



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, November 18, 2015
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

John Francis/ Sue Hawthorne/Sharrline Napoleon/Jessica Piombo

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **Minutes of the October 28, 2015 Special CDAC meeting.**

5. **2016-2018 CDBG MANDATORY FUNDING APPLICATION WORKSHOP**

-

6. **OLD BUSINESS**

A. **Consider re-allocation of CDBG project funding previously allocated for the Seaside Library Roof Replacement.**

PURPOSE: The San Francisco office of HUD has determined that the Seaside library is ineligible for roof replacement funding following their review of patron address data submitted by the Monterey County Library. As a result, the \$159,216 previously allocated CDBG funding must be re-allocated.

RECOMMENDATION: It is recommended that the CDAC consider the reallocation of \$159,216 for the 2015-2016 program year and formulate a recommendation to the City Council.

7. **NEW BUSINESS**

A. Report on first quarter 2015-2016 CDBG program (July-September).

PURPOSE: The purpose of this item is to review the program expenditures made to date during the 2015-2016 fiscal year.

RECOMMENDATION: It is recommended that the CDAC receive the report and make recommendations as appropriate.

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

A. Update Long Range Calendar

PURPOSE: Update the calendar as needed.

RECOMMENDATION: It is recommended the CDAC review the calendar and make additional suggestions as needed.

B. Follow up to October's subrecipient monitoring visits.

PURPOSE: The purpose of this item is to update the CDAC on Subrecipient monitoring visits conducted in October 2015.

RECOMMENDATION: It is recommended that the CDAC receive the report.

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
December 16, 2015
Oldemeyer Center
6:30

The City of Seaside is an ADA accessible facility and is committed to include the disabled in all of its services, programs and activities. Any person who requires accommodation to be able to participate in this meeting is asked to contact the office of the City Clerk at 899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements.

The City Council Chambers is equipped with a portable microphone for anyone unable to come to the podium. Assisted listening devices are also available.

Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at: <http://cyp.telvue.com/player?id=T01629&video=52314&noplaylistskin=1&width=400&height=300> Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

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 Government Code Section 54954.2(a) or Section 54956.

		MEETING MINUTES DRAFT																		
				SPECIAL MEETING																
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE																
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				OCTOBER 28, 2015																
				6:30 P.M.																
1.	CALL TO ORDER AT – 6:30 P.M.																			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM																			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo																		
	PRESENT:	Francis, Hawthorne, Napoleon, Piombo																		
	ABSENT:	None																		
3.	REVIEW OF AGENDA – No Comments																			
4.	PUBLIC COMMENT- None																			
5.	APPROVAL OF MINUTES September 16, 2015 <u>On motion by Member Hawthorne and Seconded by Member Piombo, and carried by the following vote, the CDAC approved the Meeting Minutes for September 16, 2015 Regular Meeting</u> <table><tr><td>AYES</td><td>4</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, Napoleon, Piombo</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>				AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	0	COMMITTEE MEMBERS	None	RECUSED	0	COMMITTEE MEMBERS	None
AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo																	
NOES	0	COMMITTEE MEMBERS	None																	
ABSENT	0	COMMITTEE MEMBERS	None																	
RECUSED	0	COMMITTEE MEMBERS	None																	
6.	OLD BUSINESS A. REVIEW OF PRIORITY NEEDS DISCUSSED DURING SEPTEMBER COMMUNITY NEEDS ASSESSMENT WORKSHOP After discussion and review of the Community Needs Workshop, held on September 16, 2015 the CDAC identified the following list as populations that are the highest priority to serve: • Extremely low and very low-income households • Seniors																			

- Youth
- Disabled persons
- Veterans
- Persons in need of healthcare, including substance abuse and mental health

The CDAC also identified the following as high priority types of activities to serve these populations, in no particular order,

Public Service Activities	Capital Projects
Housing	Rehabilitation of existing parks
Healthcare	Public Facilities improvements
Legal Assistance	ADA compliance
Substance abuse services	Park conversion (i.e. conversion from baseball to soccer field)
Mental health services	Enhance existing facilities
Homelessness	Infrastructure improvements
Crime prevention	Streets
Tutoring	Sidewalks

On motion by Member Piombo and Seconded by Member Hawthorne, and carried by the following vote, the CDAC approved and accepted the preceding priorities to be presented to the City Council as one of the factors to be used by the CDAC for evaluating requests for CDBG funding in the 2016-2018 multi-year funding cycle.

AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo
NOES	0	COMMITTEE MEMBERS	None
ABSENT	0	COMMITTEE MEMBERS	None
RECUSED	0	COMMITTEE MEMBERS	None

B. REVIEW OF 2015-2016 LONG RANGE CALENDAR

After review of the long range calendar, it was determined that it may be possible that some adjustments could be made in regards special CDAC meeting scheduled for April 6, 2016 depending on the application review process.

C. PROVIDE CLARIFICATION REGARDING INCOME LEVELS

Sharon Mikesell, Staff, provided the CDAC with a copy of HUD's 2015 Income Limits Documentation System to clarify their standards of income levels.

7.	NEW BUSINESS A. DISCUSS CHANGES THE CDAC WOULD LIKE THE CITY COUNCIL TO CONSIDER FOR THE PUBLIC SERVICE APPLICATION REVIEW AND AWARD PROCESS. The CDAC discussed applying limitations on funds requested such as possibly only considering requests for a minimum of \$5000 and a maximum of \$15,000 as well as possibly putting in place a word limit on applications. The CDAC will further discuss these changes in future meetings.																
7.	REPORTS FROM COMMITTEE MEMBERS Member Piombo announced that she is a member of a group known as SWAG, which stands for Seaside Walking Action Group and gave an open invitation for anyone interested to feel free and come on out to learn more about the group.																
8.	REPORTS BY STAFF Sharon Mikesell, staff informed the CDAC and public in attendance of the Business Expo which was held at the Embassy Suites on Friday October 30, 2015 from 4pm – 7pm for anyone interested.																
9.	ADJOURNMENT at 8:10 pm <u>On motion by Member Hawthorne and Seconded by Member Napoleon and carried by the following vote the CDAC adjourned the special meeting at 8:10 p.m.</u> <table><tr><td>AYES</td><td>4</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, Napoleon, Piombo</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>1</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	None	RECUSED	0	COMMITTEE MEMBERS	None
AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo														
NOES	0	COMMITTEE MEMBERS	None														
ABSENT	1	COMMITTEE MEMBERS	None														
RECUSED	0	COMMITTEE MEMBERS	None														



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: November 18, 2015

SUBJECT: **Consider re-allocation of CDBG project funding previously allocated for the Seaside Library Roof Replacement.**

PURPOSE

The San Francisco office of HUD has determined that the Seaside library is ineligible for roof replacement funding following their review of patron address data submitted by the Monterey County Library. As a result, the \$159,216 previously allocated CDBG funding must be re-allocated.

RECOMMENDATION

It is recommended that the CDAC consider the reallocation of \$159,216 for the 2015-2016 program year and formulate a recommendation to the City Council.

BACKGROUND

The City Council approved using CDBG funding for a library roof replacement during the 2015-2016 program year. In order to qualify for CDBG funding, over 51% of the project must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

The Monterey County Library provided address information (no patron specific identifiers) to HUD to determine eligibility of the project. HUD has determined that less than 51% of the patron addresses met the low-moderate income tract requirements and therefore, the project does not qualify for CDBG funding. As a result, the City of Seaside engineering staff has been asked to provide alternative projects for re-allocation of the funds for CDAC consideration and recommendation to the City Council.

FISCAL IMPACT

CDBG funds must be re-allocated to a project that can be implemented in a timely manner in order to maintain good standing with HUD.

ATTACHMENTS

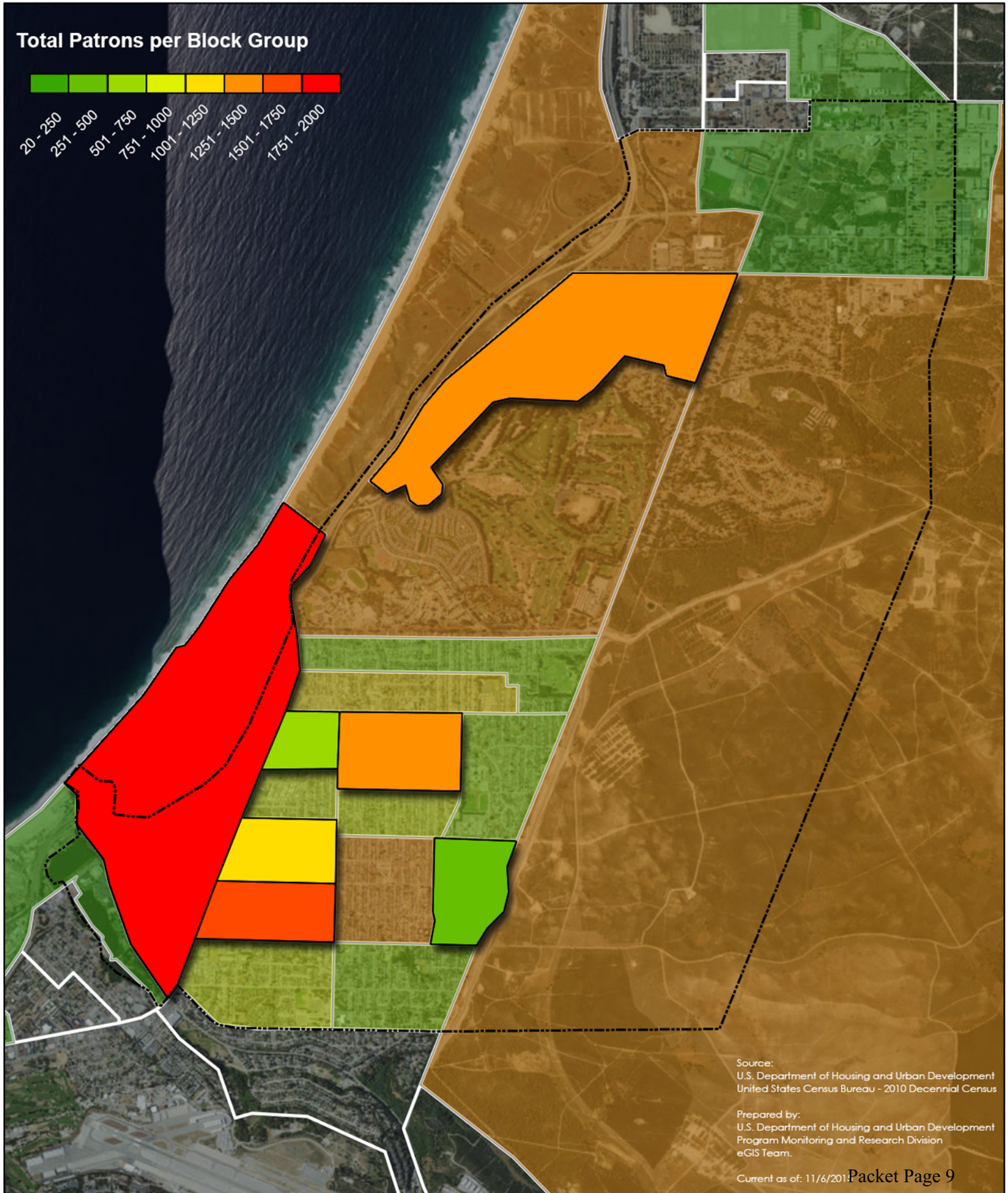
1. Seaside Library Patron Concentration Map-as determined by HUD
 2. Seaside Library Low/Moderate Income Percentage as compiled by HUD
-

City of Seaside, CA

Library Patrons Relative to Low/Mod Income Areas



Total Patrons per Block Group



Source:
U.S. Department of Housing and Urban Development
United States Census Bureau - 2010 Decennial Census

Prepared by:
U.S. Department of Housing and Urban Development
Program Monitoring and Research Division
eGIS Team.

Current as of: 11/6/2011 Packet Page 9

Block Group ID	Low/Mod Income Percentage	Address Count		
60530141041	0	135		
60530135002	0.156	666		
60530138003	0.2275	907		
60530141073	0.2561	1,416		
60530135003	0.2577	1,346		
60530139001	0.3094	570		
60530141071	0.3408	1,487		
60530133002	0.4304	20		
60530138001	0.4505	582		
60530137001	0.462	757		
60530136002	0.5	928		
60530139002	0.507	1,073	9887	Address Record Count in Non Low-Mod Block Groups
60530133004	0.5177	0	53.67%	Percentage of Addresses in Non Low-Mod Block Groups
60530141072	0.5425	1,357		
60530140001	0.5806	1,890		
60530138002	0.6128	1,430		
60530135001	0.6187	469		
60530136001	0.6269	1,643		
60530137002	0.6742	1,032		
60530137003	0.8195	714	8535	Address Record Count in Low-Mod Block Groups
			18422	Total Count of Address Records for Library
			46.33%	Percentage of Addresses in Low-Mod Block Groups



RESOURCE MANAGEMENT SERVICES
440 Harcourt Avenue Telephone (831) 899-6725
Seaside, California 93955 FAX (831) 899-6211

To: Community Development Advisory Committee Members
From: Rosa Camacho-Chavez, Michael Baker International
Cc: Sharon Mikesell
Date: November 18, 2015
Re: FY2015-2016 FIRST QUARTER REPORT

2015-16 USES OF FUNDS

Please find a summary budget below. A detailed worksheet is attached.

Total CDBG Budget	
Obligatory Expenditures (Section 108 Loan)	\$ 281,387
Program Administration	96,405
Public Service Program	72,304
Eligible Projects	556,274
Total Uses	1,006,370

OBLIGATORY EXPENDITURES (SECTION 108 LOAN) – \$281,387

In 1996, the City of Seaside applied for and received a Section 108 Loan Guarantee as part of a redevelopment project for the installation of public works improvements in the City Center Revitalization Area. The repayment of this loan is an eligible CDBG expense. Using CDBG funds to repay this loan alleviates an expense to the General Fund. This loan was re-financed in 2010. The current outstanding principal and interest balance is approximately \$600,931. The payments increase through 2017, when the loan will be paid off. In 2015, the payment will be \$281,386.50; in 2016, the payment will rise to \$304,426.50; and the final payment in 2017 will be for \$15,218.25.

PROGRAM ADMINISTRATION – \$96,405

CDBG program administration funds will be used to plan, implement, and evaluate the CDBG program. Grant management activities may include, but are not limited to, federal reporting, budget oversight, subrecipient monitoring, policy development and writing, citizen and community outreach, and coordination and supplemental grant writing to enhance CDBG-funded activities. In plan year 2015–16, the City is retaining part-time contract staff to support the CDBG program. Expenditures for program income are capped at 20% of the annual entitlement plus plan year program income.

PUBLIC SERVICE PROGRAM– \$72,304

All seven public service organizations have submitted their first quarterly reports. The Food Bank submitted an incomplete report and was not reimbursed for first quarter. They are all making progress on their programs. Of

the \$72,304 CDBG funds allocated for public services in 2015-16, \$29,797.49 (41%) has been reimbursed to the organizations.

Organization	CDBG Funds	Persons to be served FY2015-16	Persons Served Q1	Funds Requested Q1
CHS	\$10,766	130	69	\$10,766.00
CPY	\$11,595	25	15	\$8,258.49
Food Bank	\$7,754	365	635	\$0
Girls Inc.	\$6,261	65	47	\$1,831.50
LSS	\$15,000	180	89	\$3,750.00
MOWMP	\$10,000	100	94	\$2,500.00
TVP	\$10,928	31	37	\$2,691.50
Total	\$72,304			\$29,797.49

ELIGIBLE PROJECTS – \$556,274

For FY2015–16, the City of Seaside will complete the 2014-15 Park Improvements, the Boys and Girls Club of Monterey County Clubhouse Improvements project, the Community Human Services Genesis House improvements, the Highland-Otis Park improvements, the Seaside Library improvement.

Project Name	CDBG Funds	Funds Expended Q1	Accomplishments Q1
2014–15 Parks Improvements: Durant, Highland-Otis, Trinity, and Martin (4 facilities)	\$231,042	\$ 180,014.93	All of these projects are now physically completed. (Payments have not yet all been submitted for reimbursement)
Boys & Girls Club of Monterey County: Seaside Clubhouse Improvements	\$28,761	\$ 8,434.04	FY 2014-2015 Seaside Clubhouse improvements are 99% complete. 2015-2016 improvements have not yet begun.
Community Human Services; Genesis House Facility Improvement	\$28,038	\$0	CHS is working with planning department to get the project started .
Highland-Otis Park Improvements (ADA table-Rotary)	\$2,500	\$2,500	This project is complete.
Seaside Library ADA	\$106,717	\$ 2,018.69	Preparation for construction
Seaside Library Roof Replacement	\$159,216	\$0	Under review by HUD for qualification under national guidelines.
Total	\$556,274	192,292.66	



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2015 – June 2016

July CDAC Meeting (July 15, 2015)	Regular meeting cancelled
Two new CDAC members approved by City Council	July 16, 2015
Staff revise CON plan and Annual Action plan in coordination with HUD	July
July Special CDAC meeting –non substantial revisions to CON/Annual Plan	July 22, 2015
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
City Council approve non-substantial revisions to CON/Annual Plan	August 6, 2015
Notification of award and contract documents to sub recipients	August-upon HUD approval
August CDAC Meeting	August 19, 2015
- Recruitment & Appointment of CDAC members/Elect officers - Fourth Quarter (Apr-Jun) and Annual Program Reports - CAPER preview - Long-term calendar 2015-2016	
Annual Planning Notice & Notice of CAPER Publication	August 27, 2015
- initiate planning process - notice of community workshop - publish application dates and deadlines	
Draft CAPER publication	September 3, 2015
September CDAC Meeting and Community Workshop	September 16, 2015
- Annual Community Needs Assessment Workshop - CDBG application form/process review - Discuss 2014-15 CDBG Subrecipient Monitoring Schedule	
City Council public hearing	September 17, 2015
CAPER due to HUD	September 30, 2015
Notice placed for Mandatory Meeting on November 12	October 9, 2015
October CDAC Meeting	October 28, 2015
- Annual Priority Needs - Review CDBG application form/process draft - Review subrecipient scoring sheets - Provide clarification regarding income levels	
City Council	November 5, 2015
- informational item to present the needs identified at the September workshop and discuss the annual process	
NOFA and Applications Released	November 12, 2015
November CDAC Meeting and Proposal Workshop	November 18, 2015
- Mandatory for all interested applicants - First Quarter Program Report (Jul-Sep) - Discuss Mid-year re-allocation - Follow up to public service monitoring	
December CDAC Meeting	December 16, 2015
Applications due	January 15, 2016
January CDAC Meeting	January 20, 2016
- Summary of applications received - Discuss mid-year re-allocation	
Staff reading of applications received, check threshold requirements, review	January 20-30, 2016

background materials, questions for applicants.	
Special CDAC Meeting (may be re-scheduled if necessary)	February 3, 2016
- Staff transmits applications to CDAC with summary review, questions and responses. - Staff provides instructions for review and ranking of applications. - Mid-year re-allocation - Multi-year funding cycle	
CDAC reading applications	February 5 – 24, 2016
February CDAC Meeting (no meeting)	February 17, 2016
Special CDAC Meeting	February 24, 2016
- Second Quarter Program Report (Oct-Dec) - CDAC to report out on individual review and ranking of applications.	
CDAC Work Sessions	February 25 – March 17, 2016
- interviews, ranking and recommendations	
March CDAC Meeting	March 16, 2016
- CDAC recommendations on annual funding	
Administrative draft annual Action Plan to CDAC	March 25, 2016
Special CDAC Meeting	April 6, 2016
- CDAC recommendations on annual funding - Review draft Action Plan	
Publish annual Action Plan for comment and open 30-day public comment period	April 7, 2016
April CDAC Meeting	April 20, 2016
- if needed	
City Council - present CDAC recommendations and annual Action Plan	April 21, 2016
City Council – public hearing	May 5, 2016
- adopt annual Action Plan	
Public comment period closes	May 7, 2016
Action plan due to HUD	May 15, 2016
May CDAC Meeting	May 18, 2016
- Update on Annual Action Plan submitted to HUD - Elections	
Conditional notice of awards to Subrecipients	May
June CDAC Meeting	June 15, 2016
- if needed	



CITY OF SEASIDE

440 Harcourt Avenue
Seaside, CA 93955

Telephone (831) 899-6825
FAX (831) 899-6211

October 28, 2015

Ms. Donna Ferraro
CEO/President
Boys & Girls Club of Monterey County
1332 La Salle Avenue
Seaside, CA 93955

RE: Monitoring of Community Development Block Grant (CDBG) Program – Seaside Club Improvements project for the 2014–2015 Program Year

Dear Ms. Ferraro:

On October 13, 2015, Rosa Camacho-Chavez, consultant for the City of Seaside, and I monitored Boys & Girls Club of Monterey County's CDBG activities. Boys & Girls Club of Monterey County was a City subrecipient in 2014-15 and it carried out one CDBG-funded program: facility improvements to the Seaside Clubhouse. The project consisted of improvements to the lobby entry restrooms, gymnasium restrooms, and doors/locks of several doors in the Clubhouse.

The period under review spanned July 1, 2014, to June 30, 2015. In addition to examining relevant files in the course of the review, the consultant and I met with Ann Hasellbach and Ron Johnson. An exit conference was held with the aforementioned staff following the visit to discuss the results of the monitoring.

The purpose of a monitoring visit is to determine whether the subrecipient has implemented and administered CDBG-funded activities according to applicable federal requirements. In this review, particular attention was paid to compliance with eligibility and National Objective requirements. Other areas emphasized were financial management systems, procurement practices, compliance with civil rights requirements, and use of program income.

Overall, we found that Boys & Girls Club of Monterey County is making diligent efforts to comply with applicable federal requirements and achieving its program goals and measurements.

As a result of this most recent review, we have no findings and two concerns regarding the use of CDBG funds. A *finding* is defined as a program element that does not comply with a federal statute or regulation, whereas a *concern* is either a potential finding or a program weakness that should be improved to avoid future problems. The two concerns are described below.

Concern 1 – The project files are a bit disorganized, whereas some of the documents should be moved over to a different binder.

Requested Action

Within thirty (30) days of the date of this letter, please respond by describing the steps Boys & Girls Club of Monterey County will take to ensure the project files are organized for review.

Concern 2 – The agency's policy Conflict of Interest to persons seeking to provide services to Boys & Girls Club of Monterey County is not found in the Agency's policies and procedures.

Requested Action

Within thirty (30) days of the date of this letter, please respond by providing the language Boys & Girls Club of Monterey County will adopt as part of its Conflict of Interest policy. It is helpful to include language addressing this situation in bid documents. Since there are some items that may be covered by CDBG funding that were not included in a formal bid, a formal policy for the Agency is recommended.

We look forward to receiving your responses. If there should be any reason why your organization would have difficulty responding by the stated deadline, please contact me immediately.

We should add that the findings from our review, in our view, do not reflect negatively on your staff and their dedication to ensuring the success of the referenced program. As previously mentioned, we saw ample evidence of proper activity delivery by Boys & Girls Club of Monterey County over the last year in the operations of its CDBG-funded program.

Rosa Camacho-Chavez and I also appreciated your staff's continued assistance throughout the monitoring visit.

If you have any questions, please do not hesitate to contact me at (831) 899-6734 or smikesell@ci.seaside.ca.us.

Sincerely,



Sharon Mikesell
Administrative Analyst



CITY OF SEASIDE
440 Harcourt Avenue
Seaside, CA 93955

Telephone (831) 899-6825
FAX (831) 899-6211

October 28, 2015

Ronald Britt
Assistant Pastor
Greater Victory Temple Church of God in Christ
P.O Box 1070
Seaside, CA 93955

RE: Monitoring of Greater Victory Temple Church of God in Christ's CDBG Activities for FY 2014–2015

Dear Mr. Britt:

On October 15, 2015, Rosa Camacho-Chavez, consultant for the City of Seaside, and I monitored Greater Victory Temple Church of God in Christ's CDBG activities. Greater Victor Temple Church of God in Christ was a City subrecipient in 2014-15 and it carried out one CDBG-funded program: Community Technology Center. The program provided free, technology classes and walk-in computer services to adults and students.

The period under review spanned July 1, 2014, to June 30, 2015. In addition to examining relevant files in the course of the review, the consultant and I met with Angela Britt and Patricia Webb. An exit conference was held with the aforementioned staff following the visit to discuss the results of the monitoring.

The purpose of a monitoring visit is to determine whether the subrecipient has implemented and administered CDBG-funded activities according to applicable federal requirements. In this review, particular attention was paid to compliance with eligibility and National Objective requirements. Other areas emphasized were financial management systems, procurement practices, compliance with civil rights requirements, and use of program income.

Overall, we found that Greater Victor Temple Church of God in Christ is making diligent efforts to comply with applicable federal requirements and achieving its program goals and measurements.

As a result of this most recent review, we have no findings and two concerns regarding the use of CDBG funds. A *finding* is defined as a program element that does not comply with a federal statute or regulation, whereas a *concern* is either a potential finding or a program weakness that should be improved to avoid future problems. The two concerns are described below.

Concern 1 – The program files are disorganized, which made it difficult to find program records in chronological order.

Requested Action

Within thirty (30) days of the date of this letter, please respond by describing the steps Greater Victor Temple Church of God in Christ will take to ensure the program files are organized for review.

Concern 2 – The agency's policy Conflict of Interest to persons seeking to provide services to Greater Victory Temple of God in Christ is not found in the Agency's policies and procedures.

Requested Action

Within thirty (30) days of the date of this letter, please respond by providing the language Greater Victor Temple Church of God in Christ will adopt as part of its Conflict of Interest policy.

Concern 3 – Greater Victory Temple of God in Christ does not have all of the US Dept. of Labor Equal Employment Opportunity posters in a visible place.

Requested Action

Within thirty (30) days of the date of this letter, please respond by describing the steps Greater Victor Temple Church of God in Christ will take to ensure it is in compliance with all Equal Employment Opportunity access requirements. Further information regarding requirements is available at <http://www1.eeoc.gov/employers/poster.cfm>

We look forward to receiving your responses. If there should be any reason why your organization would have difficulty responding by the stated deadline, please contact me immediately.

We should add that the findings from our review, in our view, do not reflect negatively on your staff and their dedication to ensuring the success of the referenced program. As previously mentioned, we saw ample evidence of proper activity delivery by Greater Victor Temple Church of God in Christ over the last year in the operations of its CDBG-funded program.

Rosa Camacho-Chavez and I also appreciated your staff's continued assistance throughout the monitoring visit.

If you have any questions, please do not hesitate to contact me at (831) 899-6734 or smikesell@ci.seaside.ca.us.

Sincerely,



Sharon Mikesell
Administrative Analyst



CITY OF SEASIDE - RESOURCE MANAGEMENT SERVICES

440 Harcourt Avenue
Seaside, CA 93955

Telephone (831) 899-6736
FAX (831) 899-6211

November 10, 2015

Kim Keefer
Executive Director
Central Coast HIV-Aids Services
PO Box 1931
Monterey, CA 93942

Certified mail 7015 0640 0006 3654 1796

SUBJECT: INITIAL NOTICE of DEBARMENT

Dear Ms. Keefer:

This letter is a follow up to the September 28, 2015 letter sent by the City of Seaside regarding the formal monitoring of the CDBG program for the 2014-2015 Program Year (a copy is enclosed). The monitoring visit was scheduled for October 29, 2015 from 10 am to 3PM.

When representatives from this office tried to confirm the appointment via telephone, they found that the number on file was disconnected and a drive-by of the 780 Hamilton Avenue facility determined that the facility was closed. Media reports indicated your facility closed on June 30, 2015,

The US Department of Housing and Urban Development (HUD) office in San Francisco has advised the City regarding this matter and has indicated that if we are unable to monitor your program, your agency will become debarred from applying for future CDBG funding from Seaside, CA.

In accordance with HUD direction, this notice is your INITIAL NOTICE of DEBARMENT.

Should you wish to reschedule your monitoring visit at an alternative location and avoid debarment, please contact me at 831-899-6734 or email me at smikesell@ci.seaside.ca.us. If we do not hear from your office within 30 days, your agency will be subject to receiving a final notice of debarment and future CDBG funding will not be available through the City of Seaside.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Sharon Mikesell". The signature is fluid and cursive, with the first name "Sharon" and last name "Mikesell" clearly distinguishable.

Sharon Mikesell
Administrative Analyst
Attachment: September 28, 2015 letter

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Kim Keefer
Central Coast HIV/AIDS Services
PO Box 1931
Monterey, CA 93942



9590 9403 0391 5163 7704 21

2. Article Number (Transfer from service label)

7015 0640 0006 3654 1796

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

- D. Is delivery address different from item 1?** ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE
CERTIFIED MAIL®



7015 0640 0006 3654 1796
7015 0640 0006 3654 1796

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT**
Domestic Mail Only

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
- ☐ Return Receipt (electronic) \$
- ☐ Certified Mail Restricted Delivery \$
- ☐ Adult Signature Required \$
- ☐ Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

Sent To

Kim Keefer
Central Coast HIV/AIDS Services
PO Box 1931
Monterey, CA 93942

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark
Here