



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, May 18, 2016
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

John Francis
Sue Hawthorne
Sharrline Napoleon
Jessica Piombo
Rebecca Pieken
Clementine Bonner Klein

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **April 6, 2016**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **Update on Annual Action Plan submitted to US Department of Housing and Urban Development (HUD)**

PURPOSE: The purpose of this item is to update the CDAC on the Annual Action Plan. City Council approved the plan on May 5. No written comments on the plan were received by the City. The plan was electronically submitted to HUD in advance of the May 15 deadline.

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

B. Report of 3rd Quarter Subrecipient Activity

PURPOSE: The purpose of this item is for the CDAC to receive the 3rd quarter report of CDBG fund expenditures by the public service agencies and capital projects.

RECOMMENDATION: It is recommended the CDAC receive the report.

C. Review of HUD memo regarding Affirmatively Furthering Fair Housing requirements

PURPOSE: The US Department of Housing and Urban Development (HUD) has issued a memo regarding the incorporation of grantee's obligations to Affirmatively Further Fair Housing. Under the new rule, the citizen participation plan requirement at 24 CFR 91.105 for local governments has been revised. Seaside is an entitlement community receiving less than \$500,000/year and as such our first Assessment of Fair Housing submittal will be due After January 1, 2018 but 270 days prior to the start of the next Consolidated Plan (July 1, 2020).

RECOMMENDATION: It is recommended that the CDAC review the HUD memo. Possible consideration of procedural revisions should be agendized for a future CDAC meeting. CDAC recommended changes to the adopted Seaside CDBG Program Policies and Procedures would be presented by staff to City Council for adoption by Resolution prior to the mandated implementation date established by HUD.

D. Review 2015-2016 CDAC Long Range Calendar and Consider 2016-2017 CDAC Long Range Calendar

PURPOSE: The purpose of this item is to review the remainder of the 2015-2016 CDAC Long Range Calendar and to consider a working calendar for 2016-2017

RECOMMENDATION: It is recommended that the CDAC review the calendars and make revisions as appropriate.

E. Election of CDAC officers for Fiscal Year 2016-2017

PURPOSE: The purpose of this item is to elect CDAC officers for the 2016-2017 fiscal year.

RECOMMENDATION: It is recommended that the CDAC hold election of officers for the 2016-2017 fiscal year.

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
June 15, 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&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				Wednesday, April 6, 2016
				6:30 P.M.
1.	CALL TO ORDER AT – 6:32 p.m.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein		
	PRESENT:	Francis, Hawthorne, Napoleon Piombo, Pieken, Bonner Klein		
	ABSENT:	None		
3.	PUBLIC COMMENT –			
	None			
	APPROVAL OF MINUTES			
4.	Special Meeting- March 14, 2016			
	On motion by Member Hawthorne and Seconded by Member Pieken and carried out by the following vote, the CDAC approved the Meeting Minutes for the March 14, 2016 Special Meeting			
	AYES	6	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo, Pieken, Bonner Klein
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	0	COMMITTEE MEMBERS	None
	RECUSED	0	COMMITTEE MEMBERS	None
	OLD BUSINESS			
5.	None			

6.

NEW BUSINESS

A. REVIEW OF DRAFT 2016-2017 ANNUAL ACTION PLAN

PURPOSE: The purpose of this item is to review and discuss the draft 2016-2017 Draft Annual Action plan and provide direction to staff. The City Council is scheduled to receive the CDAC recommendation for funding as indicated in the Plan on April 21 for additional direction to staff. A public hearing to adopt a resolution approving the Action Plan will be held at the May 5 City Council Meeting prior to submitting the Plan to HUD prior to the May 15 deadline.

RECOMMENDATION It is recommended that the CDAC review the document and provide direction to staff.

After taking a few minutes for the CDAC to review the Draft Annual Action Plan, the CDAC and Staff held a brief conversation regarding minor vocabulary changes to be made in the report.

On motion by Member Hawthorne and Seconded by Member Piombo and carried out by the following vote, the CDAC approved the 2016-2017 Draft Annual Action Plan as amended to be presented to City Council.

AYES	6	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo, Pieken, Bonner Klein
NOES	0	COMMITTEE MEMBERS	None
ABSENT	0	COMMITTEE MEMBERS	None
RECUSED	0	COMMITTEE MEMBERS	None

B. REVIEW THE LONG RANGE CALENDAR

PURPOSE: The purpose of this item is to review the Long Range Calendar and make any changes necessary.

RECOMMENDATION: It is recommended that the CDAC review the long range calendar and make changes as necessary.

On motion by Member Piombo and Seconded by Member Bonner Klein and carried out by the following vote, the CDAC approved to cancel the Regular meeting scheduled for Wednesday April 20, 2016 and resume Wednesday May 18, 2016.

	AYES 6 COMMITTEE MEMBERS Francis, Hawthorne, Napoleon, Piombo, Pieken, Bonner Klein NOES 0 COMMITTEE MEMBERS None ABSENT 0 COMMITTEE MEMBERS None RECUSED 0 COMMITTEE MEMBERS None
7.	REPORTS FROM COMMITTEE MEMBERS None
8.	REPORTS BY STAFF Sharon Mikesell, Staff, informed the CDAC that the Substantial Amendment presented to City Council regarding the ADA improvements at the Seaside Library has been approved and improvements may proceed.
9.	ADJOURNMENT at 7:15 p.m. <i>On motion by Member Piombo and Seconded by Member Pieken and carried out by the following vote, the CDAC adjourned the Special Meeting at 7:15 p.m.</i> AYES 6 COMMITTEE MEMBERS Francis, Hawthorne, Piombo, Napoleon, Pieken, Bonner Klein NOES 0 COMMITTEE MEMBERS None ABSENT 0 COMMITTEE MEMBERS None 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

To: Community Development Advisory Committee Members

From: Rosa Camacho-Chavez, Michael Baker International

Cc: Sharon Mikesell

Date: May 18, 2016

Re: FY2015-2016 THIRD 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 submitted their third quarterly reports. The Food Bank’s second quarter reimbursement is reflected on this quarter. During third quarter, \$16,230.25 (22%) was reimbursed, and all organizations are making progress on their programs.

Of the \$72,304 CDBG funds allocated for public services in 2015-16, \$60,616.50 (83%) has been reimbursed to the organizations fiscal-year-to-date.

Organization	FY2015-16		Q 1		Q 2		Q 3		FYTD Total	
	CDBG Funds	Persons to be served	PS	FR	PS	FR	PS	FR	Persons Served	Funds Requested
CHS	\$10,766	130	69	\$10,766.00	24	\$0	28	\$0	121	\$10,766
CPY	\$11,595	25	15 + 430	\$8,258.49	15+432 (2 new + 430 and 15 carried forward from Q1)	\$3,336.51	17+447 (2 new + 15 carried forward plus 15 new and 432 carried forward from Q2)	\$0	17+447	\$11,595
Food Bank	\$7,754	365	635	\$0	174	\$0	129	\$5,170.00	938	\$5,170
Girls Inc.	\$6,261	65	47	\$1,831.50	59 (12 new + 47 carried forward from Q1)	\$2,310.75	59 (0 new + 59 carried forward from Q2)	\$2,118.75	59	\$6,261
LSS	\$15,000	180	89	\$3,750.00	65	\$3,750.00	60	\$3,750.00	214	\$11,250
MOWMP	\$10,000	100	94	\$2,500.00	98 (17 new + 94 carried forward from Q1)	\$2,500.00	105 (7 new + 98 carried forward from Q2)	\$2,500.00	105	\$7,500
TVP	\$10,928	31	37	\$2,691.50	37 (0 new + 37 carried forward from Q1)	\$2,691.50	41 (4 new + 37 carried forward from Q2)	\$2,691.50	41	\$8,074.50
Total	\$72,304			\$29,797.49		\$14,588.76		\$16,230.25		\$60,616.50

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, and the Seaside Library improvement.

Project Name	CDBG Funds	Funds Expended Q1	Funds Expended Q2	Funds Expended Q3	Accomplishments Q3
2014–15 Parks Improvements: Durant, Highland-Otis, Trinity, and Martin (4 facilities)	\$231,042	\$ 180,014.93	\$51,026.85	\$0	All of these projects are complete.
Boys & Girls Club of Monterey County: Seaside Clubhouse Improvements	\$28,761	\$ 8,434.04	\$1,439.41	\$85.00	FY 2014-2015 is completed and 2015-2016 project is in progress.
Community Human Services; Genesis House Facility Improvement	\$28,038	\$0	\$0	\$931.63	CHS advertised but did not receive any bids for the project and is now seeking responsible quotes for the project.
Highland-Otis Park Improvements (ADA table-Rotary)	\$2,500	\$2,500	\$0	\$0	This project is complete.
Seaside Library ADA	\$106,717	\$ 2,018.69	\$68,291.45	\$0	This project is complete.
Seaside Library Roof Replacement	\$159,216	\$0	\$0	\$0	Substantial Amendment #1 approved by City Council on March 17, and submitted to HUD.
Total	\$556,274	192,292.66	120,757.71	\$1,016.63	



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

MAR 14 2016

MEMORANDUM FOR: All CPD Formula Program Grantees
All CPD Field Office Directors

FROM: Harriet Tregoning, Principal Deputy Assistant Secretary
for Community Planning and Development, D

SUBJECT: Incorporating 24 CFR Part 5 Affirmatively Furthering Fair Housing
into 24 CFR 91.10 Consolidated Program Year, 24 CFR 91.105
Citizen participation plan for local governments and 24 CFR 91.115
Citizen participation plan for States

The U.S. Department of Housing and Urban Development (HUD) recently published a Final Rule at 24 CFR Part 5 regarding a grantee's obligation to Affirmatively Further Fair Housing (AFFH). The new rule sets forth a meaningful and transparent process to identify and understand local and regional fair housing issues and to set goals for improving fair housing choice and access to opportunity. HUD is providing its consolidated plan grantees and public housing authorities with an Assessment Tool and a rich set of data within a mapping tool to support the development of the Assessment of Fair Housing (AFH), which is replacing the Analysis of Impediments to Fair Housing Choice (AI). The assessment of information on the current state of neighborhood demographics and assets within an open planning process can affect the nature of the conversations, and ultimately, community decisions. The AFH Tool, informed by the community participation process, will guide grantees through the identification of fair housing issues and related contributing factors, and result in prioritizing and setting of goals for its upcoming planning period.

Under the new rule, the citizen participation plan requirements at 24 CFR 91.105 for local governments and 24 CFR 91.115 for states have been revised to accommodate the new AFH, the analysis undertaken pursuant to § 5.154 requiring consultation and community participation in the analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

Section 107 of the Cranston-Gonzalez National Affordable Housing Act and its implementing regulations at 24 CFR Part 91 require jurisdictions to implement a citizen participation process as a prelude to the allocation and expenditure of formula funds for HUD's Community Planning and Development programs. These requirements are also contained in section 104(a)(2) of the Housing and Community Development Act of 1974 for CDBG grantees. A grantee's citizen participation plan and proposed allocation of funds to eligible activities are components of its consolidated plan required pursuant to 24 CFR 91. The specific statutory requirement is implemented through 24 CFR 91.105 and 24 CFR 91.115, which describe the standards for local government and state citizen participation plans applicable to the formula grant programs.

Under the new AFFH rule, a grantee's citizen participation plan will need to be amended prior to the initiation of the AFH process to comply with the new provisions at § 91.105 for local governments and § 91.115 for states. This memorandum outlines the revisions and additions to the consolidated plan process, the consultation process and the citizen participation plan requirements for both local government and states so they may incorporate the AFH into their citizen participation plan.

24 CFR 91.10 – Consolidated program year and collaborating on an AFH submission

The AFFH rule at 24 CFR 5.152 and 5.156 encourages program participants to collaborate in undertaking a joint Assessment of Fair Housing (AFH) or a regional AFH. A joint AFH refers to two or more program participants conducting and submitting a single AFH. Joint participants may include local jurisdictions, states, Insular Areas, or PHAs. A regional AFH is a type of joint AFH in which at least two of the participants are consolidated plan program participants, conducting and submitting a single AFH. Collaborating program participants must, through a written agreement, designate one participant as the lead entity to oversee the joint or regional AFH on behalf of all collaborating program participants. Program participants that intend to collaborate must notify the appropriate FHEO Regional Director and provide a copy of their collaboration agreement. The new rule requests all collaborating program participants be on the same program year and consolidated plan submission cycle before submission of the joint AFH or regional AFH.

For the purposes of the AFFH Rule, HUD considers a consortium that acts as a single unit of general local government for the purposes of the HOME program to also be a single program participant for the purposes of completing an AFH. As such, a HOME consortium must submit a single AFH that covers the jurisdictions that make up the consortium. HUD does not consider such a submission to be a "joint" or "regional" submission. As such, HOME consortia are not subject to the requirements to notify HUD of the intent to submit jointly or to complete a separate written agreement. Consolidated Planning regulations require HOME consortium members to be on the same cycle for the 3-5 year consolidated plan (and to submit a single consolidated plan), so the AFH due date would be the same for the entire consortium.

Under 24 CFR 91.10, a jurisdiction may either shorten or lengthen its program year to align its program year with its collaborating partners. To change the beginning date of the following program year, the jurisdiction must notify their HUD field office in writing at least two months before the date the program year would have usually ended if it had not lengthened or at least two months before the end of a proposed shortened program year.

HUD recognizes that for the purpose of submitting a joint or regional AFH, some grantees may need to extend their consolidated plan beyond the normal three to five year time period in order to align their program with the other collaborating participants' consolidated plan cycles. Under 24 CFR 91.20, a jurisdiction may request an extension in writing to the field office of its intent to prepare a joint or regional AFH. The field office, at its discretion, will review and consider an extension of no more than two years for the specific purpose of aligning consolidated plan cycles for a joint or regional AFH. Jurisdictions requiring more than two years to become aligned with their designated AFH lead's program year start date should instead submit a new consolidated plan with a time period that would align the jurisdiction to its collaborating partners. Jurisdictions should

be aware that even when an extension is granted they must still continue to submit an annual action plan and required certifications.

The new rule does provide that if the alignment of a program year is not practicable, then the submission deadline for a joint AFH or regional AFH must be based on the designated lead entity's program year start date for its CPD formula grant programs. Within twelve months after the date of AFH acceptance, each collaborating program participant that has a program year start date earlier than the designated lead entity must make appropriate amendments to its consolidated plan to incorporate strategies and proposed actions consistent with the fair housing goals, issues, and other elements identified in the joint AFH or regional AFH.

24 CFR 91.100 and 24 CFR 91.110 - Consultation

The AFFH Final Rule revised the consultation process at 24 CFR 91.100(a)(1) and (5) and (c) and paragraph 91.100(e) was added to reflect the following additional consultation requirements for local governments. For states, the equivalent provision at 24 CFR 91.110(a) was also revised. Details of these additions and revisions are discussed in this section.

Under § 91.100(a)(1), a jurisdiction shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. A jurisdiction shall also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing both the AFH and the consolidated plan. The jurisdiction's consultation process, under § 91.100(a)(5), should include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.

States, under § 91.110(a), must comply with the same requirements as local governments with the addition of also consulting with state-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws during preparation of the AFH and consolidated plan.

Public housing agencies (PHAs):

Under § 91.100(c)(1), the jurisdiction shall consult with public housing authorities (PHAs) operating in the jurisdiction. This consultation will continue to consider public housing needs, planned programs and activities under the consolidated plan. It will also now require consultation with PHAs operating in the jurisdiction on the AFH, on strategies for affirmatively furthering fair housing, and on proposed actions to affirmatively further fair housing in the consolidated plan. The intent is that this consultation will help provide a better basis for the certification by the authorized officials that the PHA Plan is consistent with the consolidated plan and the local government's description of its strategy for affirmatively furthering fair housing. The consultation process continues to require the jurisdiction to address the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA to improve the

PHA's operations and remove the designation of troubled. The regulation, under § 91.100(c)(1), requires the jurisdiction to now obtain PHA input on addressing fair housing issues in the public housing and Housing Choice Voucher programs.

States must comply with the same requirements as local governments. Section 91.110(a)(1) is revised to address state-specific consultation requirements with respect to public housing or Housing Choice Voucher programs. The state shall consult with any housing agency administering public housing or the section 8 program on a statewide basis as well as all PHAs that certify consistency with the state's consolidated plan. A state's consultation with these entities may consider public housing needs, planned programs and activities, the AFH, strategies for affirmatively furthering fair housing, and proposed actions to affirmatively further fair housing. The state's consultation also helps ensure that activities with regard to affirmatively furthering fair housing, local drug elimination, neighborhood improvement programs, and resident programs and services, funded under a PHA's program are fully coordinated with those funded under a program covered by the consolidated plan to achieve comprehensive community development goals and affirmatively further fair housing.

Under § 91.100(c)(2) for local governments and § 91.110(a)(1) for states, the consultation process should work to ensure that activities with regard to affirmatively furthering fair housing are fully coordinated to achieve comprehensive community development goals and affirmatively further fair housing. If a PHA is required to implement remedies under a Voluntary Compliance Agreement, the grantee should now work with or consult with the PHAs, as appropriate, to identify actions the grantee may take, if any, to assist the PHA in implementing the required remedies.

Affirmatively Furthering Fair Housing:

Section 91.100(e)(1)-(3) for local governments and § 91.110(a)(2) for states are new additions to Part 91 and specifically address the consultation process with regard to affirmatively furthering fair housing organizations. The local jurisdiction shall consult with community-based and regionally-based organizations, and the state shall consult with state-based and regionally-based organizations. These organizations should represent protected class members, and organizations that enforce fair housing laws, such as state or local fair housing enforcement agencies, including participants in the:

- Fair Housing Assistance Program (FHAP);
- Fair housing organizations;
- Nonprofit organizations that receive funding under the Fair Housing Initiative Program (FHIP); and
- Other public and private fair housing service agencies, to the extent that such entities operate within the grantee's area.

This consultation will help provide a better basis for the grantee's AFH, its certification to affirmatively further fair housing, and other portions of the consolidated plan concerning affirmatively furthering fair housing.

- For local jurisdictions, this consultation must occur with any organizations that have relevant knowledge or data to inform the AFH.
- For states, this consultation should occur with organizations that have the capacity to engage with data informing the AFH.

The organizations involved in the consultations should be sufficiently independent and representative to provide meaningful feedback to a jurisdiction on the AFH, the consolidated plan, and their implementation. At a minimum, the grantee will consult with the above referenced organizations in the development of both the AFH and the consolidated plan. Consultation on the consolidated plan shall specifically seek input into how the goals identified in an accepted AFH inform the priorities and objectives of the consolidated plan.

24 CFR 91.105 and 91.115 - Citizen Participation Plan

The AFFH Rule has revised the citizen participation process at 24 CFR 91.105(a)(1) and (a)(2)(i) through (iii). Paragraph 91.105(a)(4) is added and paragraphs § 91.105(b), (c), (e)(1), (f) through (j) and (l) are revised to reflect additional citizen participation plan requirements for local governments. For states, 24 CFR 91.115 is revised at § 91.115(a)(1) and (2). Paragraph § 91.115(a)(4) is added and paragraphs § 91.115(b), (c), (f), (g), and (h) are revised to reflect additional citizen participation plan requirements. In addition to these new provisions, the regulation now replaces “citizens” with “residents” at § 91.105(b), development of the AFH and the consolidated plan. Details of these additions and revisions are discussed in this section.

Encouragement of citizen participation:

In addition to existing citizen participation plan requirements, under § 91.105(a)(2)(i) through (iii) for local governments and § 91.115(a)(2)(i) through (iii) for states, the plan must also encourage citizens to participate in the development of the AFH and any revisions to the AFH in the same manner one would encourage citizen participation in the consolidated plan, any substantial amendments to the plan and the performance report. This process shall include persons living in areas designated by the local jurisdiction as a revitalization area, areas designated by either a local jurisdiction or a state as a slum and blighted area and areas where CDBG funds are proposed to be used.

The citizen participation plan shall encourage the participation of local and regional institutions for jurisdictions and statewide and regional institutions for states. The plan shall also encourage the participation of Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations, in the process of developing and implementing the AFH and the consolidated plan.

States, under § 91.115(a)(2)(iii), should explore alternative public involvement techniques, such as focus groups and use of the internet. These techniques should encourage a shared vision of change for the community and the review of program performance.

For local jurisdictions, the citizen participation plan, under § 91.105(a)(2)(iii), shall also encourage, in conjunction with public housing agency consultations, participation of residents of

public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH and the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdictions shall make an effort to provide information to the PHA about the AFH, AFFH strategy, and consolidated plan activities related to the jurisdiction's developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

Assistance provided to non-English speaking residents of the community, previously addressed under § 91.105(e), is now located at § 91.105(a)(4) for local governments and § 91.115(a)(4) for states. The citizen participation plan shall describe the grantee's procedures for assessing its language needs and identify any need for translation of notices and other vital documents. At a minimum, the citizen participation plan shall require that the grantee take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking and limited English proficiency residents of the community.

Development of the AFH and the consolidated plan:

Under § 91.105(b) for local governments and § 91.115(b) for states, the citizen participation plan must include the following minimum requirements for the development of both the AFH and the consolidated plan.

- The citizen participation plan must require that the grantee make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the grantee plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after).
- The grantee may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.
- The citizen participation plan must require the grantee to publish the proposed AFH and the proposed consolidated plan in a manner that affords its residents, units of general local government, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments.
- The citizen participation plan must set forth how the grantee will make public the proposed AFH and the proposed consolidated plan and give reasonable opportunity to examine each document's content.
- The requirement for publishing may be met by publishing a summary of each document in one or more newspapers of general circulation, and by making copies of each document available on the Internet, on the grantee's official government web site, as well as at libraries, government offices, and public places.
- The summary must describe the content and purpose of the AFH or the consolidated plan, as applicable, and must include a list of locations where copies of the entire proposed document may be examined.
- In addition, a reasonable number of free copies of the plan or the AFH, as applicable, must be provided to residents and groups that request a copy of the plan or the AFH.
- The citizen participation plan must provide for at least one public hearing during both the development of the AFH and development of the consolidated plan and must provide a

period, not less than 30 calendar days, to receive comments from residents of the community on the consolidated plan or the AFH. The required public hearing must occur before the proposed consolidated plan is published for comment.

- The citizen participation plan shall require the grantee to consider the comments or views of residents, whether received in writing or orally at the public hearings, in preparing the final AFH or the final consolidated plan. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH or the final consolidated plan.

States must comply with the same requirements as local governments; new language at § 91.115(b)(2) also addresses the need for states to ensure that the AFH, the consolidated plan and the PHA plan are informed by meaningful community participation by employing communications means designed to reach the broadest audience.

Consolidated plan amendments and AFH revisions:

Under § 91.105(c)(1) for jurisdictions and § 91.115(c)(1) for states, the criteria for amendments to the consolidated plan remain the same; the rule adds a section on criteria for revisions to the AFH. Grantees must specify the criteria they will use for determining when revisions to the AFH will be required. At a minimum, the specified criteria must address the situations described in 24 CFR 5.164, which include a material change in circumstances in the jurisdiction that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Under § 91.105(c)(2) and § 91.115(c)(2), the citizen participation plan must provide community residents (and units of general local government for states) with reasonable notice and an opportunity to comment on substantial amendments to the consolidated plan and revisions to the AFH. The citizen participation plan must state how reasonable notice will be provided and the opportunity to comment will be given. The period of notification remains the same, not less than 30 calendar days, and now covers any revision to the AFH before the revised AFH is submitted to HUD for review. The grantee must still consider any comments or views of residents (and units of general local government for states) received in writing or orally at public hearings in regard to a substantial amendment to the consolidated plan or significant revision to the AFH, as applicable. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, shall be attached to the substantial amendment to the consolidated plan or the revision to the AFH.

Public hearings:

In addition to obtaining residents' views through the required public hearing addressing housing and community development needs, development of proposed activities, and review of program performance, § 91.105(e) for local governments and § 91.115(b)(3) for states, require that the grantee must also address the proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH. At least one of the public hearings must be held before the proposed consolidated plan is published for comment. Under § 91.105(1)(iii) for local governments and § 91.115(b)(3) for states, the citizen participation plan must provide that at least one public hearing is held before the proposed AFH is published for comment, in order to obtain the views of

the community on AFH-related data and affirmatively furthering fair housing in the grantee's housing and community development programs.

Meetings:

Under § 91.105(f) for jurisdictions and § 91.115(b)(3)(ii) for states, the citizen participation plan must provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8 as well as the Americans with Disabilities Act and implementing regulations at 28 CFR part 35 and 36, as applicable.

Availability to the public:

Under § 91.105(g) for local governments and § 91.115(f) for states, the citizen participation plan must state how documents will be available to the public. In addition to the consolidated plan and any substantial amendments thereto, the HUD-accepted AFH and any subsequent revisions must be made available to the public. This includes making materials available in a form accessible to persons with disabilities or limited English proficiency upon request.

Access to records:

Under § 91.105(h) for local governments and § 91.115(g) for states, the citizen participation plan must state how the grantee will provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the grantee's AFH, consolidated plan, and use of assistance under the programs covered by this part during the preceding 5 years.

Technical Assistance:

Under § 91.105(i), the citizen participation plan for local governments must provide for technical assistance to groups representative of persons of low-and-moderate income that request such assistance to comment on the AFH, or in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the jurisdiction. The assistance need not include the provision of funds to the groups.

Complaints:

Under § 91.105(j) for local governments and § 91.115(h) for states, the citizen participation plan shall describe the grantee's appropriate and practicable procedures to handle complaints from its residents related to the consolidated plan, consolidated plan amendments, the AFH, any revisions to the AFH, and the performance report. At a minimum, the citizen participation plan shall require that the grantee must provide a timely, substantive written response to every written resident complaint, within an established period of time (normally within 15 working days, where practicable).

Jurisdiction responsibility:

The new AFFH rule adds an AFH reference at § 91.105(l) to ensure that citizen participation requirements do not restrict the responsibility or authority of the local governments for the development and execution of its consolidated plan or AFH.

The revised standards for local government and state citizen participation plans are applicable to formula grant programs administered by the Office of Community Planning and Development (CPD). It is important that both local governments and states incorporate the new provisions described in this memorandum into their consultation and citizen participation process in order to remain in compliance with regulatory requirements.

Grantees with questions concerning this Notice should direct their inquiries to their local HUD Field Office Community Planning and Development Division. Field Offices should direct their questions to the Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program.



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 3 rd Quarter sub recipient reports - Elections	May 18, 2016
Conditional notice of awards to Subrecipients	May
June CDAC Meeting - if needed	June 15, 2016



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2016- – June 2017

July CDAC Meeting	July 20, 2016
Discuss 2015-2016 CDBG Subrecipient Monitoring Schedule	
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
Notification of award and contract documents to sub recipients	July or August-upon HUD approval
August CDAC Meeting	August 17, 2016
- Fourth Quarter (Apr-Jun) and Annual Program Reports	
- CAPER preview	
Annual Planning Notice & Notice of CAPER Publication	August 18, 2016
- initiate planning process	
- notice of community workshop	
- publish application dates and deadlines	
Draft CAPER publication	August 31, 2016
City Council public hearing	September 15, 2016
September CDAC Meeting and Community Workshop	September 21, 2016
- Annual Community Needs Assessment Workshop	
- No CDBG application process this year	
CAPER due to HUD	September 30, 2016
October CDAC Meeting	October 19, 2016
- Annual Priority Needs	
City Council	November 3, 2016
- informational item to present the needs identified at the September workshop and discuss the annual process	
November CDAC Meeting (no proposal workshop this year)	November 16, 2016
- First Quarter Program Report (Jul-Sep)	
- Discuss Mid-year re-allocation if needed	
- Follow up to public service monitoring	
December CDAC Meeting (if needed)	December 21, 2016
January CDAC Meeting	January 18, 2017
- Discuss mid-year re-allocation (if needed)	
February CDAC Meeting	February 15, 2017
Second Quarter Program Report (October-December)	
Review of ranking of applications for 2017-2018	
Administrative draft Annual Action Plan to CDAC	March 10, 2017
March CDAC Meeting	March 15, 2017
Advertisement to run for Annual Action Plan/Public Hearing for AAP	March 30, 2017
Publish annual Action Plan for comment and open 30-day public comment period	April 4, 2017
April CDAC Meeting	April 19, 2017
City Council - present CDAC recommendations and annual Action Plan	April 20, 2017
City Council – public hearing	May 4, 2017
- adopt annual Action Plan	
Public comment period closes	May 4, 2017
Action plan due to HUD	May 15, 2017
May CDAC Meeting	May 17, 2017

- Update on Annual Action Plan submitted to HUD 3rd Quarter sub recipient reports - Elections	
<i>Conditional notice of awards to Subrecipients</i>	<i>May</i>
June CDAC Meeting	June 21, 2017
- if needed	

Subject to Change