_Monterey_Peninsula_USD_Contracts_BP_3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG_2022.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach	Letter_of_Support_CDBG_2022.pdf

(written endorsements, when available)	
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records AR 3580.pdf
25 ☐ Federal Tax Form 990	Not applicable
26 ☐ State Tax Form 199	Not applicable
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☐ Cost Allocation Plan	Not applicable
29 ☒ Other Site Map	Copy of MAS-map_1.pdf
30 ☒ Other Evidence of Need	Screen_Shot_2022-01-06_at_6.50.01_PM.png
31 ☐ Other	

Program Manager Signature
Date Signed

Serina Eichelberger
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 10:24:00

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization Submitting Proposal:	Boys & Girls Clubs of Monterey County		
Program/Project Name:	2022-23 & 2023-24 Seaside Clubhouse Kitchen & Exterior Door Project Improvements		
Person Completing Application:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Official: (e.g. Exec. Dir.):	Ron Johnson	Title:	President/CEO
Direct Telephone:	831-394-5171 x249		
Email Address:	rjohnson@bgcmc.org		
Program/Project Contact:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Contact:	Marlene Trotter-Murray	Title:	Seaside Director
Direct Telephone:	831-394-5171		
Email Address:	mtrotter		
Finance Contact:	Ann Hasselbach	Title:	Chief Financial Officer
Direct Telephone:	831-394-5171		
Email Address:	ahasselbach@bgcmc.org		
Organization Mailing Address:	1332 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	www.bgcmc.org		
Organization Telephone:	831-394-5171		
Organization Fax:	831-394-4898		
Tax ID Number:	94-1702753 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	613919968 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	0387		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st - June 30th		
Date of your organization's most recently completed audit. (Month/Year)	06/20		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$100,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03D - Youth Centers

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Our location is within walking distance for many Seaside inhabitants and the bus stop in front of our facility makes it accessible via public transit. BGCMC provides some free community events for Seaside inhabitants. We also offer a cost recovery rental rate for corporate and community partners who wish to rent the facility. Additionally, we provide afterschool and summer break programming for youth at an affordable rate. No youth is turned away due to financial circumstances. All services will be conducted at 1332 La Salle Ave, Seaside, CA. 93955 and program hours consist of 12pm – 6pm during the school year and 8am-6pm during summer break. Community Partners needing a meeting place will be able to utilize the Seaside Clubhouse as an affordable and state-of-the-art option. The facility is fully

accessible for the disabled. Collaborative partners such Seaside Raiders, Community Hospital of the Monterey Peninsula, Bethel Missionary Baptist Church, formally Del Monte Manor Housing, and local volleyball and sports clubs all utilizes the kitchen, gymnasium, and community room for program services and events. While facility usage decreased for some of the more traditional use due to the pandemic, the Club's usage as a vaccination site saw over 1,000 Seaside residents received a vaccination. Also over 100,000 meals were made and distributed over the past two years out of the Seaside Kitchen. Low and moderate-income persons benefit from quality youth development program, facility use (community groups/partners) and nutritional services.

5. How will people or conditions in the community change as a result of what you do?

Our project will take place at the Seaside Clubhouse which is located on 1332 La Salle Ave in the City of Seaside. Located within Census Tract 06053013800, the Seaside Clubhouse is a hub for activity for the Seaside community. The project will support a minimum of 325 youth and dozens of community organizations and partners. We anticipate that approximately 85% of the youth qualify as low to moderate income status (LMI). With many of the families in the neighborhoods surrounding the Clubhouse are socio-economically disadvantaged, the Kitchen and Exterior Door improvements will provide community change through improved recreational programming and nutritional services.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective
[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.
[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Capital improvements to the Kitchen include replacement of the grease trap, modernizing all waste receptacles, evaluating current lighting, and replacing the 30 year old flooring. Exterior door improvements include replacement of full doors and hardware at the east side of the facility and addressing all dated and worn mechanisms and handles, ensuring the Club is safe and exterior doors secure.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
325	Hard Costs
325	Demo
325	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	FY22-23 Kitchen Improvement remove and replace 28 year old tile.
Activity #2	FY22-23 Kitchen Improvement remove and replace 80 gallon grease trap. Evaluate lighting and kitchen appliances.
Activity #3	FY23-24 Exterior Door Improvement remove and replace east exterior doors.
Activity #4	FY23-24 Exterior Door Improvement access and address locking mechanisms and hardware for north and west exterior doors.

4. Provide any additional relevant description of proposed activity or project.

With CDBG funding from the City of Seaside through 2023-2024, the Boys & Girls Clubs of Monterey County (BGCMC) working with a general contractor, would complete the following projects:

Boys & Girls Club Seaside –Kitchen Improvements - 2022-2023

Currently, The Kitchen at the Boys & Girls Club serves meals to meet the nutritional needs of 150 club members daily, ranging from 6 to 18 years of age. It is also available to the general public during non-program hours for private parties and community events throughout the year. Replacing the 28 year old flooring and updating commercial kitchen appliances and equipment improves food service efficiency. Total Cost: \$50,000.

Boys & Girls Club Seaside- Gymnasium Improvements - 2023-2024

Currently, the Gymnasium at the Boys & Girls Club is used on a daily basis to improve the academic success, physical fitness and health of over 325 youth annually, ranging from 6 to 18 years of age. It is also used as a practice and game facility by numerous public and city sports groups. To make the facilities safer and more user friendly BGCMC would like to replace the doors on the eastside and access and replace key hardware and mechanisms for the west and northsides. These improvements ensure the facility and be adequately locked, alarmed and secure. Total Cost: \$50,000.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Complete bid packet (Kitchen Project FY22-23)	10/18/2022
Submit public notice (Kitchen Project FY22-23)	10/24/2022
Hold pre-bid meeting (Kitchen Project FY22-23)	12/9/2022
Sealed bids due and opened (Kitchen Project FY22-23)	1/10/2023
Project awarded (Kitchen Project FY22-23)	1/15/2023

Project start date (Kitchen Project FY22-23)	2/1/2023
Project completion date (Kitchen Project FY22-23)	05/1/2023
Complete bid packet (Exterior Door Project FY23-24)	10/19/2023
Submit public notice (Exterior Door Project FY23-24)	10/25/2023
Hold pre-bid meeting (Exterior Door Project FY23-24)	12/10/2023
Sealed bids due and opened (Exterior Door Project FY23-24)	1/11/2024
Project awarded (Exterior Door Project FY23-24)	1/16/2024
Project start date (Exterior Door Project FY23-24)	2/1/2024
Project completion date (Exterior Door Project FY23-24)	5/1/2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

As this is a continued effort towards Clubhouse improvements and modernization, the outreach to proposed beneficiaries remain consistent. We will continue to offer nutrition services and programming in collaboration with organizations such as Seaside Raiders and Bethel Missionary Baptist Church. Additionally, our free Summer Food Service program will be posted and sent to media groups. Documents are attached in the intake, outreach and community outreach areas.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

The following indicators will be used to measure impact of our project in meeting the need of persons assisted with HUD funds:

Utilizing BGCMC membership data and measuring outcomes, the Seaside Clubhouse will meet the following project accomplishments:

- Serve an estimated 325 persons in 2022-23 and 2023-24

- Approximately 275 persons of low-income

- Serve 50,000 meals and snacks in 2022-23 and 2023-24

BGCMC addresses the nutritional and wellness needs of Club Members and their families with a holistic, innovative approach. The proposed project supports the overall wellness of the Club Members and their families in order for all involved to live healthy lives and to build a stronger, healthier and educated community. This starts by providing the access to Club programs and nutritional services.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The proposed activity directly response to the Corona Virus Pandemic by improving food safety service and efficiency. In 2020-21 we experienced a 50% increase in meals served (151,000) and distributed over 10,000 food boxes (over 10,000 pounds of food) in response to emergency food assistance to Monterey County families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Improvements to the Clubhouse Kitchen allows the USDA nutrition program to prepare meals more efficiently and safely. We provided meals to youth and families in Seaside and throughout Monterey County during shelter in place. This included delivery and 'grab and go' as to prevent exposure by congregating. Students served onsite are restricted to a single group or 'pod' of students to reduce exposure.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The biggest challenge in terms of reaching our goals and maximum reach capacity, involved maintaining the ratios and 'pods' required by the County and State. However, BGCMC was proud to comply and do everything possible to keep students and staff safe. Fortunately, we have had no transmission of COVID at the Clubhouse and limited cases have remained within single households. While the COVID-19 crisis has substantially increased the number of food insecure families, we have found inspiration in our newly formed partnerships. We continued to promote healthy lifestyles. For nine months of the grant period, BGCMC provided hundreds of food boxes weekly to underserved families. There were 7 distribution locations and partners who pick up food boxes and/or meals. BGCMC partners include housing developments Terrex. The residents from these housing communities are very low, low and moderate-income families, seniors, veterans, and people living with physical, mental, or developmentally disabled and the formerly homeless. BGCMC created an Online Club Experience where youth may access On-Demand activities, recorded sessions, and live programming with Clubhouse Staff. We are consistently reaching over 100 youth per week and the demand for services grows.

11. Explain how your organization will avoid duplication of benefits?

BGCMC works strategically and openly communicates with nonprofits and community based organizations. For example during the pandemic, we communicated with the Food Bank of Monterey County and agreed to distribute to families, but not to organizations. Thus, fellow organizations received food directly from the Food Bank and BGCMC acquired food and prepared meals went directly to constituents and end users. Additionally, we maintain registration and lists for services. For example the Monterey Peninsula Foundation provided (250) \$200 Costco Gift Cards for holiday support. We shared our list of families with other nonprofits to ensure that families did not received multiple benefits.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on

funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The Boys & Girls Clubs of Monterey County would adapt the proposed activity by securing additional unrestricted funds to support the project. A lower award could result in a modification or reduction to the goals and number of beneficiaries; however, BGCMC will make every effort to secure the necessary funding to ensure services continue as they have for the past 30 years. For example, BGCMC secured \$111,000 in grants beyond the CDBG contracts awarded in 2017-18 and 2018-19 as the project bids case in higher than projected. For FY18-19 and 19-20, BGCMC secured an additional \$25,000 to support the Community Room improvements. The provision of CDBG funds will assist BGCMC in meeting the continued demand experienced through the pandemic.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Studies also show that out-of-school time is a vulnerable window for unsupervised teens. They are more likely to use alcohol, drugs, and tobacco; engage in criminal and other high-risk behaviors; receive poor grades; and drop out of school than those who have the opportunity to benefit from constructive, supervised activities. Over 52,000 children in Monterey County received school meals in 2014, but 87% did not have that safety net service over the summer putting them at higher risk of experiencing hunger for three months. With the support of the City of Seaside from Community Development Block Grants, Boys & Girls Club has addressed the urgent facility needs of a 28 year old building. Youth clients have benefited from the improvements made possible through funding from CDBG grant awards. During the past two years, BGCMC meals served increased 50%, due to grab and go meals. Additionally, we distributed over 100,000 pounds of food, as our Seaside Kitchen was a hub for support during the pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our request for CDBG funding falls under the priority to enhance social services. We are a community based nonprofit organization and all capitol improvements to the Boys & Girls Club directly impact the before mentioned youth and their families by making the club a safer and healthier environment. The project will enhance access to social services benefitting priority populations of very low-income households, children and households with nutrition, recreation and after-school enrichment programs and services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

By funding the proposed project, the Clubhouse infrastructure improvements directly benefit and target low-income neighborhoods most in need of assistance. While the Seaside Clubhouse focuses on direct services for youth 6-18, our facility hosted tax consultations for free to seniors, and hosted vaccination clinics for all ages. With access to after school homework support, nutrition, physical activity and pro social behaviors, this project greatly improves the public services offerings leading to access to community services.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$100,000	\$0	\$0	\$100,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

BGCMC shared the importance of the proposed project core supporters, particularly Foundations that provide unrestricted funding and supporters that prioritize capital gifts and projects. BGCMC has strong relationships with business that provide in-kind services that can be utilized to supplement or offset any surprise costs or project preparation. For example Carmel Gives funded the installation of the Community Room partition, as CDBG funds covered the cost of the materials. During the past six years awarded CDBG funding, BGCMC has successfully leveraged an additional \$150,000 in funding and thousands more through in-kind. For the proposed project BGCMC has \$15,000 pending.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

BGCMC partners with Monterey Peninsula Unified School District, specifically Del Rey Woods Elementary, International School, MLK School of the Arts, Ord Terrace, and Seaside Middle school. Nearly 60% of youth are transported every day to ensure students have an opportunity to receive quality after school programming. Collaboration for recreational and nutritional services include: Cal State University of Monterey Bay, Harmony at Home, formerly Del Monte Manor Housing, Bethel Missionary Baptist Church, Community Hospital of the Monterey Peninsula, Seaside Raider Youth Football, Stroller Moms, Starlight Volleyball Club, and Taylor Farms. We coordinate County wide efforts, such as the Adopt-A-Family program to secure gift cards from local Foundations and distribute to high need families in Seaside.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Boys & Girls Clubs of Monterey County (BGCMC) has been a leading youth development agency in Monterey County for 53 years, providing thousands of children, ages 6 to 18 years old, with a safe and affordable place to go afterschool and during school breaks. Our mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens. BGCMC supports youth with innovative, impactful programs, services, and activities offered across five Core Areas of programming: Recreation, Sports & Fitness; Education & Career Development; The Arts; Character & Leadership Development; and Health & Life Skills. We strive to support the whole-child by achieving three core initiatives: 1) Academic Success: youth perform at grade level and graduate from high school with a plan for post-secondary success; 2) Healthy Lifestyles: youth demonstrate improvements in their physical fitness and emotional health, as well as the acquisition of life skills necessary for overall personal wellness; 3) Good Character & Citizenship: youth avoid high risk behaviors such as substance abuse and gang involvement; while developing a competencies and influence to improve their community.

2. List the locations of all facilities, and days and hours of operation.

Seaside Clubhouse, 1332 La Salle Ave, Seaside, CA. 93955

Hours: Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Salinas Clubhouse, 85 Maryal Drive, Salinas, CA. 93906

Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Fairview Middle School, 401 4th Street, Gonzales, CA. 93926

Various days during the school year

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Ann Hasselbach serves as the Boys & Girls Clubs of Monterey Chief Financial Officer. Per the uploaded financial policies, Ms. Hasselbach works with BGCMC staff to ensure all procedures all followed. In addition to an annual external audit, governance comes from our Board of Directors and Finance Committee.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

BGCMC will adhere to the procurement provisions under 24 CFR Part 85 or 84 as outlined by the attached Procurement policy. BGCMC has extensive controls among the Board of Directors, President/CEO, Chief Financial Officer, and Finance Committee to ensure that all procurement policies are met.

5. Describe the record-keeping system to be used to maintain program data.

Program data involving intake and demographics will be maintained using Kidtrax an in-house database used for membership information. All student performance data will be obtained through survey completion administered by key Seaside Clubhouse staff. Beneficiary files are stored in a locking file cabinet and electronic access to the membership database is fire walled and password protected. Please see the attached policies in accordance with record retention and storage.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The Boys & Girls Clubs of Monterey County membership application includes participant selection for free/reduced meal eligibility. This information is then recorded onto the program participation spreadsheet and with sufficient notice; student eligibility can be confirmed through each schools' respective administration and staff. BGCMC will utilize student free or reduced lunch data to document low income resident eligibility and will exceed 51% of the persons served are low-income. The eligibility determination is based on the California Department of Education's household income levels in alignment with Federal Poverty guidelines. Of the 325 beneficiaries the free or reduced lunch eligibility is approximately 85%.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Under the supervision of the Chief Financial Officer, BGCMC has a full-time Human Resources Director that ensures full compliance as it relates to all federal, state and local laws. Additionally, the Human Resources team manages the entire new hire training to ensure compliance. Applicable policies can be found in the attached employee handbook, LEP and 504 plans.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our programs are measured through evaluation, attendance, assessment, and project-based learning. Case management and individual plans for our 6th-12th grade students are key tools to ensure youth success. Our web-based intervention program, Read Naturally, includes internal diagnostic tests that allow staff to assess the members' proficiency in the subject and place them in the program where they need the most support. These programs occur throughout the year and members are assessed and evaluated throughout to progress through each level, ultimately graduating from the program when they achieve grade level. This continually allows more members to have the opportunity to be a part of these programs. All nutrition services are tracked through USDA daily meal counts and partner agreements account for tracking support received and ensuring families served are high need. Seaside Senior Impact Director Marlene Trotter-Murray will be responsible for monitoring progress. Chief Operating Officer, Andrew Vie, will be responsible for completing all CDBG related report. Attached includes impact reporting for BGCMC, as well as the final report for FY20-21 Seaside CDBG.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

BGCMC operates under the leadership of Ron Johnson and guidance of the BGCMC Board of Directors. The BGCMC Board of Directors has active and engaged leaders participating in a variety of subcommittees including finance, safety and recruitment. Ron Johnson heads a team of 9 Directors and two Officers to ensure that the advancement, finances, human resources and programs are in good standing with Boys & Girls Clubs of America, meet federal fund administration and non-profit guidelines. A recipient of federal OJP funding for over nine years, BGCMC is well practiced in monitoring federal funds to be in full compliance with all rules and guidelines. Under the leadership of President & CEO, Ron Johnson, BGCMC's Chief Financial Officer Ann Hasselbach closely monitors all contracts and works with BGCMC staff to ensure timekeeping, expenditures and financial reporting are compliant. We have completed multiple CDBG monitoring with the City of Seaside, City of Salinas and County of Monterey (FY18-19 Letter attached) as a Community Development Block Grant recipient and received positive feedback regarding participant record keeping, maintaining confidential information and following federal guidelines. Currently, BGCMC manages three successful CDBG grants for 2021-22 with the City of Seaside and County of Monterey for services in Gonzales.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$100,000	\$100,000
Seaside Clubhouse	\$1,031,028	\$188,425	\$50,100	\$443,450	\$15,000	\$1,728,003
Salinas Clubhouse	\$1,199,695	\$207,625	\$49,100	\$611,350	\$0	\$2,067,770
Virtual Program	\$264,651	\$3,400	\$2,000	\$3,400	\$0	\$273,451
BGCMC Admin & Operations	\$439,265	\$8,410	\$7,500	\$160,750	\$0	\$615,925
BGCMC Development	\$468,746	\$6,640	\$5,500	\$154,700	\$0	\$635,586
TOTAL	\$3,403,385	\$414,500	\$114,200	\$1,373,650	\$115,000	\$5,420,735

Total Budget less capital improvements \$5,305,735
 Application program percent 2%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	FY2020-2021 Gymnasium & Kitchen Improvements	\$70,000
FY 2019-2020	FY 2019-2020 Community Room Upgrades - Operable Partition Wall, Wall Carpet Replacement, and Interior Painting	\$22,000
FY 2018-2019	FY 2018-2019 Flooring Renovation Project	\$71,507
FY 2017-2018	FY 2017-2018 Repair Roof & Install Skylights	\$63,757
FY 2016-2017	FY 2016-2017 Modernization of Clubhouse - Dome Skylights	\$21,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

As indicated by the attached evaluation our experience has been both positive and impactful to the Seaside community. As an eight year recipient of a CDBG grant we have consistently met CDBG guidelines and worked diligently to correct any impediments to our projects. We have successfully completed CDBG monitoring from the City of Seaside, City of Salinas and County of Monterey County. We appreciate the City of Seaside's assistance and guidance during the CDBG process and aspire to continue serving Seaside youth and families.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

[Parks and Recreation Facilities](#)

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Boys & Girls Clubs of Monterey County
Owner Address:	1332 La Salle Ave., Seaside, CA. 93955
Phone Number:	831-394-5171
Email Address, if applicable:	grantsadministration@bgcmc.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[This does not apply to our proposed project.](#)

e. Square footage of existing building, proposed building or building addition?

[23870](#)

f. Square footage of construction site parcel?

[28000](#)

g. Service capacity of the existing facility?

[1052](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[No](#)i. Has a Capital Needs Assessment been prepared? [No](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

[The determination of project need is based on the end of life for Kitchen flooring and appliances and the wear/tear for the original doors and hardware from for the past 28 years. These are important projects to ensure that the Seaside community youth are served and families continue to have access to key nutrition and after/out of school services.](#)

j. Age of Structure? (Please cite data source used to determine age of structure.) [1994](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic LandmarkIf this box was selected, please provide accurate title of listed structure: [0](#)☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$100,000	325	\$307.69

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[All construction contracts are reviewed to make sure they meet Davis-Bacon Labor standards. Davis-Bacon poster displayed during duration of project. All General and Sub-contractor employees interviewed using HUD Form 11. Existing agency policies are attached, including the FY18-19 CDBG final report.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Stephen Murray
-------------	--------------------------------

Phone Number:	831-394-5171
Email Address:	smurray@bgcmc.org
Previous Experience with Davis-Bacon:	FY20-21 & FY21-22 CDBG

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Under the leadership of President & CEO Ron Johnson, BGCMC has successfully administered seven prior fiscal year awards for CDBG projects. This includes seven years of experience with Davis-Bacon compliance, posting bids, contracts, and project execution. Additionally, BGCMC successfully completed over \$500,000 in capital improvements with the Seaside Teen Center.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

Hazardous Material Studies are completed by a certified company on all materials involved prior to the start of construction.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The overall project budget is cost effective and reasonable based on the requirements for procurement and BGCMC's leveraging ratio. With 325 youth impacted annually and thousands of meals and snacks served, the anticipated results are in alignment with City of Seaside's goals and objectives. The cost per participant is sensible to the long term impact and high number of LMI beneficiaries impacted.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organization Expenses				\$15,000	
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Construction Costs					
Structure					
Project Amenities	\$20,000				
Site Preparation	\$80,000				
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					

Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$100,000	\$0	\$0	\$15,000	\$0
Total Project Financing	\$115,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	1. BGCMC HUD Agency Certification 1-10-22.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	2. BGCMC Non_Profit Document IRS determination.pdf
3 ☒ Articles of Incorporation/Bylaws	3. BGCMC Bylaws 4-26-19.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	4. BGCMC Certificate of Good Standing 1-10-22.pdf
5 ☒ Organizational Chart	BGCMC Organization Chart 5-21.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	6. BGCMC Board Roster 2021-22.xlsx - Board Members.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	7. BGCMC Resumes A Hasselbach and M Trotter Murray.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	8. BGCMC CDBG Certificate of Insurance.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	BGCMC Audited Financials FY19_FY20.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	10. BGCMC Authorization to Request Funds..pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	11. BGCMC Designation of Authorized Officials.pdf
12 ☒ Conflict of Interest Policy	12. BGCMC Conflict of Interest Policy.pdf
13 ☒ Project Team Experience and Qualifications	13. BGCMC Project Team Experience and Qualifications.pdf
14 ☐ Project/Activity Timeline	Please see Part 3 Section 3. and 5.
15 ☒ Financial Policies	15. Financial Policies.pdf
16 ☒ Procurement Policies	16. BGCMC Procurement Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	17. BGCMC Membership Intake ENG and SPAN.pdf
18 ☒ Project/Activity Support Letters	18. BGCMC SEA CDBG Letters of Support.pdf
19 ☒ Program Evaluations	19. BGCMC Evaluation.pdf
20 ☒ Outreach Materials	20. BGCMC Membership Outreach.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	21. Evidence of Community Engagement.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	22. BGCMC LEP Section 504 Plans.pdf
23 ☒ Employee Handbook	23. BGCMC Employee Handbook.pdf
24 ☒ Record Retention Policies	24. BGCMC record retention policy.pdf
25 ☒ Federal Tax Form 990	25. BGCMC Form 990 - Public 6-30-20.pdf
26 ☒ State Tax Form 199	26. BGCMC Form 199 6-30-20.pdf
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☒ Cost Allocation Plan	28. BGCMC Cost Allocation Plan.pdf
29 ☒ Other Site Plan	29. Seaside Unit Floor Basic Plan 4-8-15.pdf
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Andrew Vie
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 16:24:46



Inspiring all girls
to be strong,
smart, and bold™

Board of Directors

Hetty Eddy
President

Treasurer
Karl Zalazowski

Elizabeth R. Leitzinger
Secretary

Evan Allen
Dawn Alva
Karen Deaton
Deneen Guss
Ann Kilty
Anita McKean
Krishna Patel
Gay Reimann
Linda Smith
Joanne Webster
Jennifer Williams

Patty Fernandez
Executive Director

Tax ID
#20-5040398

January 18, 2022

Seaside City Council
Community Development Advisory Committee
440 Harcourt Avenue
Seaside, CA 93955

Dear Advisory Committee Members:

On behalf of our board of directors and the staff of Girls Inc. of the Central Coast, I would like to offer our sincere apologies for the late submission of our Community Development Block Grant. Our Executive Director was out sick with Covid for the first two week of January.

We have been fortunate to receive CDBG funding for the past seven years offering youth-led programs that motivate the girls we serve to set goals, pursue health and wellness, avoid unhealthy behaviors, and follow their dreams. High school girls from the community, who have participated in our ECHO Leadership and Mentoring program, facilitate these programs. They are role models for the younger girls and inspire them to graduate from high school and understand the value of a college education.

Thank you, once again, for this opportunity. Our proposal for a grant of \$15,000 was submitted to support our work with low-income elementary and middle school girls in the Seaside community.

Sincerely,

Hetty Eddy

Hetty Eddy
Board President

Please rate this program in each of the areas below, using this scale:
 0 – Below Standard – Does not meet the basic requirements.
 1 – Poor – Somewhat meets the intent of the basic requirements, lacking vital information.
 2 – Fair – Meets some of the basic requirements, lacking vital information.
 3 – Okay – Meets some requirements.
 4 – Good – Meets all requirements.
 5 – Excellent – Exceeds all requirements.

Point totals for each program will be aggregated over the ratings of all the evaluators and available for review by the city program manager and by you.

1. COMMUNITY NEEDS AND PRIORITIES	0	1	2	3	4	5
1.1 The need is identified in the Consolidated Plan.	☐	☐	☐	☐	☐	☐
1.2 The proposal meets the most urgent needs (Senior & Youth for Public Services.)	☐	☐	☐	☐	☐	☐
1.3 The need for this service has been clearly identified.	☐	☐	☐	☐	☐	☐
1.4 The data or information supplied by applicant clearly shows how this service or activity will satisfactorily address the need.	☐	☐	☐	☐	☐	☐

2. BENEFITS TO TARGET POPULATION	0	1	2	3	4	5
2.1 Applicant has experience and ability to successfully carry out the proposed services or project (Includes past program performance, meeting goals and objectives, satisfactory monitoring results, contract compliance, quality of the application, review of resumes of key staff, community reputation, and communication with funders).	☐	☐	☐	☐	☐	☐
2.2 The service or activity benefits primarily lower income residents and agency shows understanding & ability to document eligibility.	☐	☐	☐	☐	☐	☐
2.3 Clear measurements of the effectiveness of the service have been outlined in application.	☐	☐	☐	☐	☐	☐
2.4 Outreach to clients and services are culturally and linguistically appropriate, and effective to clientele.	☐	☐	☐	☐	☐	☐
2.5 Services are physically accessible to persons with disabilities.	☐	☐	☐	☐	☐	☐

3. ORGANIZATIONAL / ADMIN CAPACITY	0	1	2	3	4	5
3.1 Applicant's Mission is consistent with this service or project.	☐	☐	☐	☐	☐	☐
3.2 Applicant has established ability to effectively administer grants - (Includes past performance includes timely submission of reports and invoices, satisfactory monitoring results and annual audits and internal financial controls. For new applicants, includes application, review of audit, proposed and current program budget, resumes of key staff, and communication with funders who may have experience with applicant).	☐	☐	☐	☐	☐	☐
3.3 Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).	☐	☐	☐	☐	☐	☐

4. FINANCIAL ANALYSIS	0	1	2	3	4	5
4.1 The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective.	☐	☐	☐	☐	☐	☐
4.2 Applicant demonstrates balance & diversity of fund sources other than City/Consortium CDBG (other letters of funding commitment).	☐	☐	☐	☐	☐	☐
4.3 The percentage of funds requested to serve Seaside residents is proportional to the program budget and total persons served, and the agency demonstrates a need for Seaside funding.	☐	☐	☐	☐	☐	☐
4.4 The agency shows sound fiscal management ability (as reflected in the most recent audit.)	☐	☐	☐	☐	☐	☐
4.5 Applicant spends less than 20% of budget on administration.	☐	☐	☐	☐	☐	☐

Total:0 of 85 possible Points

Completed:0 of 17 questions answered

**Basic Elements of a Subrecipient Application for Funding
and Applicable Federal Regulations**

✓	Data	Description	Some Key Applicable Regulations
	1. Project Summary	A brief project description including: • Need or problem • Population to be served • Geographic service area • Description of work and how it addresses the problem • Schedule for completion • Proposed accomplishments • Eligibility/National Objective • Proposed budget • Intended staffing • Other sources of funding	24 CFR 570.200(a), 570.201–570.208, 507.503
	2. Agency Background	• Years in operation • Purpose • Type of services provided • Agency’s capabilities • Experience with Federal Programs • Number/characteristics of clients served • License to operate	24 CFR 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85
	3. Personnel	Describe: • Staff positions and qualifications • Policy/procedures manual	24 CFR 570.506, 570.507, 570.601, 570.602, 570.607(b), 570.611
	4. Financial	Describe: • Operating budget • Commitments for ongoing funding • Fiscal management (reporting, records, accounting principles)	24 CFR 570.502–570.504, 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85, and OMB Circulars A-87 or A-122; Treasury Circular 1075
	5. Audit Requirements	Organizations receiving \$300,000 or more in Federal financial assistance in a fiscal year must secure an audit.	OMB Circular A-133
	6. Insurance/Bonding/Worker’s Compensations	Indicate if agency: • Has liability insurance • Pays payroll taxes and worker’s compensation • Has fidelity bond coverage	24 CFR Parts 84 or 85
	7. Additional Information	Any other pertinent information	
	8. Standard Documents for Submission	• Articles of Incorporation/Bylaws • Non-profit determinations • List of Board of Directors • Authorization to Request Funds • Authorized official designation • Organization Chart • Resumes of Chief Program Admin. and Chief Fiscal Officer • Financial Statement and Audit • Conflict of Interest Questionnaire • Framework for Documenting Compliance with National Objectives	24 CFR 570.208, 570.500(c), 570.611 *Although these regulations do not require formal submission of all these documents at the point of application, the grantee can still request this information to obtain a better understanding of the organization, systems, and personnel of a potential subrecipient.

SUBRECIPIENT SELECTION CHECKLIST

This checklist provides useful criteria for selecting subrecipients and assessing risk. A grantee should use such criteria to determine whether a prospective subrecipient has the necessary systems in place for the Federal requirements that impact the type of activity being proposed. The grantee should “walk through” a hypothetical scenario involving the proposed activity to assess how the requirements on the checklist will be handled. This will allow the grantee to gauge the completeness of the prospective subrecipient’s systems and determine whether any technical assistance and/or close oversight will be necessary.

- ☐ Project is eligible and meets one of the three broad National Objectives:
 - Principally benefits low- and moderate-income persons;
 - Prevents or eliminates slum or blight;
 - Addresses an urgent need or problem in the community.
- ☐ Project fits into the community priorities set out by the Consolidated Plan.
- ☐ Project can be completed within a reasonable time frame.
- ☐ Prior experience with CDBG related activities, **and/or**
- ☐ Prior experience with other grant programs, and proven record carrying out similar projects in the community.
- ☐ Financial capacity as indicated by audited financial statements and banking/credit references.
- ☐ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time.
- ☐ Adequate staffing (number of staff and qualifications).
- ☐ Organizational strength, including:
 - record-keeping methods;
 - filing system;
 - financial systems;
 - existence of a written procedures manual for financial management and personnel.