



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, July 20, 2016
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

Sue Hawthorne-Chair
John Francis-Vice Chair
Sharrline Napoleon
Jessica Piombo
Rebecca Picken
Clementine Bonner-Klein

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

5. **OLD BUSINESS**

A. Consideration of recommending to the City Council an additional allocation of \$78 to each of the approved CDBG public service funding recipients for fiscal year 2016-2017 and to correct clerical errors and minor omissions to the submitted report and to recommend the corrections to HUD as a Non-Substantial Amendment to the Annual Action Plan.

PURPOSE: The purpose of this item is to consider recommending an additional \$78 to each approved public service subrecipient as calculated by HUD to fully utilize the 15% maximum allowable allocation of funds. The City of Seaside actually received \$102,600 in program income sources other than the actual grant award during the prior program year. \$100,000 had been used to calculate the budget. As a result, we have additional funds that can be allocated to public services.

Further examination of the subrecipient awards in the IDIS report indicated that Legal Services for Seniors allocation was entered incorrectly and the current amount submitted to HUD should be corrected to the CDAC and City Council recommended amount of \$16,099. It is recommended that CDAC follow the same formula of award of additional funding that was used earlier this year by splitting the funding equally to the five approved public service agencies. This recalculation also results in a new unallocated amount of \$3,826 to be used for contingencies.

HUD has also asked for the percentage of low and moderate income persons receiving benefits from the CDBG program which will be 95%, and the expected funds available for the remainder of the Consolidated plan which would be \$1,168,519. HUD indicated some questions were submitted unanswered, however that was found to be a HUD software processing issue and has been resolved by submission of the public review draft document.

RECOMMENDATION: It is recommended that the CDAC recommend that City Council authorize an additional \$278 in CDBG public service funding to each of the five 2016-2017 public service funding subrecipients, correct minor clerical errors and recognize a revised amount of \$3,826 for contingencies and submit the revisions to HUD as a Non-substantial Amendment to the Annual Action Plan.

6. NEW BUSINESS

A. Consideration of the subrecipient monitoring schedule for 2015-2016 subrecipients.

PURPOSE:

The purpose of this item is to discuss the proposed monitoring of subrecipients for the 2015-2016 fiscal year. HUD requires recipient monitoring of subrecipients. The City of Seaside's CDBG program policies and procedures indicates that the City's goal is to monitor subrecipients once a year. With limited staffing, annual monitoring is not always possible. The procedures also states that "In general, subrecipients who have received funding for the first time will be monitored in the first year". As a result, the proposed monitoring for the 2015-2016 fiscal year is as follows:

- Food Bank of Monterey County
- Girls, Inc. of the Central Coast
- Meals on Wheels of the Monterey Peninsula
- Community Human Services (project-specific monitoring related to schedule, accomplishments and compliance with national objectives for construction project/not necessarily public services funding)

RECOMMENDATION: It is recommended that the CDAC consider the monitoring schedule and make recommendations as appropriate.

B. Consideration of the 2016-2017 Long Range Calendar

PURPOSE: The purpose of this item is to review the Long Range Calendar and to suggest any changes as appropriate.

RECOMMENDATION: It is recommended that the CDAC review the Long Range Calendar and suggest any changes as appropriate.

C. Report on 4th Quarter/year end 2015-2016 CDBG subrecipient activities

PURPOSE: The purpose of this item is to report on the 4th quarter/year end activities for the CDBG subrecipients for 2015-2016.

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

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

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

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