



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, February 3, 2016
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

John Francis / Sue Hawthorne / Sharrline Napoleon / Jessica Piombo

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **January 20, 2016**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **Distribution of CDBG Funding Applications from Community Agencies and instructions for review and scoring.**

PURPOSE: Applications for Public Service funding and capital projects by non-profits desiring to use CDBG funds were due on January 15, 2016 at 5 PM. The applications will be distributed to the CDAC members for review and scoring so that the distribution of available public service funds can be recommended to City Council as part of the 2016-2017 Annual Action Plan.

RECOMMENDATION: It is recommended that the CDAC members receive the application binders and the ranking instructions so they can begin the review process.

B. Review of the US Department of Housing and Urban Development's Annual Performance Assessment for Seaside's CDBG grant program year July 1, 2014 through June 30, 2015.

PURPOSE: The US Department of Housing and Urban Development (HUD) assesses the performance of grant recipients on an annual basis. HUD has sent the City of Seaside a letter evaluating the 2014 program year.

RECOMMENDATION: The City of Seaside has complied with the requirements for the CDBG program during program year 2014. The one open monitoring finding from the HUD monitoring visit in 2013 is in the process of successful resolution and is scheduled to be completed in full by July 1, 2016. No other corrective measures are needed at this time.

C. Adjustment of Long Range Calendar (if needed)

PURPOSE: The current CDAC calendar shows a cancellation of the February 17 meeting and a special meeting on February 24 as it was based on last year's CDAC meetings. The CDAC has the option to review the current calendar and make adjustments if desired.

RECOMMENDATION: It is recommended the CDAC review the current calendar and make adjustments if needed.

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
February 17, 2016
6:30 PM

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&noplaylists=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		
				REGULAR MEETING
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				JANUARY 20, 2016
				6:30 P.M.
1.	CALL TO ORDER AT – 6:40 P.M.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo		
	PRESENT:	Hawthorne, Piombo		
	ABSENT:	Francis, Napoleon		
3.	PUBLIC COMMENT – None			
APPROVAL OF MINUTES				
4.	December 16, 2015			
<i>On motion by Member Piombo and Seconded by Member Hawthorne and carried by the following vote, the CDAC approved the Meeting Minutes for December 16, 2015.</i>				
	AYES	2	COMMITTEE MEMBERS	Hawthorne, Piombo
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	1	COMMITTEE MEMBERS	Francis, Napoleon
	RECUSED	0	COMMITTEE MEMBERS	None
5.	OLD BUSINESS			
None				

6. NEW BUSINESS

A. CONSIDER OF RECOMMENDATION TO CITY COUNCIL OF A SUBSTANTIAL REVISION TO THE ANNUAL ACTION PLAN TO REALLOCATE \$159,216 PREVIOUSLY ALLOCATED TO SEASIDE LIBRARY ROOF REPLACEMENT TO SEASIDE LIBRARY ADA IMPROVEMENTS.

The US Department of Housing and Urban Development (HUD) has determined that a substantial amendment is necessary for the City's Annual Action Plan. Roof replacement to the Seaside library did not qualify for CDBG funding as the library patrons did not meet the low/moderate income criteria. The removal of architectural barriers at the Seaside library does meet the national objective for Low/Moderate Limited Clientele Presumed Benefit. Although the project is proposed for the same building (which would normally be a non-substantial amendment), since the beneficiaries of the project has changed, HUD requires a Substantial Amendment process be completed.

Sharon Mikesell, Staff, clarified to the Committee that since HUD is requiring a Substantial Amendment, the process includes a 30 day comment period, public noticing, posting of the proposed amendment and a public hearing during an upcoming City Council Meeting.

On motion by Member Piombo and Seconded by Member Hawthorne and carried by the following vote, the CDAC recommends beginning the Substantial Amendment process for ADA improvements at the Seaside Library.

AYES	2	COMMITTEE MEMBERS	Hawthorne, Piombo
NOES	0	COMMITTEE MEMBERS	None
ABSENT	1	COMMITTEE MEMBERS	Francis, Napoleon
RECUSED	0	COMMITTEE MEMBERS	None

B. UPDATE ON THE 2016-2018 PUBLIC SERVICE APPLICATIONS AND POSSIBLE SCHEDULING OF SPECIAL MEETINGS FOR APPLICATION REVIEW.

Sharon Mikesell, Staff, gave the Committee a summary of applications received by the January 15, 2016 deadline. The long range calendar currently has a special meeting scheduled for February 3, 2016 for distribution of the applications and instructions for review and ranking of applications and the committee was presented with the opportunity to adjust the schedule if necessary, however the committee members in attendance agreed to update the long range calendar and/or set up future special meetings while ALL committee members were present.

7.	REPORTS FROM COMMITTEE MEMBERS None																		
8.	REPORTS BY STAFF Sharon Mikesell, Staff, informed the Committee of a letter received from HUD which will be discussed at the “Special Meeting” scheduled for February 3, 2016.																		
9.	ADJOURNMENT at 7:05 p.m. <u>On motion by Member Piombo and Seconded by Member Hawthorne and carried by the following vote the CDAC adjourned the regular meeting at 7:05 p.m.</u> <table> <tr> <td>AYES</td><td>2</td><td>COMMITTEE MEMBERS</td><td>Hawthorne, Piombo</td></tr> <tr> <td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> <tr> <td>ABSENT</td><td>2</td><td>COMMITTEE MEMBERS</td><td>Francis, Napoleon</td></tr> <tr> <td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> </table>			AYES	2	COMMITTEE MEMBERS	Hawthorne, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	2	COMMITTEE MEMBERS	Francis, Napoleon	RECUSED	0	COMMITTEE MEMBERS	None
AYES	2	COMMITTEE MEMBERS	Hawthorne, Piombo																
NOES	0	COMMITTEE MEMBERS	None																
ABSENT	2	COMMITTEE MEMBERS	Francis, Napoleon																
RECUSED	0	COMMITTEE MEMBERS	None																



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104
www.hud.gov
espanol.hud.gov

DEC 22 2015

The Honorable Ralph Rubio
Mayor, City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Mayor Rubio:

SUBJECT: Annual Performance Assessment
Community Development Block Grant
Program Year: July 1, 2014 – June 30, 2015 (2014)

The U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD) assesses the performance of its grant recipients on an annual basis. This letter conveys the results of this evaluation for the 2014 program year.

A principal report utilized by CPD to assess performance is the Consolidated Annual Performance and Evaluation Report (CAPER), submitted by grant recipients within 90 days of the completion of each Program Year. The CAPER provides important information on the use of Community Development Block Grant (CDBG) funds in meeting specific housing and community development goals and addressing the needs of the homeless, as identified in the grantee's Five-year Consolidated Plan and Annual Action Plan. Additionally, this assessment takes into consideration information collected from other financial and performance reports and correspondence.

Program Year 2014 marks the final year of Seaside's 2010-2015 Consolidated Plan. Through the Plan, the city established five-year goals to benefit its low- and moderate-income residents in the areas of public facilities and infrastructure improvements, public services, particularly those for youth and seniors, economic development, and affordable housing. Many of the housing goals Seaside established in that Plan were to be addressed with Redevelopment Agency funds, so after the dissolution of that entity, the city has focused its CDBG funds on community development goals. During this last year of the Consolidated Plan, Seaside targeted infrastructure and public facilities needs, with improvements to Durant, Highland-Otis, Trinity, and Martin Parks, as well as to several streets in the city. Seaside also continued to address identified high priority needs of youth, older adults, and persons with substance abuse challenges by funding a variety of non-profits as public services.

As the report enclosed with this letter indicates, Seaside's CDBG program has complied with several key requirements. The program limits the amount of funds obligated for public services to 15 percent or less and for administration/planning to 20 percent or less of the annual grant amount. The report shows that the city's public services obligation is below 15 percent at 14.68 percent, and the administration/planning obligation is below the 20 percent cap at 19.80

percent. Likewise, the city is meeting the requirement and exceeding the standard that at least 70 percent of funds are used for the benefit to low- and moderate-income persons. Of all persons served with the funds during the program year, 94 percent were documented as being low to moderate income.

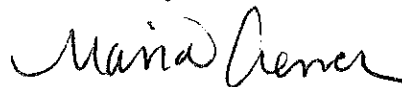
Seaside improved its performance regarding timeliness, which is expending CDBG funds in a prompt manner so that the amount on hand 60 days prior to the end of the program year does not exceed 1.5 times the annual allocation. For the prior test, during program year 2013, Seaside had a ratio of 1.65. However, the city put together and implemented an effective Workout Plan to return to timely status. For the 2014 program year test on May 2, 2015, Seaside had 1.01 times its allocation, well within the limit. The city is commended for returning to compliance with this requirement. The city is also making good progress to close its only open monitoring finding by July 2016.

Based on this analysis, HUD has determined that the city has the continuing capacity to administer the CDBG program, particularly as the city transitions more responsibility for the program to its own staff. The activities Seaside has undertaken are consistent with its HUD-approved Consolidated Plan, and the city continues to make progress in meeting its community development goals.

In accordance with the Consolidated Plan regulations described at 24 CFR §91.525, if the city has comments regarding this enclosed report, please submit them to this office within 30 days of receipt of this letter. This office may revise the report after considering the city's response. If HUD does not receive comments within the 30-day time period, this letter and attached report will be considered final and can be made available to the public.

This Office appreciates the partnership with Seaside staff and looks forward to continuing to support the city's efforts to meet the goals of the Consolidated Plan. If there are any questions or there is a request for technical assistance, please do not hesitate to contact Alice Walkup, Community Planning and Development Representative, at (415) 489-6584 or alice.walkup@hud.gov.

Sincerely,



Maria Cremer
Director
Community Planning and
Development Division

Enclosure

cc:

John Dunn, City Manager, City of Seaside

Sharon Mikesell, Administrative Analyst, Community & Economic Development, Resource Management Services Department

**Annual Performance Assessment
Seaside
2014**

Consolidated Annual Performance and Evaluation Report (CAPER)

Program Year End: June 30, 2015
Report Due: September 29, 2015
Report Received: September 24, 2015

Funding Covered by CAPER
CDBG: \$374,713.00
Program Income: \$105,700.35
Unexpended funds from prior year: \$664,884.71

Summary of Program Compliance

Community Development Block Grant Program (CDBG)

- Public Services Obligation [24 CFR 570.201(e)(1) or (2)]
 - Standard: <15% of Allocation plus Program Income received in prior year
 - Actual %: 14.68 %
 - Obligated as reported in CAPER: \$78,114.00
- Administration & Planning Obligation/Cap [24CFR 570.200(g)]
 - Standard: <20% of Allocation plus Program Income received in current year
 - Actual %: 19.80 %
 - Obligated as reported in CAPER: \$95,142.60
- Benefit to Low- to Moderate-Income Persons [24 CFR 570.200(a)(3)]
 - Standard: At least 70% of the aggregate amount of CDBG funds received by the recipient shall be used for activities that benefit low- and moderate-income persons as reported in the CAPER.
 - Actual %: 94 %
- Timeliness of Expenditures [24 CFR §570.902]
 - Standard: The regulations require that 60 days before the end of the program year, the city have no more than the equivalent of 1 ½ years-worth of CDBG grant funds available in its U.S. Treasury account. A ratio at or below 1.50 is acceptable.
 - Actual ratio: 1.01
 - Balance: \$377,699.97
 - Test date: May 2, 2015

Comments: The city of Seaside has complied with the above requirements for the Community Development Block Grant program during program year 2014.

Status of HUD Monitoring Findings

- HUD Monitoring
 - Date of Monitoring Report: September 10, 2013
 - Number of Open Monitoring Findings: 1
 - Anticipated Date of Resolution: July 1, 2016

Comments: The city has one open monitoring finding stemming from the HUD monitoring visit in 2013. During that review, HUD determined that the City used \$423,025 of its CDBG funds for costs of a planning activity, not a public facilities and improvements activity. To resolve the finding, the city agreed to reimburse its CDBG line of credit and local CDBG program account in a series of three annual payments. The city has completed the reimbursements for 2014 and 2015, and will complete the final payment by July 1, 2016. After that final reimbursement has been made, this finding will be closed.



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