



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

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.

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Adjusted CDBG Funds Distribution to Public Service and Projects
2016-2017

Agency	Original Request	Approved Request	Amount Currently Submitted to HUD	Correction Needed	Additional Funding Available	Revised amount for Non-Substantial Amendment	% to low/mod	Low /Mod \$
Community Partnership for Youth	\$ 15,000.00	\$ 16,099.00	\$ 16,099.00		\$ 78.00	\$ 16,177.00	100%	\$ 16,177.00
Girls Inc	\$ 8,000.00	\$ 9,099.00	\$ 9,099.00		\$ 78.00	\$ 9,177.00	85%	\$ 9,177.00
Legal Services For Seniors	\$ 15,000.00	\$ 16,099.00	\$ 15,099.00	\$ 1,000.00	\$ 78.00	\$ 16,177.00	90%	\$ 16,177.00
Salvation Army	\$ 14,000.00	\$ 15,099.00	\$ 15,099.00		\$ 78.00	\$ 15,177.00	100%	\$ 15,177.00
The Village Project	\$ 12,000.00	\$ 13,099.00	\$ 13,099.00		\$ 78.00	\$ 13,177.00	100%	\$ 13,177.00
Subtotal Public Service		\$ 69,495.00	\$ 68,495.00		\$ 390.00	\$ 69,885.00		
Genesis House	\$ 30,000.00	\$ 30,000.00				\$ 30,000.00	100%	\$ 30,000.00
Boys and Girls	\$ 21,000.00	\$ 21,000.00				\$ 21,000.00	57%	\$ 11,970.00
Library ADA	\$ 77,722.00	\$ 77,722.00				\$ 77,722.00	100%	\$ 77,722.00
						\$ 198,607.00	95.45%	\$ 189,577.00



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 - if needed	June 21, 2017

Subject to Change