



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, October 19, 2016
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

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

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **Meeting Minutes for July 20, 2016**
Meeting Minutes for August 17, 2016
Meeting Minutes for September 16, 2016

5. **OLD BUSINESS**

A. **Review the Community Needs discussed at the September workshop and determine priorities for possible upcoming CDBG projects.**

PURPOSE: CDAC hosted a Community Needs Workshop on Wednesday, September 21. It is recommended that the ideas presented during the workshop be prioritized for consideration when City Staff presents possible projects to the CDAC for upcoming CDBG funding.

RECOMMENDATION: It is recommended that the CDAC prioritize Community needs for possible inclusion in upcoming CDBG project proposals.

6. **NEW BUSINESS**

A. **Update regarding the Affirmatively Furthering Fair Housing required by the US Department of Housing and Urban Development.**

PURPOSE: The purpose of this item is to inform the CDAC of the actions on a federal, regional and county-wide level to meet HUD's upcoming requirements for an AFFH report which must be submitted to HUD prior to preparation of the next Consolidated plan

HUD held an all-grantee meeting on September 13 and encouraged regions to collaborate on outreach efforts. The portion regarding collaboration and community participation is attached to the packet.

On September 29, the CDBG grantees in Monterey County participated in a conference call to discuss whether all agencies are interested in the idea and next steps to take. The City of Salinas has indicated they are willing to take the lead on the project.

A draft MOU has been circulated for review by the agencies. Further discussion is scheduled for November.

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

B. **Review CDAC long range calendar and make changes as necessary**

PURPOSE: The purpose of this item is to review the CDAC long range calendar and consider making changes, if necessary.

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

7. **REPORTS FROM COMMITTEE MEMBERS**

8. **REPORTS BY STAFF**

9. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
November 16, 2016
6:30

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	
CITY OF SEASIDE			OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE			JULY 20, 2016
			6:30 P.M.
1.	CALL TO ORDER AT – 6:32p.m.		
2.	ROLL CALL – ESTABLISHMENT OF QUORUM		
	MEMBERS	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein	
	PRESENT:	Hawthorne, Francis, Napoleon, Piombo, Pieken, Bonner Klein	
	ABSENT:	None	
3.	PUBLIC COMMENT – None		
	APPROVAL OF MINUTES		
4.	The CDAC did not meet in June 2016.		
	OLD BUSINESS		
5.	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. The CDAC took into consideration 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.

On motion by Member Pieken and Seconded by Member Bonner Klein and carried by the following vote, the CDAC approved to recommend to City Council to 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.

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

6.

NEW BUSINESS

A. CONSIDERATION OF THE SUBRECIPIENT MONITORING SCHEDULE FOR 2015-2016 SUBRECIPIENTS.

The CDAC discussed the proposed monitoring of the subrecipients for the 2015-2016 fiscal year. HUD requires recipient monitoring of subrecipients and 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 procedure 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 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)

On motion by Member Piombo and Seconded by Member Pieken, and carried by the following vote, the CDAC approved the monitoring of subrecipients as proposed.

	AYES 6 COMMITTEE MEMBERS Hawthorne, Francis, Napoleon, Piombo, Bonner Klein, Pieken NOES 0 COMMITTEE MEMBERS None ABSENT 0 COMMITTEE MEMBERS None RECUSED 0 COMMITTEE MEMBERS None B. CONSIDERATION OF 2016-2017 LONG RANGE CALENDAR Member Piombo informed the CDAC of her inability to attend the Community Needs Workshop being held Wednesday, September 21, 2016. C. REPORT ON 4TH QUARTER/YEAR END 2015-2016 CDBG SUBRECIPIENT ACTIVITIES Rosa Camacho-Chavez, staff, presented the 4th quarter report accepted by the CDAC.
7.	REPORTS FROM COMMITTEE MEMBERS None
8.	REPORTS BY STAFF None
9.	ADJOURNMENT Meeting adjourned at 7:25p.m.

		MEETING MINUTES DRAFT	
CITY OF SEASIDE			OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE			AUGUST 17, 2016
			6:30 P.M.
1.	CALL TO ORDER AT – 6:32p.m.		
2.	ROLL CALL – ESTABLISHMENT OF QUORUM		
	MEMBERS	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein	
	PRESENT:	Hawthorne, Francis, Napoleon, Piombo, , Bonner Klein, Pieken	
	ABSENT:	None	
3.	PUBLIC COMMENT – None		
	APPROVAL OF MINUTES		
4.	Minutes will be presented at a later date.		
	OLD BUSINESS		
5.	None		
6.	NEW BUSINESS		
	A. UPDATE THE CDAC ON STATUS OF HUD SUBMITTALS		
	Sharon Mikesell, Staff, gave the CDAC a summary of the status of the Substantial Amendment #1 to FY 2015-2016 Action Plan, 22016-2017 Annual Action Plan including non-substantial amendment #1 and status of preparation of the 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER), due to HUD on September 30, 2016		
	B. REVIEW CERTIFICATION OF PROJECTS THE COALITION OF HOMELESS SERVICES PROVIDERS IS SUBMITTING TO HUD FOR 2016.		
	The CDAC reviewed the certification form the City of Seaside sent to the Coalition of Homeless Services Providers which indicates the projects are consistent with Seaside’s current and approved Consolidated Plan.		

	C. REVIEW LONG RANGE CALENDAR AND MAKE REVISIONS IF NECESSARY No changes were made to the calendar at this time.																
7.	REPORTS FROM COMMITTEE MEMBERS Members Piombo and Francis indicated they are unable to attend the September Community workshop.																
8.	REPORTS BY STAFF Staff reported to the CDAC- 1. Contract for Rosa Camacho-Chavez, MBI, has been extended another year 2. “Parking Day”, coordinated by Gloria Stearns, City of Seaside Economic Development will be held on Friday September 16, 2016 from 10am-4pm on Lower Broadway Ave.																
9.	ADJOURNMENT 7:25p.m. <u>On motion by Member Bonner Klein and Seconded by Member Piombo and carried by the following vote the CDAC adjourned the regular meeting at 7:25p.m.</u> <table><tr><td>AYES</td><td>6</td><td>COMMITTEE MEMBERS</td><td>Hawthorne, Francis, Napoleon, 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>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	6	COMMITTEE MEMBERS	Hawthorne, Francis, Napoleon, Piombo, Bonner Klein, Pieken	NOES	0	COMMITTEE MEMBERS	None	ABSENT	0	COMMITTEE MEMBERS	None	RECUSED	0	COMMITTEE MEMBERS	None
AYES	6	COMMITTEE MEMBERS	Hawthorne, Francis, Napoleon, Piombo, Bonner Klein, Pieken														
NOES	0	COMMITTEE MEMBERS	None														
ABSENT	0	COMMITTEE MEMBERS	None														
RECUSED	0	COMMITTEE MEMBERS	None														

		MEETING MINUTES DRAFT	
CITY OF SEASIDE			OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE			SEPTEMBER 16, 2016
			6:30 P.M.
1.	CALL TO ORDER AT –		
2.	ROLL CALL – ESTABLISHMENT OF QUORUM		
	MEMBERS	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein	
	PRESENT:	Hawthorne, Francis, Napoleon, Bonner Klein	
	ABSENT:	Piombo, Pieken	
3.	PUBLIC COMMENT –		
	APPROVAL OF MINUTES		
4.	Minutes will be presented at a later date		
	OLD BUSINESS		
5.	None		
6.	NEW BUSINESS ANNUAL COMMUNITY NEEDS WORKSHOP SEE ATTACHED		
7.	REPORTS FROM COMMITTEE MEMBERS		
8.	REPORTS BY STAFF		

9.	ADJOURNMENT
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DRAFT

financial planning - services
small business
un/insurances
Senior technology classes
bringing in burnments \$

Student service credits
large case
highly
(see detail) on screen

Fields
particularly
burn limited to seniors
multi-use

Parks improvement
Skateboarding
mini
un/insurances
coordinate other groups for larger projects
new parent support
for assistance
seniors - meals on wheels
huge increase in this
may need to cap amt. served

Playground upgrades/compliance
wheelchair accessible park/playground
maintain mini parks
open up world for families
Activity discourages kicking
energy things in park

Ellis park
transition to new location
maybe a parking issue
would need to be
looked into

ADA access
ADA access
veterans
housing
for homeless
Youth work for seniors
Youth job training
Senior job training
transformation
challenges

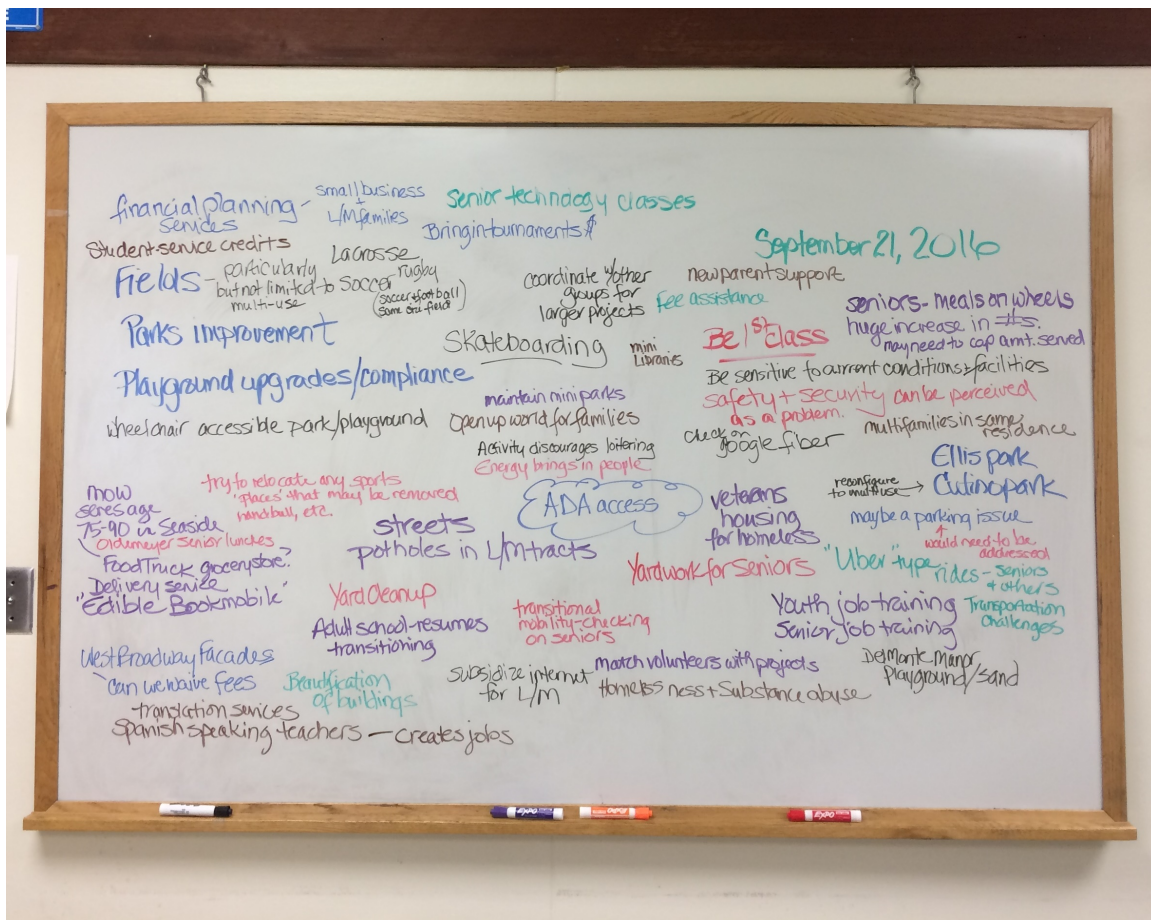
How
series age
75 up in series
challenge senior leaders
Track meet opportunities
Indoor winter
Edible Bookmobile

streets
portholes in LHM tracts
Vandenberg
Adult school resumes
transformation
transformation
challenges

West Broadway facades
can be used fees
transformation services
Spanish speaking teachers - creates jobs

math volunteers with projects
homeless crisis + substance abuse

September 21, 2016



City of Seaside CDBG

2017-2018 City Project Application Instructions

GENERAL INFORMATION

The City of Seaside is soliciting internal applications for its 2017-2018 Community Development Block Grant (CDBG) funds. Since non-profits are on a two year cycle and have already been pre-screened and conditionally approved by the Community Development Advisory Committee, this “off year” application is limited to City (grant recipient) projects only. Funds awarded will be available after July 1, 2017, with the complete expenditure of awarded funds for FY 2017-2018 expected by June 30, 2018..

Applications must be received with all required materials by January 13, 2017 at 5:00 p.m.

All parts of the application and the required attachments must be submitted by the deadline. Applications must use the required forms and include all required attachments. Hand-written applications will *not* be accepted.

Only applications submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. please contact Sharon Mikesell, in Community/Economic Development 831-899-6734 SMikesell@ci.seaside.ca.us for assistance in determining activity eligibility.

2017-2018 FUNDING

The City is estimating that it will receive a 2017-2018 CDBG award of approximately \$360,000. The City also expects to have received \$100,000 in program income during the 2016-2017 program year and will do so again in 2017-2018. Annual allocations of CDBG funds are made by the federal government after the federal budget is approved. The actual amount of funding available under this application will be revised once the City receives its annual award notification from US Department of Housing and Urban Development (HUD).

Please note that 20 percent of the annual funds will be allocated to program administration, and only 15 percent of the annual award plus the prior year’s program income is available for public services. The City must also make the annual payment on its Section 108 loan. After program administration and the loan payment, the City is anticipating a total of \$352,782 will be available under this application, and \$69,450 of that will be available for public service programs, and \$79,000 has already been reviewed by CDAC for non-profit subrecipient projects. This leaves an estimated \$204, 332 for CDBG City-Coordinated projects for 2017-2018.

Estimated 2016-2017 award		\$ 360,000.00
<u>Anticipated 2016-2017 income</u>		<u>100,000.00</u>
Total new funding		\$460,000.00
Program administration	20.0%	\$ (92,000.00)
<u>Section 108 loan payment</u>		<u>(15, 218.28)</u>
Total available to allocate		\$352,782.00
--Estimated 2017-2018 award		\$ 360,000.00
<u>Anticipated 2016-2017 income</u>		<u>103,000.00</u>
Total public services cap basis		463,000.00
Anticipated 2017-2018 public service cap	15.0%	69,450.00

ELIGIBLE ACTIVITIES

CDBG may be used for a number of activity types. This application is for City-coordinated projects only, NOT subrecipients as subrecipient projects have already been reviewed for this cycle. All funded activities must primarily benefit low- and moderate-income persons.

Please contact Sharon Mikesell if there is any question regarding determining the eligibility of the proposed activity.

APPLICATION SUBMISSION

Please complete the application using the form documents provided. Handwritten applications will not be accepted. Applications must be complete, so please check that all questions are answered. Applications may be submitted either in hard copy or electronically.

If you are submitting electronically (preferred).

- E-mail your application to Sharon Mikesell at SMikesell@ci.seaside.ca.us.
- Print, sign, and scan the Application Summary Form. Be sure to indicate which City Department will be taking the lead for your project.
- Scan and e-mail required attachments.
- Scanned attachments must be submitted as PDF files.
- Please remember the City of Seaside email file size limitations. You may send your application in segments, if necessary.

If you are submitting a hard copy:

- Submit one printed original and one copy of all required attachments.
- Please do not bind or staple your application. Paper clips and loose leaf (three-ring) binders are acceptable.
- Please make use of dividers to separate sections and attachments.
- Deliver your application to the attention of Sharon Mikesell at City Hall, 440 Harcourt Avenue, Seaside, CA 93955.

All materials (printed or electronic) must be received by January 13, 2017 at 5:00 p.m.

APPLICATION REVIEW PROCESS

The review process for proposals consists of review by CDBG staff, recommendations by the Community Development Advisory Committee (CDAC), consideration by City Council, a 30-day public comment period, City Council approval, and HUD review and approval.

1. Staff review – Proposals will be reviewed for completeness and then evaluated against applicable HUD regulations, the City's Consolidated Plan, City Council goals and objectives, and other related City policy (e.g., General Plan). Applications are evaluated and scored based on project readiness and feasibility, leveraging of other funds and likelihood for timely use of HUD funds.
2. CDAC review – The committee will review the evaluation and scoring by CDBG staff. The committee will make funding recommendations. Committee recommendations will be forwarded to the City Council for consideration. The City Council will consider the draft Annual Action Plan and hold public hearings to receive public comment. (Notices will be published in the *Monterey County Weekly*.) The City Council will provide direction to staff regarding the draft Action Plan.

The City Council will approve the final Action Plan by resolution and direct staff to submit the plan to HUD no later than May 15, 2017.

APPLICATION REVIEW CRITERIA

Proposed activities will be evaluated on the following criteria:

- **Benefit to Low- and Moderate-Income Persons** - Activities providing a clear benefit to at least 51 percent very low, low- and moderate-income persons or households will be ranked higher than those that do not.
- **Priority Services and Populations** - Applications that address the priority needs or serve the priority populations identified by the CDAC will be ranked higher than those that do not.

- Priority public services: housing, health care, legal assistance, substance abuse services, mental health services, homelessness, crime prevention, tutoring.
- Priority populations: extremely low and very low income households, seniors, youth, disabled persons, veterans, persons in need of healthcare, including substance abuse and mental health.

- **Activity Need and Justification** - Proposed activities will be evaluated on their ability to address the need identified in the application.
- **Readiness to Proceed** - Project will be evaluated for feasibility of implementation, overall and within the allotted time frame. Projects funded by this grant should be COMPLETED by June 30, 2018.

Cost Reasonableness and Effectiveness - Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding, as well as cost against benefit. All budgets should factor in the most recent cost estimates available.

- **Matching Contributions** - Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs.

Staff Contacts

If you have questions or comments on CDBG funding or this application, please contact:

Sharon Mikesell
Administrative Analyst
(831) 899-6734
smikesell@ci.seaside.ca.us

Application Summary

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

- 1. Contact/Department for this proposal:
- 2. Daytime telephone:
- 3. Email:

Amount requested: 2017-2018: \$ _____

*The City of Seaside is the CDBG funding recipient and will be the lead agency for this project.

- 4 Type of request (check all that apply):
- | | |
|--|---|
| ☐ General support | ☐ Program/project support |
| ☐ Capital project | ☐ Organizational development |
| ☐ Other _____ | |

5 Program/project title:

6 Total project budget:

7 Summary of the project or grant request (two to three sentences):

8 Who will be served by the project or grant (demographics, direct number served, and service area(s))?

Signature of Authorized Representative

Print Name and Title

Date Application Submitted

Application Requirements

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete applications will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box.

I. General Forms

- ☐ A completed and signed Application Summary (two pages) with signature of authorized representative.

II. Proposal Narrative (no more than 5 pages, please) including the following information:

A. Introduction and Background (incorporating the following points):

- Describe your current programs and activities.
- Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?

B. Describe Your Request (incorporating the following points):

- Problem statement: what problems, needs, or issues are addressed, and how was this determined?
- How does your work address and/or change the underlying or root causes of the problem?
- Describe the program or project for which you seek funding, and why you decided to pursue this project.
- Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested.
- Describe the location(s) where the service will be provided or the project will be completed. Include the days and hours of operation and provisions for access by disabled persons.
- Specifically, how will CDBG funding be used, and what costs will be covered by CDBG?
- Is this a new or continuing program or project?

C. Evaluation

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. Every activity funded must demonstrate how the short-term and long-term success of their activities will be measured.

- Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?
- What are the direct outcomes of the program's activities? What are the long- and short-term benefits that result from the program? Describe the methodology for measuring outcomes. (You need to measure at least one outcome.)

D. Proposed Accomplishments

Please briefly describe the activity's proposed accomplishments. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created, or public facilities undertaken.) Include the following information:

- Total estimated number of persons to be served by this project:
- Total estimated number of low-income persons to be served by this project:
- Anticipated percentage of low-income persons to be served by this project:

E. Project Budget

Provide a detailed program/project budget, in your agency's typical format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated. Please see the sample included for guidance.

- If you are requesting funds for staff salaries, please indicate the cost by person showing approximate time by percentage of full-time hours that will be dedicated to the program or project.
- Please identify any other sources of funding that will be used to serve Seaside residents. Indicate if these sources are on hand, committed, or planned.

F. Staffing

Describe who will be coordinating this project. If this is part of a larger project, please describe how the CDBG funded portion will fit into the larger project.

G. Project Schedule

Please provide a schedule for implementing the program/project.

- If this is a new program, show the timeline for launching it.
- If this is a seasonal program, indicate when activity will occur.

For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction.

H. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons.

- ☐ Services will be limited to persons who can demonstrate they are low income.
- ☐ Services will be limited to a group of persons who are presumed under CDBG to be low income. Please indicate the group from the list below.
 - ☐ Homeless persons
 - ☐ Permanently disabled persons
 - ☐ Battered women
 - ☐ Persons with HIV/AIDS
 - ☐ Seniors (62 years or older)
 - ☐ Abused children
 - ☐ Illiterate adults
 - ☐ Migrant farmworkers
- ☐ The facility being improved serves a low-income area.
- ☐ The nature of the service provided or the location of the facility improved is such that it will primarily benefit low-income persons or persons presumed to be low income (above).
- If you will be limiting services to low-income persons or persons presumed to be low income, describe the systems you have in place or will put in place to determine, document, and report income eligibility.
- If you are proposing to serve a low-income area, please describe the area and how the service area was determined.
- If you are proposing that the service or facility can be presumed to serve low-income persons because of the nature or location, please explain.

Prerequisites to Contracting and Reimbursement

Funds may not be expended before the City receives written notice of funding availability from HUD.

4 – Collaborations



Framework for collaboration
with regional partners & other
agencies on cross-cutting issues

Collaborations – Why?

- Fair housing issues and factors contributing to them cross jurisdictional boundaries.
- The AFH requires every program participant to compare its own jurisdiction to the region, whether or not they choose to collaborate.
- Collaborating with regional partners may help form partnerships that ensure goals are consistent, innovative, and more likely to be effective.

Collaborations – Who?

Options for Preparing an AFH:

- Individually;
- Jointly (work with one program participant); or
- Regionally (work with several program participants of any type).

Collaborating Participants:

- Program participants in the same Core Based Statistical Area (area).
- Ask HUD for approval only if collaborating with a partner that is not in the same state or CBSA.

Collaborations – How?

- Identify a lead entity
- Submission deadline is based on the lead entity's program year start date.
- Notify HUD and send HUD a copy of the written agreement (MOU).
- Template for MOU in the AFFH Guidebook.
- Each partner in a collaborative submission is still responsible for addressing contributing factors and setting goals within its boundaries.
- Align program or fiscal years before submission of the AFH.

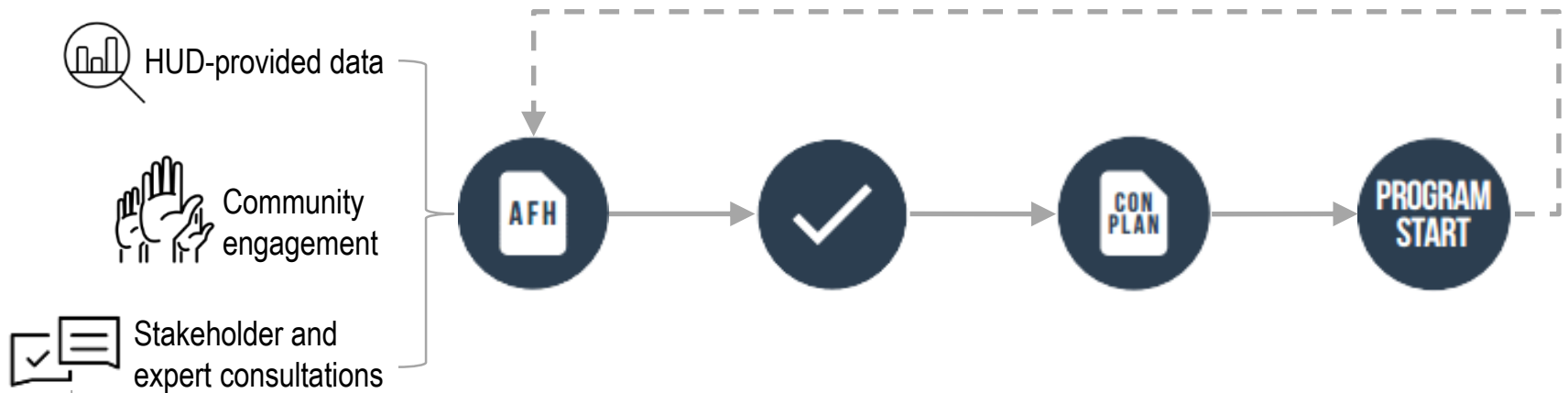
Questions?

Poll – Have you considered collaborating with regional partners?

- My agency will collaborate, or is discussing a collaboration with, the local PHA.
- My agency will collaborate, or is discussing a collaboration with, other local governments in the region.
- We considered it and decided not to.
- We would like to, but other agencies or governments in the area are not interested.
- We would like to, but we haven't initiated conversations with other agencies or governments yet.
- We need more information before making a decision.
- None of the above.

5 – Community Input

5 – Community Input



Transparency

Higher standard for public engagement, focused on outcomes of engagement efforts and responsiveness to expressed needs

Community Participation

Community participation is **required** under the AFFH Rule.

HUD will NOT accept an AFH that was developed without the required community participation components.

Community Participation Definition

For the purposes of the rule, “community participation” means a **solicitation** of views and recommendations from members of the community and other interested parties, a **consideration** of the views and recommendations received, and a **process for incorporating** such views and recommendations into decisions and outcomes. 24 C.F.R. § 5.152

Community Participation v. Citizen Participation

Community Participation = Citizen Participation
(Assessment of Fair Housing) (Consolidated Plan)

Consultation Requirements

Jurisdictions are required to consult with stakeholders and these consultations must inform the development of the AFH.

Both community-based and regional organizations should be consulted, including:

- Organizations that represent protected class members
- Fair housing organizations
- Other public and private fair housing service agencies
- Adjacent governments, including agencies with metro-wide planning and transportation responsibilities
- Entities previously listed in the Consolidated Plan regulations, such as public and private agencies that provide assisted housing and health and social services

Community Participation Requirements

New requirements include:

- Encouraging residents to participate in the development of the AFH
- Making available to the public HUD-provided data and any supplemental information the jurisdiction intends to use in preparing the AFH
- Holding at least one public hearing during the development of the AFH
- Publishing the proposed AFH in a manner that gives the public a reasonable opportunity to examine it and submit comments
- Providing the public at least 30 days to comment on the proposed AFH
- Responding to written complaints from the public about the AFH within 15 working days

Citizen Participation Plan Update

If adhering to these new requirements will require changes to your process for soliciting public participation, you may need to update your Citizen Participation Plan first! (24 CFR § 91.105)

Community Participation in the AFH

AFH must include:

- A description of the community engagement process and efforts made to broaden participation
- A list of organizations consulted during community participation
- An evaluation of community participation efforts in achieving meaningful participation
- A summary of all public comments received regarding the AFH along with an explanation of reasons for not accepting comments



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

July CDAC Meeting Discuss 2015-2016 CDBG Subrecipient Monitoring Schedule Fourth Quarter (Apr-Jun) and Annual Program Reports	July 20, 2016
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 - CAPER preview	August 17, 2016
Annual Planning Notice & Notice of CAPER Publication - notice of community workshop	August 25, 2016
Draft CAPER publication	August 31, 2016
City Council public hearing	September 15, 2016
September CDAC Meeting and Community Workshop - Annual Community Needs Assessment Workshop - No CDBG application process this year	September 21, 2016
CAPER due to HUD (submitted September 19)	September 30, 2016
October CDAC Meeting - Annual Priority Needs - Update of Affirmatively Furthering Fair Housing/Countywide Collaboration efforts	October 19, 2016
SPECIAL EVENT-City Hall Celebration Special Recognition for Boards and Commissions 1:30 PM Council Chambers	October 22, 2016
City Council - informational item to present the needs identified at the September workshop and discuss the annual process/two year cycle—DISCUSS POSSIBLE POSTPONEMENT OF THIS ITEM	November 3, 2016
November CDAC Meeting (no proposal workshop this year) - First Quarter Program Report (Jul-Sep) - Discuss Mid-year re-allocation if needed - Follow up to public service monitoring	November 16, 2016
December CDAC Meeting (if needed)	December 21, 2016
January CDAC Meeting - Discuss mid-year re-allocation (if needed) - Discuss City Project Proposals	January 18, 2017
February CDAC Meeting Second Quarter Program Report (October-December) Review of ranking of applications for 2017-2018 and City Project Proposals	February 15, 2017
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 - adopt annual Action Plan	May 4, 2017
Public comment period closes	May 4, 2017

Action plan due to HUD	May 15, 2017
May CDAC Meeting - Update on Annual Action Plan submitted to HUD 3 rd Quarter sub recipient reports - Elections	May 17, 2017
<i>Conditional notice of awards to Subrecipients</i>	<i>May</i>
June CDAC Meeting - if needed	June 21, 2017

Subject to Change