



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Monday, March 14, 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, Rebecca Pieken, Clementine Bonner-Klein

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

Special Meeting Minutes, February 24, 2016

A. **SPECIAL MEETING MINUTES OF FEBRUARY 24, 2016**

5. **OLD BUSINESS**

A. **Update on Second Quarter reporting/payment status of Food Bank of Monterey County.**

PURPOSE: The purpose of this item is to inform the CDAC that multiple discussions have taken place to clarify procedures regarding processing of CDBG funding noting that the Food Bank's service to the community is greatly appreciated. The delay in processing quarterly payments was solely due to miscommunication concerning details of reporting client data. The Food Bank Second Quarter payment has been processed per CDAC recommendation.

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

B. Update on October 2015 Subrecipient Monitoring-Debarment of Central Coast HIV-Aids Services

PURPOSE: The purpose of this item is to update the CDAC that the HUD recommended process of debarment of Central Coast HIV-Aids Services has been completed. Attempts to conduct a monitoring visit as a follow up to their receipt of 2014-2015 CDBG funds from the City of Seaside were unsuccessful. Per HUD instruction, staff has completed the debarment process.

In general, **records are to be retained for 4 years** from the date of submission of the grantee's CAPER in which the specific activity is reported for the last time. Representatives of the grantee, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records of a subrecipient to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e)) Consistent with applicable state and local laws regarding privacy and obligations of confidentiality, the subrecipient also must provide citizens with reasonable access to records on the past use of CDBG funds (24 CFR 570.508).

RECOMMENDATION: It is recommended that the CDAC receive the report. Central Coast HIV-Aids is no longer serving the area and they have closed their doors permanently. Efforts for monitoring their 2014-2015 CDBG program were unsuccessful. Although it is extremely unlikely that they will ask for future funds, Central Coast HIV-Aids is no longer eligible to receive CDBG funding from the City of Seaside. The debarment process is connected with accessibility to records and is not a reflection on the quality of services they performed in our community while they were operating.

C. Recommendation to City Council for funding allocations for Public Service activities and CDBG funded Projects for the 2016-2017 Action Plan.

PURPOSE: The purpose of this item is to determine the funding allocation amounts to be recommended to City Council for the Public Service and CDBG capital projects for the 2016-2017 Fiscal Year to be included in the Annual Action Plan. Scoring was accepted as submitted at the February 24, 2016 special meeting.

RECOMMENDATION: It is recommended that the CDAC determine the funding allocation amounts to be recommended to City Council for the Public Service and capital projects for the 2016-2017 Fiscal Year to be included in the Annual Action Plan.

6. NEW BUSINESS

A. Update on progress of the 2016-2017 Annual Action Plan

PURPOSE: The purpose of this item is to hear an update on the progress of preparation of the 2015-2016 Annual Action Plan. The current Long Range Calendar indicates an administrative draft will be emailed to the CDAC on March 25 with a special CDAC meeting scheduled for April 6 to review the plan prior to the public comment period beginning on April 7 with a public hearing at City Council on May 7.

RECOMMENDATION: It recommended that the CDAC receive the report and provide direction as necessary.

B. Review and revise CDAC long range calendar

PURPOSE: The purpose of this item is to review the CDAC long range calendar and make adjustments if needed. The current calendar calls for a special meeting on April 6 and a regular meeting on April 20, if needed.

RECOMMENDATION: It is recommended that the CDAC review the long range calendar and make adjustments, if needed.

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
March 16, 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://cvp.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		
CITY OF SEASIDE				SPECIAL MEETING
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				OLDEMEYER CENTER 986 HILBY AVE
				FEBRUARY 24, 2016
				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, Clementine Bonner, Rebecca Pieken		
	PRESENT:	Francis, Hawthorne , Piombo, Bonner Klein, Pieken		
	ABSENT:	Napoleon		
3.	PUBLIC COMMENT – None			
4.	APPROVAL OF MINUTES			
	February 3, 2016			
	<u>On motion by Member Hawthorne and Seconded by Member Piombo and carried by the following vote, the CDAC approved the Meeting Minutes for February 3 ,2016</u>			
	AYES	5	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo, Bonner Klein, Pieken
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	1	COMMITTEE MEMBERS	Napoleon
	RECUSED	0	COMMITTEE MEMBERS	None
5.	OLD BUSINESS			
	None			

6.

NEW BUSINESS

A.WELCOME NEW CDAC MEMBERS

PURPOSE: The purpose of this item is to welcome Rebecca Pieken and Clementine Bonner Klein to the CDAC as appointed by the Seaside City Council on February 18, 2016 to each serve a two year term. The new appointees must take the oath of office prior to participating in CDAC recommendations to the City Council.

RECOMMENDATION: It is recommended that the CDAC committee welcome Rebecca Pieken and Clementine Bonner Klein to the Committee with terms expiring in February 2018.

B. REPORT ON SECOND QUARTER 2015-2016 CDBG PROGRAM (OCTOBER-DECEMBER)

PURPOSE: The purpose of this item is to review the program expenditures made to date during the 2015-2016 fiscal year. The presentation will be given by Rosa Camacho-Chavez from Michael Baker International.

RECOMMENDATION: It is recommended that the CDAC score the applications and make funding recommendations.

Rosa Camacho-Chavez, MBI, gave an overview of the 2015-2016 CDBG Budget and went over organizations which have submitted their quarterly reports. Staff also informed the Committee about an organization which failed to submit a complete report, therefore \$0 were reimbursed for the first quarter. After a conversation regarding different options on proceeding with reimbursement, the CDAC made a decision.

On motion by member Piombo and seconded by member Francis and carried out by the following vote, the CDAC approved to release 33% of the first quarter funds along with the second, third and fourth quarter reimbursements.

AYES	5	Francis, Hawthorne, Piombo, Bonner Klein, Pieken
NOES	0	COMMITTEE MEMBERS
ABSENT	1	Napoleon
RECUSED	0	COMMITTEE MEMBERS

C. CDAC REVIEW OF PUBLIC SERVICE AND COMMUNITY PROJECT APPLICATIONS

PURPOSE: The purpose of this item is to consider and score the applications received by the January 15, 2016 deadline for CDBG funding.

RECOMMENDATION: It is recommended that the CDAC score the applications and make funding recommendations.

	D. REVIEW THE CDAC LONG RANGE CALENDAR PURPOSE: The purpose of this item is to review the updated CDAC Long Range Calendar and make adjustments as needed. The calendar has been revised since the last CDAC meeting to indicate the adjusted March meeting schedule and to include the progress milestones for Substantial Amendment #1 to the 2015-2016 Annual Action Plan. RECOMMENDATION: It is recommended that the CDAC review the Long Range Calendar and make further adjustments. After review, the CDAC decided that no further adjustments are currently necessary.																		
7.	REPORTS FROM COMMITTEE MEMBERS Chairperson Francis commented that he noticed the weeds have been mowed at Highland Otis Park and the park looks fabulous																		
8.	REPORTS BY STAFF Sharon Mikesell, Staff informed the CDAC about the City of Seaside being recognized by the California Association for Local Economic Development (CALED) and receiving Awards of Merit for the "In Reach" Business Visitation Program as well as the Seaside 2015 Business Survey.																		
9.	ADJOURNMENT at 7:51 p.m. <u>On motion by Member Hawthorne and Seconded by Member Piombo and carried by the following vote the CDAC adjourned the special meeting at 7:51 p.m.</u> <table> <tr> <td>AYES</td><td>5</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, Piombo, Bonner Klein, Pieken</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>Napoleon</td></tr> <tr> <td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> </table>			AYES	5	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo, Bonner Klein, Pieken	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	Napoleon	RECUSED	0	COMMITTEE MEMBERS	None
AYES	5	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo, Bonner Klein, Pieken																
NOES	0	COMMITTEE MEMBERS	None																
ABSENT	1	COMMITTEE MEMBERS	Napoleon																
RECUSED	0	COMMITTEE MEMBERS	None																



CITY OF SEASIDE - RESOURCE MANAGEMENT SERVICES

440 Harcourt Avenue
Seaside, CA 93955

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

February 26, 2016

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

7015 0640 0006 3649 7987

Certified mail

SUBJECT: FINAL 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). An initial notice of Debarment was sent on November 10, 2015 and returned to sender.

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 since we are unable to monitor your program, your agency is debarred from applying for future CDBG funding from Seaside, CA.

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

Future CDBG funding will not be available through the City of Seaside.

Sincerely,

Sharon Mikesell

Administrative Analyst

Attachments: September 28, 2015 letter

November 10, 2015 Initial Letter of Debarment

Copy of returned mail



CITY OF SEASIDE
440 Harcourt Avenue
Seaside, CA 93955

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

September 28, 2015

Kim M. Keefer
Executive Director
Central Coast HIV/AIDS Services
P.O Box 1931
Monterey, CA 93942

SUBJECT: Formal Monitoring of Community Development Block Grant (CDBG) Program – Client Services Housing Program for the 2014–2015 Program Year

Dear Mr. Keefer:

The City of Seaside Resource Management Services Department will be monitoring the 2013–14 CDBG-funded **Client Services Housing Program** on **October 29, 2015, beginning at 10:00 a.m. and ending at 3:00 p.m.** Monitoring will be conducted on site at 780 Hamilton Avenue, Seaside, CA 93955 by Rosa Camacho-Chavez, consultant for the City of Seaside and myself. Monitoring of this program will be in accordance with US Department of Housing and Urban Development (HUD)/CDBG guidelines.

The monitoring process requires that your agency make all programmatic policies, procedures, forms, client records, and financial records available to Mrs. Camacho-Chavez and me for the above-referenced project/program for review and evaluation. Attached is the monitoring checklist indicating those items that will be reviewed as part of the formal monitoring process. Please have program and accounting staff available to answer questions during the monitoring visit. Mrs. Camacho-Chavez and I will require table or desk space and chairs to conduct the monitoring. The use of a conference room is preferred but not required.

Formal monitoring will begin with an entrance interview with staff to explain the monitoring process, followed by a request to have access to your programmatic and financial files. Following review of files, staff will conduct an exit interview with appropriate administrative staff to verbally review the results. Good performance will be noted, as will areas needing improvement.

A formal letter addressed to your chief executive and copied to your Board of Directors will follow the exit interview summarizing the results of the monitoring. Any formal findings will be discussed with staff prior to including the findings in the monitoring letter. Formal findings or concerns will include the required or recommended corrections and a timeline for correction. You will have 30 days to respond to the monitoring letter. The City will work closely with your

agency throughout the monitoring process to educate and assist your agency with meeting federal and local CDBG guidelines.

If you have any questions regarding this notice or the upcoming monitoring appointment, do not hesitate to contact me at (831) 899-6734 or at smikesell@ci.seaside.ca.us.

Sincerely,

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

Sharon Mikesell
Administrative Analyst

Attachment: City of Seaside Subrecipient Monitoring Checklist

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CITY OF SEASIDE SUBRECIPIENT MONITORING CHECKLIST**

I. Subrecipient Information

Date of Monitoring Visit: _____ Time: _____

Subrecipient: _____

Address: _____

Phone: _____

Person(s) Interviewed: _____

Project Location: _____

Project Name: _____

Funding Amount: _____ Reviewer: _____

HUD Activity Number: _____

Monitoring letter sent on: _____ Follow-up visit/letter sent on: _____

Specific Type of Activity: (*check one*)

- ☐ Building Repair/Renovation – *private or not-for-profit or public*
- ☐ Public Facility Renovation/Repair
- ☐ Feasibility Study for Renovation of Public Facility
- ☐ Feasibility Study for Renovation of Privately Owned Building
- ☐ Public Infrastructure Repairs/Improvements (roads, drainage, utilities)
- ☐ Public Service
- ☐ Demolition
- ☐ Historic Preservation

Activity Description:

II. National Objective and Eligibility

1. Which National Objective does this project meet (570.208)*?

Benefit to Low- and Moderate-Income Persons

- ☐ Low/Mod Area Benefit
- ☐ Limited Clientele Benefit
- ☐ Low/Mod Housing Benefit
- ☐ Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- ☐ on an Area Basis
- ☐ on a Spot Basis

An Urgent Need

- ☐ Needs Having a Particular Urgency

2. Which eligibility category does the project meet? (570.201-6)?

III. Conformance to the Subrecipient Agreement

1. Contract Scope of Services – Is the full scope of services listed in the Agreement being undertaken? List any deviation.
2. Levels of Accomplishments – Compare actual accomplishments at the point of monitoring with planned accomplishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. **Acknowledge major accomplishments.**
3. Time of Performance – Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.
4. Budget – Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.
5. Requests for Payment – Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.
6. Progress Reports – Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?
7. Special Conditions – Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

IV. Record-Keeping Systems (570.506)

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. Filing System – Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.
2. Documentation (activities, costs and beneficiaries) – Do the HCD project file and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 570.506? Do the project files support the data the subrecipient has provided for the CAPER?
3. Record Retention – Is there a process for determining which records need to be retained and for how long?
4. Site Visit (where applicable) – Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.
 - a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.
 - b. Is the project accomplishing what it was designed to do? Explain any problems.

V. Financial Management Systems [85.20 (local governments) and 84.21–28 (nonprofits)]

1. Systems for Internal Control – Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets (85.20(b)(3) and 84.20(b)(3))?
2. Components of a Financial Management System – Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.
3. Accounting – Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.
4. Eligible, Allocable, and Reasonable Costs – See OMB Circulars A-87, A-122. Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG-funded and non-CDBG-funded activities. Note any discrepancies.
5. Cash Management/Drawdown Procedures – See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been promptly drawn down and deposited? Are all draw downs of federal funds properly recorded? Note any discrepancies.
6. Management of Program Income – If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.

7. IPA Audit Reports/Follow-Up – (OMB Circular A-133) Determine if the subrecipient has expended \$500,000 or more in federal funds for the subject program year.
IPA Audit Required Yes____ No____ N/A____

Date Conducted _____

Any findings related to CDBG activity? Status? Explain.

8. Maintenance of Source Documentation – (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.
9. Budget Control – Do actual expenditures match the line item budget? Refer to 85.20(b)(4) and 84.20. Note any discrepancies.

VI. Insurance

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?
2. Is the City named as an additional insured?

VII. Procurement

1. Procurement Procedures – Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.
2. Conflict of Interest – How does the subrecipient ensure there was no conflict of interest, real or apparent? Review the process and comment.

VIII. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with 570.503(b)(7).
Yes____ No____ N/A____
2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required at 84.34?
Yes____ No____ N/A____
3. Has a physical inventory taken place and the results reconciled with property records within the last two years?
Yes____ No____ N/A____
4. If the subrecipient disposed of equipment/property that was purchased with federal funds within the last five years:
- a. Were proceeds from the sale reported as program income?
Yes____ No____ N/A____
- b. Did the grantee approve expenditure of program income?
Yes____ No____ N/A____
- c. Was the program income returned to the grantee?
Yes____ No____ N/A____

IX. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity – Refer to 570.506, 601, and 602. Note any deficiencies.
2. Section 3 – Opportunities for Training and Employment for Local Residents – Refer to 570.506(g)(5) and 570.607(a) (affirmative action). Note any deficiencies.
3. Fair Housing Compliance – Refer to 570.904 and 570.601(b). Note any deficiencies.
4. Requirements for Disabled Persons – Refer to 8.6. Note any concerns.
5. Women and Minority Business Enterprises – Refer to 570.506(g), 85.36(e), and 84.44, affirmative steps documentation. Note any concerns.

X. Conclusion and Follow-up

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.
2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.
 - a. List the required schedule for implementing corrective actions or making improvements.
 - b. List the schedule for any needed technical assistance or training and identify who will provide the training.

Project Monitor

Date



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.

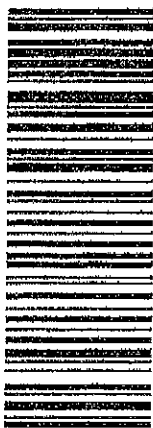
Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Mikesell".

Sharon Mikesell
Administrative Analyst
Attachment: September 28, 2015 letter

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
■ 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.		A. Signature ☐ Agent ☐ Addressee X	
1. Article Addressed to: Kim Keefer Central Coast HIV/AIDS Services P.O. Box 1931 Monterey, CA 93942		B. Received by (Printed Name) C. Date of Delivery	
2. Article Number (Transfer from service label) 7015 0640 0006 3654 1796		D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No	
3. Service Type ☐ Adult Signature ☐ Priority Mail Express® ☐ Adult Signature Restricted Delivery ☐ Registered Mail™ ☐ Certified Mail® ☐ Registered Mail Restricted Delivery ☐ Certified Mail Restricted Delivery ☐ Return Receipt for Merchandise ☐ Collect on Delivery ☐ Signature Confirmation™ ☐ Collect on Delivery Restricted Delivery ☐ Signature Confirmation Restricted Delivery ☐ Insured Mail ☐ Insured Mail Restricted Delivery (over \$500)			
9590 9403 0391 5163 7704 21			
PS Form 3811, April 2015 PSN 7530-02-000-9063		Domestic Return Receipt	

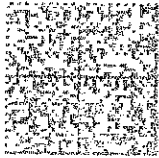


7015 0640 0006 3654 1796

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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 \$	Postmark Here
Sent To <u>Kim Keefer</u> Street and Apt. No., or P.O. Box No. <u>Central Coast HIV/AIDS Services</u> City, State, ZIP+4® <u>P.O. Box 1931</u> <u>Monterey, CA 93942</u>	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	



7015 0640 0006 3654 1796



U.S. POSTAGE, FIRST CLASS PERMIT NO. 1000 SEASIDE, CA 92138
24P 08055 \$007.67
02 IN
000138915210V 13 2015

NOV 19

RECEIVED
DEC 17 2015
RESOURCES MANAGEMENT SERVICES

CITY OF SEASIDE
440 HARCOURT AVENUE
SEASIDE, CALIFORNIA 93955

RETURN POSTAGE GUARANTEED

To

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

as returned to sender
city manager's office

PS Form 3811, April 2015 PSN 7530-02-000-9063

7015 0640 0006 3654 1796

2. Article Number (Transfer from service label)

9590 9403 0391 5163 7704 21

1. Article Addressed to:
 Kim Keefer
 Central Coast HIV/Aids services
 PO BOX 1931
 Monterey, CA 93942

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)
☐ Signature Confirmation
☐ Signature Confirmation Restricted Delivery
☐ Registered Mail®
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation Restricted Delivery
☐ Signature Confirmation Restricted Delivery (over \$500)

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

B. Received by (Printed Name) 2059 Salec, 12/17/15
 C. Date of Delivery 12/17/15
☐ Addressee
☐ Agent

A. Signature [Signature]

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.

Sharon Mikesell - RE: CCHIV-AIDS final notice of debarment

From: "Walkup, Alice" <Alice.Walkup@hud.gov>
To: Sharon Mikesell <SMikesell@ci.seaside.ca.us>
Date: 3/7/2016 4:19 PM
Subject: RE: CCHIV-AIDS final notice of debarment
CC: Diana Ingersoll <Dingersoll@ci.seaside.ca.us>, Rajnesh Narayan <RNarayan...

Sharon,

Thanks so much for this information. I have reviewed the information you provided, conferred with Angelo, and we have determined that the city has provided due process and has properly debarred Central Coast HIV/AIDS Services from receiving future CDBG funding.

Thank you for completing the process.

Alice

Alice Walkup, AICP

Community Planning and Development Representative

Please note new mailing address:

U.S. Department of Housing and Urban Development

San Francisco Regional Office

One Sansome Street, Suite 1200

San Francisco, CA 94104-4430

Tel: (415) 489-6584

Fax: (415) 489-6601

E-mail: alice.walkup@hud.gov

From: Sharon Mikesell [mailto:SMikesell@ci.seaside.ca.us]
Sent: Friday, February 26, 2016 11:12 AM
To: Walkup, Alice
Cc: Diana Ingersoll; Rajnesh Narayan; Rosa Camacho-Chavez
Subject: CCHIV-AIDS final notice of debarment

Good Morning Alice:

Per your direction, we are completing the due process as outlined and are sending the Central Coast HIV-Aids Services their final notice of debarment (It is unlikely they will actually receive it, since our last correspondence was returned unclaimed and their Seaside office is permanently closed. This letter includes copies of all the correspondence, including a copy of the return envelope marked unclaimed from the last mailing).

As you know, they were a 2014-2015 CDBG Seaside Public Service recipient. They closed their facility in Seaside on June 30, 2015. We have been unable to schedule a monitoring visit. Our initial correspondence was unanswered (it was not returned to sender). However, the Initial Notice of Debarment was returned to sender as unclaimed.

It is very unlikely that this former recipient would attempt to get funding in the future as they have closed. (I'm attaching a copy of the emails you sent me regarding this matter below to refresh your memory as this process started several months ago). Thanks for your help.

Sharon Mikesell
Administrative Analyst
Economic Development
City of Seaside
831-899-6734
smikesell@ci.seaside.ca.us

Check Out Our Latest Videos: <http://www.ci.seaside.ca.us/index.aspx?page=251>
>>> "Walkup, Alice" <Alice.Walkup@hud.gov> 11/9/2015 1:14 PM >>>

Sharon,

Thanks so much for this information regarding the former subrecipient that has closed its doors. It sounds like you are taking all appropriate steps in this situation and have the information the city needs.

If you have any questions, please let us know. I will be following up this email with another containing my comments/questions on Seaside's CAPER, which looks very good.

Thanks,

Alice

Alice Walkup, AICP

Community Planning and Development Representative

Please note new mailing address:

U.S. Department of Housing and Urban Development

San Francisco Regional Office

One Sansome Street, Suite 1200

San Francisco, CA 94104-4430

Tel: (415) 489-6584

Fax: (415) 489-6601

E-mail: alice.walkup@hud.gov

From: Sharon Mikesell [<mailto:SMikesell@ci.seaside.ca.us>]

Sent: Monday, November 09, 2015 9:03 AM

To: Walkup, Alice

Cc: Lisa Brinton; Tom, Angelo C; Rosa Camacho-Chavez

Subject: RE: Seaside Library Roof funding status and a Subrecipient monitoring question

Importance: High

Hi Alice: Please see attached responses in Green italics. Thanks.

Sharon Mikesell
Administrative Analyst
Economic Development
City of Seaside
831-899-6734
smikesell@ci.seaside.ca.us

Check Out Our Latest Videos: <http://www.ci.seaside.ca.us/index.aspx?page=251>

>>> "Walkup, Alice" <Alice.Walkup@hud.gov> 10/30/2015 10:43 AM >>>

Sharon,

Thanks so much for your email. I have been working on the analysis and should be able to finish it up shortly – potentially this afternoon. As soon as I have the results, I will send them on. *Have you finished the analysis? We would like to present the information at the next Community Development Advisory Committee meeting scheduled for next week, if possible.*

For your question on the former subrecipient, I discussed the issue with Angelo Tom and he asked the following of me, which I will pose to you:

- Are there any undisbursed funds under the contract with this subrecipient? *No. All funds were disbursed and they did provide documentation for all expenditures.*
- Has the agency provided a final report to Seaside? *Yes.*
- Did they provide any information about access to records from the time they received CDBG funds? *Their Seaside office closed on June 30, 2015. I have attached a print-screen from their last post on their Facebook Page.*
- Did they purchase any equipment or other property using their public services funds? *No.*

Angelo also mentioned that this subrecipient should be notified that if it does not comply with the monitoring, it will be debarred from applying future CDBG funds from Seaside. This due process can be achieved and documented by providing two additional letters to the subrecipient, indicating an initial and then final notice of debarment. It sounds like the agency would not be in a position to apply or seek these funds, but completing this process will document that for future reference. *I will send them a followup letter via certified mail.*

Please let me know if you have any questions and I'll be back in touch soon. Thanks,

Alice

Alice Walkup, AICP

Community Planning and Development Representative

Please note new mailing address:

U.S. Department of Housing and Urban Development

San Francisco Regional Office

One Sansome Street, Suite 1200

San Francisco, CA 94104-4430

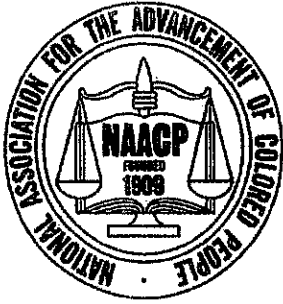
Tel: (415) 489-6584

Fax: (415) 489-6601

E-mail: alice.walkup@hud.gov

**City of Seaside - Community Development Advisory Committee
2016-18 CDBG Application Scoring and Ranking Form**

						The activity meets one of the three National Objectives: Serving Priority Services and Populations Activity Need and Justification Readiness to Proceed Cost Reasonableness and Effectiveness Activity Management and Implementation Experience Past Performance Matching Contributions Application Completeness									
Type	Applicant	Program	Current Request	Priority Need	Total score	1	2	3	4	5	6	7	8	9	10
Public Service															
	Community Partnership for Youth	HS Leadership Program	\$15,000	After-school Enrichment	88.50	3.75	7.00	8.75	12.75	14.25	15.00	6.00	7.50	9.75	3.75
	Girls Inc. of the Central Coast	Afterschool Leadership Mentoring Programs	\$8,000	After-school Enrichment	87.50	3.75	7.50	8.00	12.75	13.50	15.00	6.00	7.50	9.75	3.75
	Greater Victory Temple	The Technology Center	\$15,000	After-school Enrichment	12.00	3.75	-	-	-	3.75	-	-	-	4.50	-
	Legal Services for Seniors	Legal Services for Seniors	\$15,000	Seniors	84.50	3.75	6.50	8.25	12.75	12.00	14.25	6.00	7.50	9.75	3.75
	The Salvation Army	Monterey Corps Housing Program	\$14,000	Housing	84.50	3.75	6.50	7.25	12.75	13.00	15.00	5.25	7.50	9.75	3.75
	The Village Project, Inc.	Education & Cultural Enrichment Academy	\$12,000	After-school Enrichment	86.75	3.75	7.50	8.25	12.75	12.50	15.00	6.00	7.50	9.75	3.75
Total				\$79,000											
Average					73.96	3.75	5.83	6.75	10.63	11.50	12.38	4.88	6.25	8.88	3.13
Public Facility															
	Boys & Girls Club of Monterey County	Seaside Clubhouse Improvements	\$21,000	Improvements to Facilities	83.75	3.75	7.50	6.25	12.75	12.25	15.00	5.25	7.50	9.75	3.75
	Community Human Services	Genesis House Facility-1152 Sonoma Ave.	\$30,000	Improvements to facilities	84.25	3.75	7.50	7.50	12.75	11.50	15.00	5.25	7.50	9.75	3.75
Total				\$51,000											
Average					84.00	3.75	7.50	6.88	12.75	11.88	15.00	5.25	7.50	9.75	3.75



RECEIVED
CITY OF SEASIDE
JAN 19 2016

Monterey County Branch-NAACP
P.O. Box 782, Seaside, CA 93955
Telephone: (831) 394-3727 Fax: (831) 394-1505
e-mail: mcbnaacp1049@att.net Web: www.naacpmonterey.org

January 13, 2016

Advisory Committee
Community Development Block Grant
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Committee Members:

As President of the Monterey County Branch of the National Association for the Advancement of Colored People (NAACP), I am writing in strong support of the grant application by The Village Project, Inc. for its Mae C. Johnson Afterschool Academy.

The Village Project, Inc. has a special place in our community for the outstanding work it does for children and families. Its Afterschool Academy is especially highly thought of in our community because of its long history of success in turning young students' lives around and inspiring them to become excellent students and young members of our community we all can be proud of. Since that afterschool academy has been in existence, an increasing number of students who were failing are graduating from high school. Some have gone on to college. This is the kind of program that is deserving of all the support our community can muster.

Thank you all for the work you do for our community and thank you for your thoughtful consideration of this letter of support for grant application by The Village Project, Inc. Feel free to contact me at the above address or telephone number if you have questions.

Best Regards,

Joe Watson, President
Monterey County Branch-NAACP



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
Public Notice published regarding Substantial Amendment	February 11, 2016
Substantial Amendment #1 Public Comment period	February 15-March 17
February CDAC Meeting (no meeting)	February 17, 2016
Two new CDAC members approved by City Council	February 18, 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
Special CDAC Meeting CDAC recommendations on annual funding	March 14, 2016 (Monday)
March CDAC Meeting - regular meeting cancelled due to CDAC member conflicts	March 16, 2016
Public Hearing Substantial Amendment #1 at City Council	March 17, 2016
Administrative draft annual Action Plan to CDAC	March 25, 2016
Special CDAC Meeting - 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
Conditional notice of awards to Subrecipients	May
June CDAC Meeting - if needed	June 15, 2016