



A G E N D A

CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING
Council Chamber
440 Harcourt Avenue
Thursday, June 1, 2017
7:00 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL – ESTABLISHMENT OF QUORUM**

Ralph Rubio	Mayor
Dennis Alexander	Council Member
Jason Campbell	Council Member
David R. Pacheco	Council Member
Kayla Jones	Council Member

3. **INVOCATION AND PLEDGE OF ALLEGIANCE**

4. **REVIEW OF AGENDA**

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

5. **PUBLIC COMMENT**

Members of the public wishing to address the City Council on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

6. **PUBLIC AGENCY COMMUNICATIONS**

This is a time specifically set aside for representatives of public agencies to make brief comments of general interest to the City Council and the community.

7. **PRESENTATIONS**

8. **CONSENT CALENDAR**

The Consent Calendar includes routine items that can be approved with a single motion and vote. A member of the City Council or a member of the public may request that any time be pulled from the Consent Calendar for separate consideration.

A. APPROVE MINUTES OF MAY 18, 2017

RECOMMENDATION: It is recommended that the minutes be reviewed and approved.

B. ADOPT A RESOLUTION ACCEPTING THE REGIONAL ASSISTANCE TO FIREFIGHTERS GRANT IN THE AMOUNT OF \$458,940 FOR THE PURCHASE OF MOBILE AND PORTABLE RADIOS FOR THE FIRE AND PUBLIC WORKS DEPARTMENTS WITH MATCHING FUNDS NOT TO EXCEED \$33,771.

PURPOSE: The purpose of this item is to adopt a resolution accepting a Regional Assistance to Firefighters Grant in the amount of \$458,940 (City of Seaside share) for the purchase of replacement mobile and portable radios for the fire and public works departments. As this is a regional grant, the City of Seaside will be acting as host agency and the Greenfield Fire District, City of Gonzales and Mid-Coast Fire Brigade will be participating as well; total grant funds: \$939,063.

RECOMMENDATION: It is recommended that the City Council approve the resolution accepting the Regional Assistance to Firefighters Grant in the amount of \$458,940 (City of Seaside share) for the purchase of replacement mobile and portable radios for the fire and public works departments. As this is a regional grant, the City of Seaside will be acting as host agency and the Greenfield Fire District, City of Gonzales and Mid-Coast Fire Brigade will be participating as well; total grant funds: \$939,063. Also, provide direction to the Finance Department to record the grant award in the 2017-2018 Fiscal Budget with matching funds not to exceed \$33,771.

C. APPROVE THE TRAFFIC ADVISORY COMMITTEE (TAC) RECOMMENDATIONS

PURPOSE: The purpose of this item is to consider the Traffic Advisory Committee (TAC) recommendations from their May 16, 2017 regular meeting.

RECOMMENDATION: It is recommended for the City Council to approve the following:

1. Stop signs on San Pablo Avenue at Mescal Street and refresh crosswalk paint; Remove faded crosswalk located on Yosemite Street north of the International School of Monterey's driveway exit; and retain crosswalks on Yosemite Street at Mingo Avenue and Westminster Court and replace existing school crossing signs for crosswalk and install school ahead signs per the California Manual on Uniform Traffic Control Devices.

D. APPROVE APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

PURPOSE: The purpose of this item is to appointment Ian Oglesby to the California Central Coast Veteran's Cemetery Advisory Committee.

RECOMMENDATION: That the appointment be approved as presented.

E. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM SEASIDE HIGH SCHOOL ROBOTICS

PURPOSE: The purpose of this agenda item is for the City Council to consider a Three Thousand Dollar (\$3,000) request from Seaside High School Robotics Program for a donation from the Mayor's Youth Fund to help cover the cost of two competitions; one in San Jose and one in Saint Louis, Missouri.

RECOMMENDATION: It is recommended that the City Council approve the request.

9. BUSINESS ITEMS

A. CONSIDERATION OF COMMUNITY DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATIONS FOR THE USE OF 2017-2018 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO INCLUDE IN THE 2017-2018 ANNUAL ACTION PLAN TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

PURPOSE: The purpose of this item is for the City Council to receive the Community Development Advisory Committee (CDAC) recommended 2017-2018 public service and eligible projects award allocations and to provide staff direction on the preparation of the Annual Action Plan.

RECOMMENDATION: It is recommended that the City Council accept the CDAC's recommendations for 2017-2018 CDBG fund allocations and direct staff to proceed with the process of completion of preparation of the Annual Action Plan.

10. MAYOR, CITY COUNCIL, CITY MANAGER AND CITY ATTORNEY COMMENTS AND REPORTS ON COMMITTEE ASSIGNMENTS

This is a time specifically set aside for members of the City Council, the City Manager and City Attorney to make brief comments of general interest to the community, make requests that items be added to future City Council meeting agendas as necessary and report on committee assignments.

11. ADJOURNMENT

Next Regularly Scheduled Meeting:

June 15, 2017

7:00 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

City Council 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://cyp.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.



DRAFT MINUTES

CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING
COUNCIL CHAMBER
Thursday, May 18, 2017
7:00 PM

1. **CALL TO ORDER**

Mayor Rubio called the meeting to order at 7:00 PM.

2. **ROLL CALL – ESTABLISHMENT OF QUORUM**

PRESENT: Alexander, Campbell, Pacheco, Rubio

ABSENT: Jones

3. **INVOCATION AND PLEDGE OF ALLEGIANCE**

Pastor Ronald Britt of Greater Victory Temple lead invocation.

4. **REVIEW OF AGENDA**

No changes were requested.

5. **PUBLIC COMMENT**

- Gloria Stearns invited the Council and the Public to the Hot Cars and Cool Nights event that will be held on Echo Ave, due to the Broadway Construction. This is co-sponsored by the City.
- Jim Vossen, on behalf of Del Monte Manor invited the public to a fundraiser co-sponsored by the Police, Fire and Del Monte for replacing the dated playground equipment. He also spoke to the 2nd Annual You Otter Know Seaside event that has a new website to welcome new CSUMB students to Seaside.
- Judy Karas spoke in support of the Del Monterey Manor Fundraiser, she indicated that the Monterey Peace and Justice Center is donating money for the renovation of the playground. Their goal is to prevent gun violence and the most impactful thing to do is to create opportunities for youth and safe spaces for them to play.

Having no further requests to speak, Public Comment was closed.

6. **PUBLIC AGENCY COMMUNICATIONS**

- Fire Chief Dempsey spoke to the 51st annual Police and Fire awards dinner at the American Legion May 23rd and hopes to have a good crowd.
- City Clerk Milton-Rerig reminded the public that the last day to register to vote for the June 6, 2017 City of Seaside Special Election is May 22nd.

7. **PRESENTATIONS**

A. **PROCLAMATION DECLARING MAY 21-27, 2017 AS “NATIONAL PUBLIC WORKS WEEK” IN THE CITY OF SEASIDE**

Mayor Rubio and the City Council presented a proclamation in honor of National Public Works Week speaking to the services that Public Works employees provide for the public interest. City

Engineer Rick Riedl spoke representing the local Chair Chapter, representing public works professionals and spoke to the work that is done locally and efforts the Chapter makes to encourage youth to join the profession, including granting local scholarships.

B. PRESENTATION OF THE MAY 2017 HOUSE OF THE MONTH AWARD

Mayor Rubio and Ray Bennett, Neighborhood Improvement Program Chair presented the winner of the May 2017 House of the Month to the residents of 610 Hilby Ave.

8. CONSENT CALENDAR

Mayor Rubio invited comments from the Council and the Public on the Consent Calendar. Mayor Pro Tem Alexander requested to pull Item G. There was no public comment on the Consent Calendar.

On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the following vote the City Council approved the Consent Calendar as presented with the exception of Item G.

RESULT:	Approved
MOVER:	Council Member Jason Campbell
SECONDER:	Council Member Dave Pacheco
AYES:	Ralph Rubio, Dennis Alexander, Jason Campbell, Dave Pacheco
NOES:	None
ABSENT:	Kayla Jones

A. APPROVE THE MINUTES OF MAY 4, 2017

Action: Approved

B. APPROVE AND FILE CITY CHECKS

Action: Approved

C. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH URGENCYMED FOR OCCUPATIONAL HEALTH SERVICES

Action: Authorized & Passed Resolution 17-33

D. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM SEASIDE HIGH SCHOOL BASEBALL TEAM

Action: Approved

E. APPROVE A FEE WAIVER REQUEST FROM ACTION COUNCIL OF MONTEREY COUNTY AND PALENKE ARTS ORGANIZATION TO USE LAGUNA GRANDA PARK TO HOLD THEIR SECOND ANNUAL PALENKE ARTS MUSIC FESTIVAL.

Action: Approved

F. ACCEPTANCE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES REIMBURSEMENTS IN THE AMOUNT OF \$452,455.10 FOR FIRE DEPARTMENT PERSONNEL TO ATTEND HAZARDOUS MATERIALS TRAINING SPECIFICALLY RELATED TO THE HAZARDOUS MATERIALS BY RAIL PROGRAM.

Action: Accepted & Passed Resolution 17-34

G. RESOLUTION APPROVING AN AGREEMENT WITH SAND CITY SUCCESSOR AGENCY ON REPLACEMENT OF BONDS

Action: Adopted & Passed Resolution 17-35

H. ADOPT A RESOLUTION APPROVING AN AMENDMENT OF LEASE WITH THE CENTRAL CALIFORNIA COUNCIL OF AMERICA YOUTH HOSTELS TO TRANSFER THE LEASE TO THE FORT ORD HOSTEL SOCIETY

9. **BUSINESS ITEMS**

A. **APPROVE CO-SPONSORSHIP FOR THE USE OF METZ/ELLIS/CUTINO PARK FOR THE YOUTH FUTSOL SOCCER LEAGUE AND OCEAN GROWN 3 ON 3 BASKETBALL TEAM**

Recreation Supervisor Dan Meewis provided the presentation and spoke to the purpose of co-sponsorship and benefit of co-sponsorship to the youth in the Community. He spoke to two different events that are scheduled, the first is a three on three basketball league that will be held at Elis Court. He also spoke to the request for co-sponsorship for a futsal league at Metz Park. He explained the sport of Futsal and what type of field would be needed. The sport is played on a hard surface such as a basketball court or a tennis court. Staff recommended approval of the co-sponsorship. Mr. Meewis answered questions from the Council.

Mayor Pro Tem Alexander requested clarification regarding risk management to which Staff indicated they feel that it is an acceptable risk, to cover the program under our insurance policy for the benefit that it provides to the community. Mayor Rubio invited comments from the public and had no requests to speak.

Mayor Rubio spoke to the number of kids that want to play soccer and our lack of soccer fields, and that this is a great use of our existing park facilities. This action can serve between 300-500 kids and provide an alternative to baseball, softball and soccer. He thanked staff for bringing it forward.

On motion by Council Member Jason Campbell and seconded by Mayor Pro Tem Dennis Alexander and passed by the following vote the City Council Approved the staff recommendation as presented.

RESULT:	Approved
MOVER:	Council Member Jason Campbell
SECONDER:	Mayor Pro Tem Dennis Alexander
AYES:	Ralph Rubio, Dennis Alexander, Jason Campbell, Dave Pacheco
NOES:	None
ABSENT:	Kayla Jones

B. **REVIEW, DISCUSS AND CONSIDER GRANTING THE CENTRAL COAST BOMBERS APPROVAL OF A 2017 APPLICATION FOR A PERMIT TO SELL SAFE AND SANE FIREWORKS.**

City Manager Malin indicated that yesterday the City received a letter indicating that the applicant has filed the tax exempt returns and believes that their non-profit status will be reinstated. Fire Chief Dempsey explained the item before the Council and indicated that after the deadline for the fireworks application deadline passed, a review of the paperwork including the non-profit status was checked for all applicants and staff learned the Central Coast Bombers nonprofit status was revoked. As of yesterday, the paperwork was submitted, and staff is recommending that the application for permit be approved. Since it is past the deadline, it must be approved by Council.

Mayor Rubio invited comments from the public and had no requests to speak. He invited comments from the Applicant.

- Richard Marimontes, coach of the Central Coast Bombers and has been coaching a travel team for over 20 years and there was a staff member assisting with the paperwork which was not filed accurately, and now they are filed, up to date and he requested consideration for approval as this will help send the kids to a Cooperstown tournament.
- Satina Ciandro, mother of a Bombers player, read a letter from her son about the integrity,

skills, kindness, and dedication of his coach and that because of his example, he wants to be a coach as a vocation. His coach demands that the players have pride, but respect, good sportsmanship and fairness.

On motion by Council Member Dave Pacheco and seconded by Council Member Jason Campbell and passed by the following vote the City Council Approved the staff recommendation to grant the application to sell safe and sane fireworks for the 2017 season.

RESULT:	Approved
MOVER:	Council Member Dave Pacheco
SECONDER:	Council Member Jason Campbell
AYES:	Ralph Rubio, Dennis Alexander, Jason Campbell, Dave Pacheco
NOES:	None
ABSENT:	Kayla Jones

Speaking on the second, Council Member Pacheco thanked the parent for reading his son's statement and agrees that coaches do make difference in people's lives. Mayor Rubio spoke to the need for the paperwork to be consistent and with volunteer organizations that can be challenging to be attentive to detail. He spoke in support of coaches impacts into a community and the benefit of community involvement in any way.

10. MAYOR, CITY COUNCIL, CITY MANAGER AND CITY ATTORNEY COMMENTS AND REPORTS ON COMMITTEE ASSIGNMENTS

Council Member Pacheco requested to agendize a special meeting, prior to September 1st to discuss prohibition of fireworks tied into the social hosting ordinance. He thanked staff for responding to resident requests and complaints and he reiterated his concern that the street lights are still out on Del Monte Blvd requested that they be replaced. Mayor Pro Tem Alexander attended the CPY event with the Mayor and spoke in support of the organization, how it has reached out to youth to try to get their lives on a good track. He reported on his committee assignments at AMBAG and FORA, and to the Seaside High ROTC Awards Banquet. Mayor Rubio reported he attended the ground breaking for the Pure Water Monterey Project which will be a great source of water. At the MPRWA meeting, he was appointed to take the vacancy from Mr. Pendergrass left as Secretary. He reported on other Committee assignments including SCSD FORA which reviewed the annual budget and included the CIP and Economic Development Program. He reported that there were many comments in support of the Economic Development program but some members who thought it was not a good use of time. CSUMB President spoke in support of it, the board voted to keep it going, but it was not unanimous so it will be brought back next month.

11. ADJOURNMENT

On motion the meeting was adjourned at 7:40 PM.

Respectfully submitted,

Lesley Milton-Rerig, City Clerk

Ralph Rubio, Mayor



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.B.

TO: City Council

FROM: Craig Malin, City Manager

BY: Brian Dempsey, Fire Chief

DATE: June 1, 2017

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE REGIONAL ASSISTANCE TO FIREFIGHTERS GRANT IN THE AMOUNT OF \$458,940 FOR THE PURCHASE OF MOBILE AND PORTABLE RADIOS FOR THE FIRE AND PUBLIC WORKS DEPARTMENTS WITH MATCHING FUNDS NOT TO EXCEED \$33,771.

PURPOSE

The purpose of this item is to adopt a resolution accepting a Regional Assistance to Firefighters Grant in the amount of \$458,940 (City of Seaside share) for the purchase of replacement mobile and portable radios for the fire and public works departments. As this is a regional grant, the City of Seaside will be acting as host agency and the Greenfield Fire District, City of Gonzales and Mid-Coast Fire Brigade will be participating as well; total grant funds: \$939,063.

RECOMMENDATION

It is recommended that the City Council approve the resolution accepting the Regional Assistance to Firefighters Grant in the amount of \$458,940 (City of Seaside share) for the purchase of replacement mobile and portable radios for the fire and public works departments. As this is a regional grant, the City of Seaside will be acting as host agency and the Greenfield Fire District, City of Gonzales and Mid-Coast Fire Brigade will be participating as well; total grant funds: \$939,063. Also, provide direction to the Finance Department to record the grant award in the 2017-2018 Fiscal Budget with matching funds not to exceed \$33,771.

BACKGROUND

Emergency communications equipment is a critical component of the public safety dispatch system. Clear, concise radio transmissions are crucial to providing rapid emergency response to mitigate an incident; just as important is communications between the incident commander and

interior crews so firefighter safety is not compromised. The fire department's current inventory of radios has exceeded ten years of age and was purchased through an AFG Regional Grant. Between the age of the equipment and the technological improvements now available, it is time to consider replacement.

The City of Seaside will be hosting the grant award and matching funds for each agency if awarded are between 10 and 16.5 percent. The current Fire and Public Works departments' inventory of radios includes a total of 65 units.

PREVIOUS CITY COUNCIL ACTION

At the December 15, 2016 City Council approved a resolution to submit this Regional AFG grant for the purchase of replacement mobile and portable radios for the Fire and Public Works departments. As well as authorized the City Manager to sign a MOU with the Greenfield Fire District, City of Gonzales and Mid-Coast Fire Brigade. This action is accepting the grant that has been awarded.

FISCAL IMPACT

The fiscal impact to the City is \$33,771.00 in matching funds. Funds will be made available in the fire department FY17-18 budget.

ATTACHMENTS

1. Resolution
2. Award Package
3. Staff Report

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE
AUTHORIZING THE ACCEPTANCE OF THE REGIONAL ASSISTANCE TO
FIREFIGHTERS GRANT IN THE AMOUNT OF \$458,940 FOR THE PURCHASE OF
MOBILE AND PORTABLE RADIOS FOR THE FIRE AND PUBLIC WORKS
DEPARTMENTS WITH MATCHING FUNDS NOT TO EXCEED \$33,771.**

WHEREAS, each year, the Department of Homeland Security offers the Assistance to Firefighters Grant program to allow fire departments to replace aged and worn equipment, and;

WHEREAS, emergency communications equipment is a critical component of the public safety dispatch system, and;

WHEREAS, clear, concise radio transmissions are crucial to providing rapid emergency response to mitigate an incident, and;

WHEREAS, the fire department's current inventory of radios has exceeded ten years of age and was purchased through an AFG Regional Grant, and;

WHEREAS, between the age of the equipment and the technological improvements now available, it is time to consider replacement, and;

WHEREAS, the Department of Homeland Security has recently accepted our grant application and has provided us with the complete award package, and;

WHEREAS, the City of Seaside will be hosting the grant award along with Greenfield Fire District, the City of Gonzales and Mid Coast Fire Brigade, and;

WHEREAS, the fiscal impact to the City, if the grant award is accepted, will not exceed \$33,771.00 in matching funds from the FY 17-18 budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside authorize the acceptance of an Assistance to Firefighters Grant for the purchase of mobile and portable radios for the fire and public works departments with matching funds from the FY 17-18 budget not to exceed \$33,771.00

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 1st day of June 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ralph Rubio, Mayor

ATTEST:

Lesley Milton
City Clerk

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Geoffrey Maloon
Seaside Fire Department
440 Harcourt Avenue
Seaside, California 93955-4708

Re: Award No.EMW-2016-FR-00428

Dear Mr. Maloon:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant has been approved in the amount of \$853,694.00. As a condition of this award, you are required to contribute a cost match in the amount of \$85,369.00 of non-Federal funds, or 10 percent of the Federal contribution of \$853,694.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit

Award Package

the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 540-504-2883. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

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

Bridget Bean
Acting Assistant Administrator for Grant Programs

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2016-FR-00428
GRANTEE: Seaside Fire Department
DUNS NUMBER: 092618891
AMOUNT: \$939,063.00, Regional Request

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

19-MAY-17 to 18-MAY-18

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$864,500.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00

State Taxes	\$74,563.00
Total	\$939,063.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Dee Myerly at Edith.Myerly@fema.dhs.gov.

NATIONAL ENVIRONMENTAL POLICY ACT

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

NONDISCRIMINATION IN MATTERS PERTAINING TO FAITH-BASED ORGANIZATIONS

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Dee Myerly at Edith.Myerly@fema.dhs.gov.

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Agreement Articles



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Regional Request

GRANTEE: Seaside Fire Department

PROGRAM: Regional Request

AGREEMENT NUMBER: EMW-2016-FR-00428

AMENDMENT NUMBER:

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Article XXVII	Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)
Article XXVIII	Trafficking Victims Protection Act of 2000
Article XXIX	Rehabilitation Act of 1973
Article XXX	USA Patriot Act of 2001
Article XXXI	Use of DHS Seal, Logo and Flags
Article XXXII	Whistleblower Protection Act
Article XXXIII	DHS Specific Acknowledgements and Assurances
Article XXXIV	System of Award Management and Universal Identifier Requirements
Article XXXV	Animal Welfare Act of 1966
Article XXXVI	Protection of Human Subjects
Article XXXVII	Incorporation by Reference of Notice of Funding Opportunity
Article XXXVIII	Acceptance of Post Award Changes
Article XXXIX	Prior Approval for Modification of Approved Budget
Article XL	Disposition of Equipment Acquired Under the Federal Award
Article XLI	Environmental Planning and Historic Preservation Screening

I. Assurances, Administrative Requirements and Cost Principles

Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances - Non-Construction Programs. Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

2 C.F.R. Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, as adopted by DHS at 2 C.F.R. Part 3002.

II. Acknowledgement of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. **Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

V. **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

VI. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) respectively.

VII. **Title VI of the Civil Rights Act of 1964**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

VIII. **Civil Rights Act of 1968**

All recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 *et seq.*), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see [24 C.F.R. § 100.201](#)).

IX. **Copyright**

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the

work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

X. Debarment and Suspension

All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

XI. Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

XII. Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

XIV. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For

example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received-

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. in the subrecipient's preceding fiscal year, the subrecipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical

reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XV. False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of 31 U.S.C. §3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B, item number 17 for additional information and guidance.

XVII. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XVIII. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. §2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. §2225.

XIX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients

are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XX. Lobbying Prohibitions

All recipients must comply with 31 U.S.C. §1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

XXI. Non-supplanting Requirement

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

XXII. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.

XXIII. Procurement of Recovered Materials

All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the

item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXIV. Contract Provisions for Non-federal Entity Contracts under Federal Awards

a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

XXV. SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

XXVI. Terrorist Financing E.O. 13224

All recipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

XXVII. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity

receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

XXVIII. Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act (TVPA) of 2000*, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, *Federal Register*, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at 2 CFR § 175.15.

XXIX. Rehabilitation Act of 1973

All recipients of must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

XXX. USA Patriot Act of 2001

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act)*, which amends 18 U.S.C. §§ 175-175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

XXXI. Use of DHS Seal, Logo and Flags

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

XXXII. Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

XXXIII. DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions

governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

XXXIV. System of Award Management and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. Definitions

For purposes of this award term:

1. *System of Award Management(SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award;
and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

XXXV. Animal Welfare Act of 1966

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

XXXVI. Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

XXXVII. Incorporation by Reference of Notice of Funding Opportunity

The Notice of Funding Opportunity for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Notice of Funding Opportunity.

XXXVIII. Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these

procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov.

XXXIX. Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

XL. Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

XLI. Environmental Planning and Historic Preservation Screening

AFG funded activities (Modification to Facility or Equipment) that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process.

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency-website at: <https://www.fema.gov/library/viewRecord.do?id=6906>

In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2016-FR-00428	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6022439	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX01287N2017T
6. RECIPIENT NAME AND ADDRESS Seaside Fire Department 1635 Broadway Avenue Seaside California, 93955-5198	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Marketa Walker		8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472	
9. NAME OF RECIPIENT PROJECT OFFICER Geoffrey Maloon	PHONE NO. 8312772198	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 19-MAY-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:19-MAY-17 To:18-MAY-18	
			Budget Period From:29-JAN-17 To:30-SEP-17	

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX- XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2017-F6-C111-P4310000-4101-D	\$0.00	\$853,694.00	\$853,694.00	\$85,369.00
TOTALS			\$0.00	\$853,694.00	\$853,694.00	\$85,369.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/ADATE
N/A18. FEMA SIGNATORY OFFICIAL (Name and Title)
Marketa WalkerDATE
18-MAY-17
[Go Back](#)

Brian Dempsey
Fire Chief
Seaside Fire Department
831-899-6790
bdempsey@ci.seaside.ca.us

The U.S. Fire Administration recommends everyone should have a comprehensive home fire protection plan that includes smoke alarms, fire sprinklers, and practicing a fire escape plan.

>>> "Davey, Sarah" <Sarah.Davey@mail.house.gov> 5/25/2017 12:49 PM >>>



May 25, 2017
For Immediate Release

Contact: Sarah Davey
(202) 225-2861

Panetta Announces \$853,694 Federal Grant for Monterey County Fire Departments

WASHINGTON – Today, Congressman Jimmy Panetta (D-Calif.), announced that four Monterey County Fire Departments received a grant totaling \$853,694 from the Federal Emergency Management Agency in cooperation with the U.S. Fire Administration. Awardees include the Seaside Fire Department, Gonzales Fire Department, Greenfield Fire Protection District, and Mid Coast Fire Brigade. This grant is made under the Fiscal Year 2016 Assistance to Firefighters Grant (AFG) Program, and will be used for communications tools to enhance inter-operability.

"Firefighters and first-responders in Monterey County work hard every day to protect our families, so we need to provide them with the best resources available," said Congressman Panetta. "This Assistance to Firefighters Grant will immediately enhance inter-operability between stations so that each crew can keep providing their vital services to the citizens of Monterey County."

"Emergency communications equipment is a critical component of the public safety dispatch system," said Seaside Chief Brian Dempsey. "Clear concise radio communications are essential for our first responders to provide safe, efficient and effective emergency response to the public."

"Clear radio communications are essential for firefighter safety while operating at emergency scenes," said Gonzalez Chief Jason Muscio. "This grant will go a long way in helping to provide for the safety of my firefighters."

"Radio communications is a critical component of emergency scene management," said Greenfield Chief Rich Foster. "This grant will allow the Greenfield Fire District to upgrade our radios and improve emergency communications."

"Communication is the critical link between the success and failure of managing an incident. If our radios and equipment are aged or not working, that puts our communication at risk," said Mid Coast Chief Cheryl Goetz. "This grant will help us meet our fire service needs."

The Assistance to Firefighters Grant (AFG) Program of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) is an important component of the larger, coordinated effort to strengthen the Nation's overall level of preparedness and ability to respond to fire and related hazards. Since Fiscal Year (FY) 2001, the AFG Program has provided approximately \$6.7 billion in grants to first-responder organizations to obtain much needed emergency response equipment, personal protective equipment, firefighting and emergency vehicles, and training.

The purpose of the AFG Program is to award grants directly to fire departments, nonaffiliated Emergency Medical Services (EMS) organizations, and state fire training academies to enhance their ability to protect the health and safety of the public, as well as

that of first-responder personnel. Using a competitive process that is overseen by fire service subject matter experts, grants are awarded to applicants whose requests best address the priorities of the AFG Program.

###



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.C.

TO: City Council

FROM: Craig Malin, City Manager

BY: Rick Riedl, City Engineer
Leslie Llantero, Assistant Engineer

DATE: June 1, 2017

**SUBJECT: APPROVE THE TRAFFIC ADVISORY COMMITTEE (TAC)
RECOMMENDATIONS**

PURPOSE

The purpose of this item is to consider the Traffic Advisory Committee (TAC) recommendations from their May 16, 2017 regular meeting.

RECOMMENDATION

It is recommended for the City Council to approve the following:

1. Stop signs on San Pablo Avenue at Mescal Street and refresh crosswalk paint; Remove faded crosswalk located on Yosemite Street north of the International School of Monterey's driveway exit; and retain crosswalks on Yosemite Street at Mingo Avenue and Westminster Court and replace existing school crossing signs for crosswalk and install school ahead signs per the California Manual on Uniform Traffic Control Devices.

BACKGROUND

The Traffic Advisory Committee acts as an advisory board to the City Council per Chapter 2.37 of the Municipal Code. Recommendations made by the TAC are to be ratified by the City Council prior to implementation. The TAC reviews all requests for traffic safety, regulatory or control devices, signs and marking, and conducts studies as well as offers recommendations to the City Council, Planning Commission or appropriate City Department.

The Traffic Advisory Committee reviewed and provided recommendations for a request at the May 16, 2017 meeting. The Traffic Advisory Committee is recommending the request described below.

STAFF ANALYSIS

The International School of Monterey (ISM) is located at 1720 Yosemite Street (formerly Manzanita Elementary) and is a charter school for grades Kindergarten through 8th grade. ISM is in its sixteenth year of operation as an elementary charter school serving 418 students from the surrounding Monterey County communities. The majority of students are dropped off and picked up. There is a circular driveway in the front of the school for student pick up and drop off. The rear of the school is adjacent to Manzanita-Stuart Park which is another location for student drop off. Street access to the front of the school is on Yosemite and from the rear of the property accessed off of San Pablo Avenue. The school operates a gate adjacent to Manzanita-Stuart Park that is opened in the morning, closed during the school day and reopened in the afternoon when school is released.

ISM met with the City regarding the following concerns:

1. Safe crossing at San Pablo Avenue and Mescal Street; and
2. Crosswalk improvements on Yosemite Street.

The City contracted with Keith Higgins Traffic Engineer to perform a multi-way stop sign analysis for the intersection of San Pablo Avenue and Mescal Street and to review existing crosswalk conditions along Yosemite Street. The complete study is in Attachment 1. Collision history, traffic volume, left turn traffic volumes, vehicle/pedestrian conflicts, sight distance, and similar streets were evaluated to determine if multiple stop signs are warranted for the intersection of San Pablo at Mescal. The analysis identifies a need to control left turn conflicts based upon the number of southbound San Pablo left turn movements and westbound San Pablo right turn movements. During the morning (AM) and afternoon (PM) school peak hours, there are a number of pedestrians crossing each approach of the intersection. The majority of the pedestrians cross the northern San Pablo Avenue approach - 87 pedestrians (AM peak hour) and 27 pedestrians (PM peak hour). The northern approach at this intersection also has the heaviest vehicle volumes for the intersection. The addition of a multi-way stop would create gaps in the vehicle cross traffic, providing an opportunity for pedestrians to cross San Pablo Avenue. Based upon the analysis it is recommended to convert the intersection of San Pablo and Mescal into a multi-way stop controlled intersection.

Yosemite Street crosswalks were also evaluated within the traffic study. Within the traffic study area, there are crosswalks along Yosemite Street located at intersections of Westminster Court and Mingo Avenue. There are remnants of a former crosswalk near the northern ISM driveway that was intentionally painted over with black paint which over time has become partially visible. The study identified pedestrians crossing in non-compliant manner at multiple mid-block locations along Yosemite Street and recommends these existing crosswalks are necessary to meet pedestrian crossing needs. Based upon the observations of the study, it is recommended to retain the existing crosswalks on Yosemite Street at Westminster Court and Mingo Avenue and permanently remove the crosswalk located north of the ISM driveway.

The study identified other improvements such as school speed limit signs that could reduce the speed limit to 20 mph around school zones, however further evaluation is needed prior to

implementation. Review of these types of signs will be incorporated in the next Citywide Engineering and Traffic Study (E&TS) report.

Recommendation

The Traffic Advisory Committee recommends placing stop signs on San Pablo Avenue at Mescal Street and refresh the crosswalk paint. It is further recommended to completely remove the crosswalk located on Yosemite Street north of ISM's driveway and refresh the crosswalks at the intersections of Yosemite Street with Mingo Avenue and Westminster Court and replace existing school crossing signs for crosswalk and install school ahead signs per the California Manual on Uniform Traffic Control Devices.

ENVIRONMENTAL REVIEW

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1, Section 15301: Existing Facilities Class 1 exemptions consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use.

Evidence: The propose project would consist of installation of two stop signs and repainting of existing crosswalks which would not result in an expansion or significant modification of the existing roadway and sidewalk. Therefore there are no significant associated with the installation of stop signs or repainting crosswalks.

FISCAL IMPACT

Item 1: It is estimated to cost \$5,000 for materials and installation of the stops signs, refreshing the crosswalk paint, and install school xing signs. The cost will be paid for out of the Street Maintenance account.

ATTACHMENTS

1. Item 1 - Request, existing conditions, traffic study, recommendations
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

Rick**MEMO**

To: Rick Riedl, P.E., City Engineer, City of Seaside
 Leslie Llantero, Assistant Engineer, City of Seaside
 From: Lisa Griffin Burns, Operations & HR Manager, ISM *LG*
 Israel "Izzy" Ricardez, Student Safety Supervisor, ISM
 Date: November 29, 2016
 Subject: Meeting to Discuss Safety Concerns at ISM

Thank you for taking the time to meet with us this afternoon. We appreciate the opportunity to share with you both our concerns regarding traffic issues adjacent to our campus that impact the safety of our school community. We look forward to working cooperatively with the City of Seaside to address these concerns in a proactive manner. We do not want an unfortunate accident or fatality to drive our actions.

We would specifically like to address concerns in the following two areas and discuss options to improve safety in these areas:

- The **San Pablo Avenue (SPA) and Mescal intersection** (by footbridge and COS park on San Pablo)
 - This location is accessed by our school community during am & pm drop off/pick up
- **Yosemite Street** in front of our school campus

1. San Pablo Avenue (SPA) & Mescal intersection:

Existing status:

- One crosswalk located on west side of intersection of SPA with no accompanying stop sign
- One stop sign located at SPA coming down from General Jim Moore Boulevard with no accompanying crosswalk
 - These two locations have increased traffic flow since opening of GJ Moore Boulevard
 - Warrants discussing traffic safety enhancements
- No stop sign or crosswalk located on Mescal at SPA intersection
- Non traffic-related concern in morning: Sun poses safety hazard in am as it shines directly in drivers' eyes as they drive East up SPA.
 - As it is VERY DIFFICULT to see people crossing at the SPA intersection due to the sun, drivers really need to slow down (to 5-10 mph) as this approach this location.
 - However, this does not realistically happen as there is no stop sign.

Recommendations to consider:

- **Upgrading SPA & Mescal intersection to have three stop signs and three crosswalks**
 - Add stop sign to existing crosswalk across SPA (under footbridge)
 - Add stop sign and crosswalk across SPA
 - Add stop sign and crosswalk to Mescal Street
 - ***This intersection design currently exists at Yosemite & Mingo intersection***
- Other options:
 - Adding "Children Crossing" or "Slow Down" on both sides of San Pablo bridge

International School of Monterey, 1720 Yosemite Street, Seaside, CA 93955

Tel: 831-583-2165 // Fax: 831-899-7653

Email: lburns@ismonterey.org

Google Drive: Safety Meeting, City of Seaside 11/29/16

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-
-
-

2. Yosemite Street - in front of International School of Monterey (ISM):

Existing status:

- faded crosswalk at Westminster Ct. with no accompanying stop sign
- faded / partially removed crosswalk on N-side of school driveway (closest to Westminster Ct) with no accompanying stop sign
 - Faded "SLOW" on S-side of partially removed crosswalk
- DO have three stop signs and accompanying crosswalks at Yosemite & Mingo intersection

Recommendations to consider:

- Repainting existing crosswalk at Westminster Ct
 - Adding stop sign at Westminster Ct
- Repainting and crosswalk at bottom of school driveway AND adding "School X-ing" sign
- Repainting "SLOW" in advance of these two crosswalks
- Other options:

-
-
-
-

3. Discuss Next Steps:

- City of Seaside Traffic Advisory Committee?
- Traffic Studies?
- Testimonials / Feedback from ISM Community
- Other:

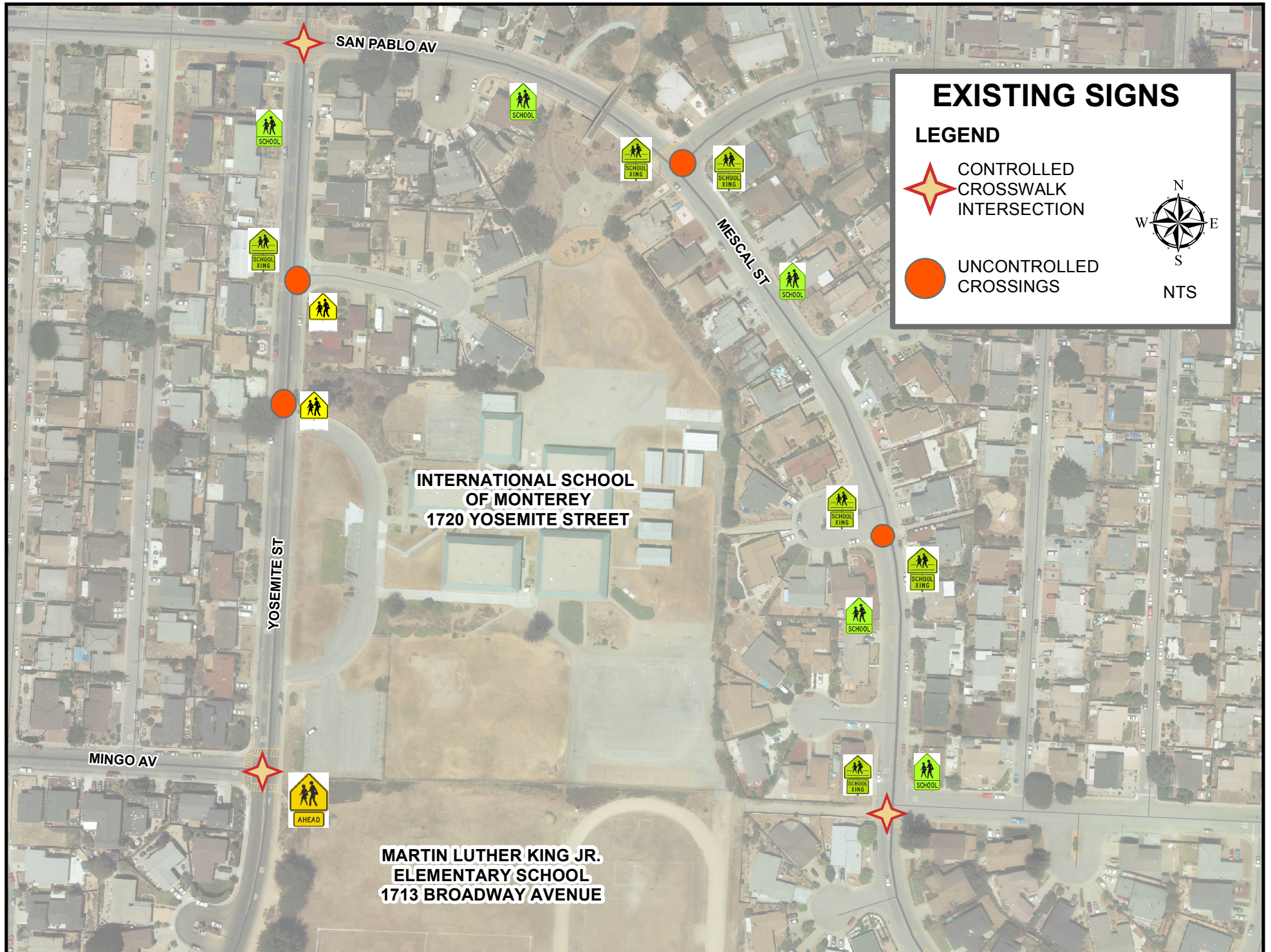
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International School of Monterey, 1720 Yosemite Street, Seaside, CA 93955

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Google Drive: Safety Meeting, City of Seaside 11/29/16



Keith Higgins

Traffic Engineer

April 11, 2017

Leslie Llantero
City of Seaside
440 Harcourt Avenue

Seaside, CA 93955

Subject: International School of Monterey (ISM) Traffic Control Warrant Evaluation Scope of Work and Budget, Seaside, California

Dear Leslie,

As you requested, this is an evaluation of off-site circulation issues on the streets surrounding the International School of Monterey (ISM), a Kindergarten to 8th Grade Charter School located on Yosemite Street between San Pablo and Mingo Avenues in Seaside, California. Evaluated in this memorandum are the following tasks:

- A. A multi-way stop warrant evaluation at the San Pablo Avenue / Mescal Street intersection.
- B. Evaluation of potential modifications to the existing crosswalks on Yosemite Street between Westminster Court and the ISM Driveway.
- C. Evaluation of installing reduced speed limit signs in the school zone per California Vehicle Code (CVC) Section 22358.4 on Yosemite Street and San Pablo Avenue, as well as other traffic control measures on Yosemite Street, San Pablo Avenue and Mescal Street.

The study area described herein is depicted in **Figure 1**. Each topic is described individually below.

A. San Pablo Avenue / Mescal Street Multi-Way Stop Warrant Evaluation

The multi-way stop warrant evaluation is based upon requirements in Section 2B.07 of the 2014 California Manual on Uniform Traffic Control Devices (2014 CA MUTCD). The evaluation in this study focuses on just the following criteria:

- 1. Collision History;
- 2. Total Volumes
- 3. Left Turn Traffic Volumes;
- 4. Vehicle/Pedestrian Conflicts;
- 5. Sight Distance; and

6. Similar Streets.

Each criterion is discussed below.

1. Collision History

Figure 2 summarizes the collision history for the Mescal – San Pablo / San Pablo intersection over the most recently available five years (i.e., from 2012 through 2016). This collision information was provided by the City of Seaside and is repeated in **Appendix A**. Over the five-year span analyzed, there were only four collisions. Of those, only one would have been potentially correctable by the installation of multi-way stop control. This is less than the minimum 5 collisions in a consecutive 12-month period required by the CA MUTCD. None of the collisions between 2012 and 2016 involved either pedestrians or bicyclists. Therefore, the collision history criterion is not met.

2. Total Traffic Volumes

Figure 3 depicts the AM and School PM (i.e., mid-afternoon) peak hour volumes at the San Pablo Avenue / Mescal Street intersection. These volumes are the peak morning and afternoon/evening volumes that were collected at this intersection on Thursday, March 16, 2017 from 7:00 AM – 9:00 AM and 12:00 PM – 6:00 PM. (See **Appendix B** for the entire 8-hour count.) Only one hour of the six hours counted exceeds the volume threshold that must be exceeded by an average of the 8 highest hourly volumes for all-way stop control to be warranted based on approach volumes. The all-way stop control volume warrant is not therefore not met.

3. Left Turn Traffic Volumes

However, the heaviest volume movements at the intersection are the southbound San Pablo left turn and westbound San Pablo right turn movements – both are more than double any other traffic movement volume at the intersection. A review of the traffic counts at this intersection found that these volumes remain moderate to heavy throughout the day. The addition of multi-way stop at this intersection would create gaps in northbound Mescal through traffic that would improve the ability to complete a southbound San Pablo Avenue left turn movement. For these reasons, there is clearly a need to control left-turn conflicts. This all-way stop control warrant criterion is met.

4. Vehicle/Pedestrian Conflicts

Figure 3 also depicts the number of pedestrians crossing each approach of the intersection during the AM and PM School peak hours. The majority of the pedestrian crossings are across the northern San Pablo Avenue approach – 87 pedestrians (AM peak hour) and 27 pedestrians (PM School peak hour) crossed this approach during the peak periods. These pedestrians are primarily students walking to and from the ISM, connecting to a pedestrian path to the school campus. The northern approach at this intersection has the heaviest volumes of the entire intersection. The addition of multi-way stop control at this intersection would create gaps in cross traffic that pedestrians could use to cross San Pablo Avenue. Therefore, the vehicle/pedestrian conflicts criterion is met.

5. Sight Distance

Based on field measurements sight distance is limited on westbound San Pablo Avenue at Mescal Street. Available sight distance towards the south is only 155 feet – less than the 275-foot minimum Caltrans corner sight distance standard for a 25 mile-per-hour (mph) roadway established in the Caltrans Highway Design Manual, 6th Edition, although it does exceed the 150-foot minimum stopping sight distance standards established in that same publication. The sight distance to the south is impeded by shrubs and a short wall on the property at the corner of the intersection. The available sight distance to the south is considerably less if a vehicle is parked on northbound Mescal Street just south of San Pablo Avenue, as such a vehicle would block the view of northbound vehicles traveling northbound towards the intersection.

In addition, although available sight distance for southbound San Pablo Avenue traffic to the pedestrian crosswalk at Mescal Street is 176 feet – which exceeds the Caltrans stopping sight distance standard – sight distance is considerably less if there are parked vehicles on southbound San Pablo Avenue in advance of Mescal Street. Parked vehicles are typically present during the morning around the start of school at ISM, which also corresponds to the period with the heaviest use of the crosswalk.

Taking all of these sight distance issues into account, the all-way stop control sight distance criteria is met.

6. Similar Streets

Both Mescal Street and San Pablo Avenue are classified as collector streets, are both in residential neighborhoods and are both approximately 40 feet wide. Therefore, the similar streets criterion is met.

7. All-Way Stop Control Warrant Analysis Summary

In summary, the need to control left-turn conflicts, vehicle/pedestrian conflicts, sight distance and similar streets criteria were all found to be met. Therefore, conversion of the Mescal – San Pablo / San Pablo intersection to multi-way stop control is recommended.

B. Yosemite Street Crosswalk Evaluation

Currently, there are two sets of crosswalks across Yosemite Street just north of the ISM frontage – 1) At Westminster Court (south approach only); and 2) Yosemite Street at Mingo Avenue (north and south approaches). There is also a former crosswalk near the northern ISM school driveway that had been painted over with black paint to eliminate it, yet it is now partially visible. All of these existing and former crosswalk locations connect to the existing sidewalks on both sides of Yosemite Street. The southerly crosswalk at Mingo Avenue also directly connects to a pedestrian walkway into the campus of the adjacent middle school.

Leslie Llantero
April 11, 2017

Observations in March 2016 found that pedestrians do not consistently cross Yosemite Street in any one location between Westminster Court and Mingo Avenue. Instead, pedestrians cross in multiple mid-block locations, mostly ignoring the striped crosswalks, especially the crosswalk at Westminster Court. This is because parents park along the west side of Yosemite Street and walk directly between their cars and the school. Nevertheless, the crosswalk with the heaviest use was the southerly crosswalk at Mingo Avenue, given its connection to the pedestrian walkway. Although there appears to be a lack of compliance by many pedestrians, retention of all of the existing crosswalks is needed to indicate where pedestrian crossings of Yosemite Street should be made.

It is therefore recommended that the existing crosswalks at Westminster Court and Mingo Avenue be retained, and the former crosswalk at the northern ISM school driveway be permanently removed.

C. Evaluation of Reduced Speed Limit and Other Traffic Control Measures

Yosemite Street, San Pablo Avenue and Mescal Street are near or adjacent to the ISM – the school fronts onto Yosemite Street and pedestrian paths from the school lead to San Pablo Avenue and Mescal Street. Thus, it is important that vehicle travel speeds and driver awareness of potential pedestrian activity are appropriate for those conditions.

The 2010 Citywide Engineering and Traffic Study (E&TS) Report, prepared by Begur Consulting in May 2011, was reviewed to identify if there were any speeding issues on Yosemite Street, San Pablo Avenue or Mescal Street. The report found that the 85th percentile speeds (or, the speed at which 85% of the surveyed vehicles are traveling at or below) on those roadways were between 33 and 35 miles per hour (mph), which is 8 to 10 miles per hour over the then-25 mph speed limit on those roadways. State law considers speeds above 25 mph near schools to be in violation of the California Vehicle Code during school hours. Additional measures are needed to moderate vehicle speeds on those roadways near the school.

Figure 4 summarizes a review of collision histories on Yosemite Street, San Pablo Avenue and Mescal Street near the ISM. This review is based upon collision data provided by the City of Seaside at intersections near the school between 2012 and 2016. (Collisions at the Mescal – San Pablo / San Pablo intersection are also repeated from Figure 2.) The number of collisions at each intersection averages less than one per year. A few involve unsafe vehicle speeds, and a few others involved drivers that were driving while under the influence of alcohol or drugs. There were also no injuries or fatalities.

Based upon these analyses, it is concluded that methods to reinforce appropriate vehicle speeds and attention to school pedestrian activity are necessary on Yosemite Street, San Pablo Avenue and Mescal Street. It is recommended that new school speed zone signs, review of advance school warning and school crossing signs and refreshed pavement markings be added near the school. Each recommendation is discussed below.

1. New School Speed Zone Signs

A school speed zone should be established on Yosemite Street along the ISM frontage. Per state law, the length of the speed zone can extend for up to 500 feet beyond the edges of school grounds. The "SCHOOL SPEED LIMIT" (SR 4-11 (CA), or School Speed Limit Assembly C (CA)) sign should be added in each direction of Yosemite Street to designate the beginning of the school speed zone. The "25" pavement legend is recommended to be added next to these school speed limit signs, to further emphasize the appropriate speed limit near schools.

The posted speed in a school zone can be reduced to 20 mph if determined appropriate in an engineering study. The study shall identify the provisions of Section 627 of the California Vehicle Code (CVC) that support a reduced school speed limit; these provisions include speed survey data, collision records, highway/traffic/roadside conditions not readily apparent to driver and pedestrian and bicyclist safety. Such a study will need to be adopted as an ordinance of the City of Seaside City Council prior to enforcement and installation of the reduced speed limit signs. The random pedestrian crossings that were observed along the school's Yosemite Street frontage is a condition not readily apparent to drivers that would be justification for the lower speed limit.

2. Review School Warning Signs

School Ahead and school crossing warning signs are currently present on Yosemite Street, San Pablo Avenue and Mescal Street near the ISM. Some of these signs may no longer be supported by the CA MUTCD. It is recommended that the city review these signs to verify compliance with the current CA MUTCD.

3. Refreshed Pavement Markings

Many of the existing crosswalks and pavement legends are faded. It is recommended that the city review these pavement markings and refresh the striping as needed. In addition, some of the existing pavement legends may no longer be supported by CA MUTCD. It is recommended that the city review these markings to verify compliance with the current CA MUTCD.

D. Conclusion

In summary, the following are the conclusions of this evaluation.

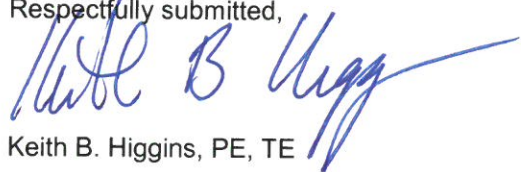
1. Multi-way stop control is recommended at the Mescal Street – San Pablo Avenue / San Pablo Avenue intersection.
2. The existing crosswalks on Yosemite Street should be retained and a former crosswalk just north of the ISM exit should be removed.
3. A school speed zone is recommended along Yosemite Street near the ISM. A 20 miles-per-hour speed limit

Leslie Llantero
April 11, 2017

4. School warning and crossing signs near the school should be reviewed for compliance with the current CA MUTCD. Pavement markings near the school be refreshed and reviewed for compliance with the current CA MUTCD.

If you have any questions regarding the contents of this proposal or need additional information, please do not hesitate to contact me at your convenience. Thank you for the opportunity to assist you with this project.

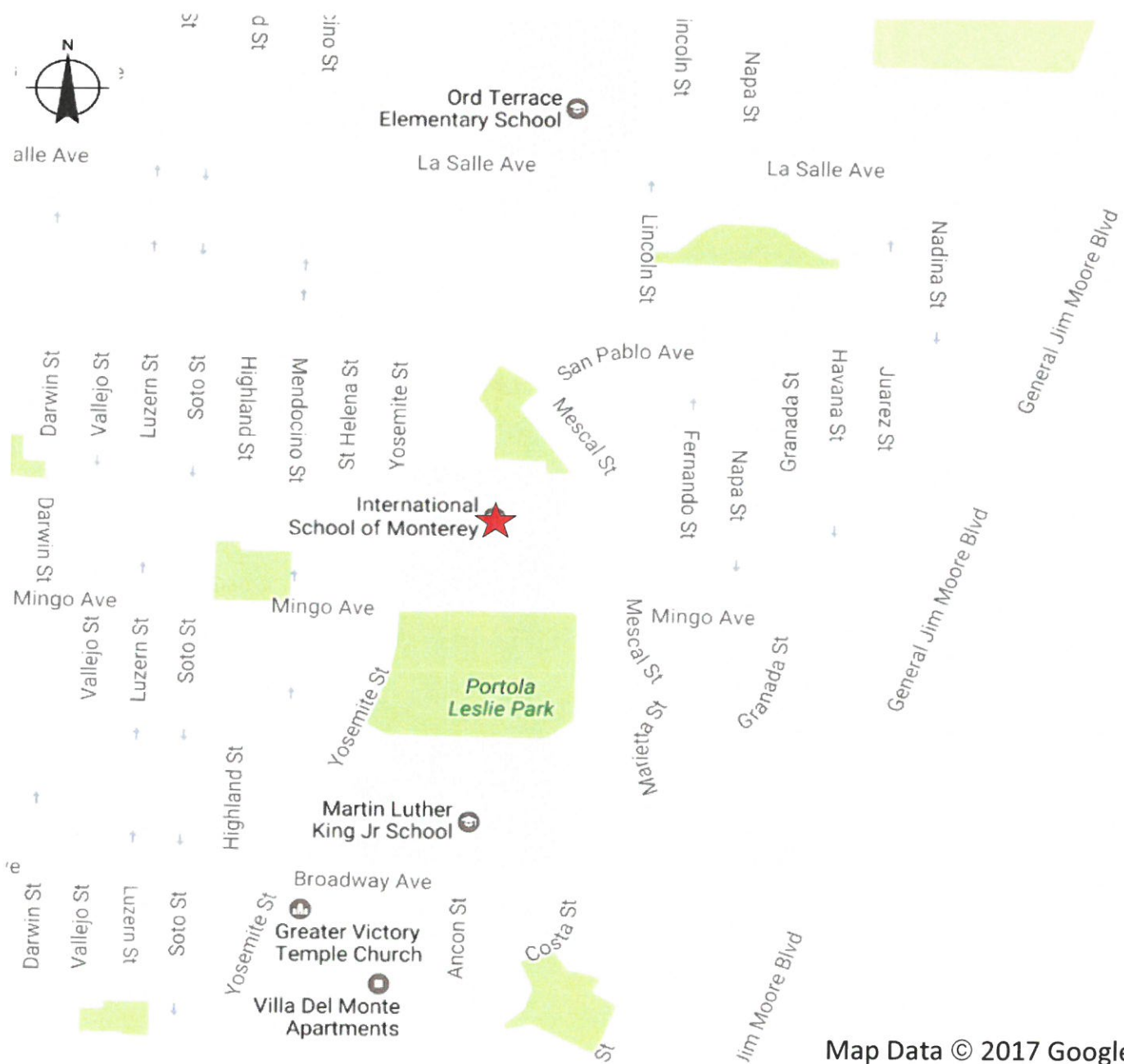
Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Keith B. Higgins", with a long horizontal flourish extending to the right.

Keith B. Higgins, PE, TE

T (408) 201-2752

keith@keithhigginste.com



Map Data © 2017 Google

Collision History
Mescal Street - San Pablo Avenue / San Pablo Avenue
383280AD01

Collision Data Range: 1/1/2012 through 12/31/2016 (5 years)

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
3/17/2012	9:15 PM	0	Hit Object	Driving While Intoxicated	0	0
9/25/2012	3:23 PM	0	Sideswipe	Unsafe Starting & Stopping	0	0
12/5/2014	11:34 PM	North	Hit Object	Driving While Intoxicated	0	0
3/14/2015	9:25 AM	0	Broadside	Unsafe Turning Movement	0	0

Total: 4 Collisions (0 Injured, 0 Fatalities) over 5 Years

Notes:

1. Collision data provided by City of Seaside.
2. Statewide Average from 2009 Collision Data on California State Highways, California Department of Transportation, 2009.

Keith Higgins
Traffic Engineer

Figure 2
Collision History
Mescal Street - San Pablo Avenue /
San Pablo Avenue



Collision History

383280AD01

Collision Data Range: 1/1/2012 through 12/31/2016 (5 years)

Location: Mescal Street - San Pablo Avenue / San Pablo Avenue

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
3/17/2012	9:15 PM	0	Hit Object	Driving While Intoxicated	0	0
9/25/2012	3:23 PM	0	Sideswipe	Unsafe Starting & Stopping	0	0
12/5/2014	11:34 PM	North	Hit Object	Driving While Intoxicated	0	0
3/14/2015	9:25 AM	0	Broadside	Unsafe Turning Movement	0	0
Total:				4 Collisions (0 Injured, 0 Fatalities) over 5 Years		

Location: Yosemite Street / San Pablo Avenue

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
5/5/2012	6:19 PM	50 feet East	Sideswipe	Unknown	0	0
9/27/2012	7:53 AM	0	Sideswipe	Unsafe Right Turn	0	0
7/29/2014	6:01 PM	14 feet South	Head On	Unsafe Speed	0	0
11/17/2017	1:00 PM	176 feet South	Rear End	Unsafe Turning Movement	0	0
Total:				4 Collisions (0 Injured, 0 Fatalities) over 5 Years		

Location: Yosemite Street / Westminster Court

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
1/15/2013	8:05 AM	South	Broadside	Unsafe Backing or Starting	0	0
Total:				1 Collision (0 Injured, 0 Fatalities) over 5 Years		

Location: Yosemite Street / Mingo Avenue

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
5/3/2012	5:02 AM	0	Other	Unsafe Speed	0	0
1/29/2014	8:27 AM	44 feet North	Other	Undetermined	0	0
Total:				2 Collisions (0 Injured, 0 Fatalities) over 5 Years		

Location: Yosemite Street / La Salle Avenue

Date of Collision	Time of Collision	Location (Relative to Intersection)	Type of Collision	Primary Collision Factor	Injuries	Fatalities
1/16/2014	11:05 PM	10 feet South	Hit Object	Unsafe Turn	0	0
Total:				1 Collision (0 Injured, 0 Fatalities) over 5 Years		

Note:

1. Collision data provided by City of Seaside.

Keith Higgins
Traffic Engineer

Figure 4
Collision History
Yosemite Street, San Pablo Avenue
and Mescal Street
Packet Page 56

Appendix A

Collision Data

Traffic Accident Report

Grouped and Sorted By Date and Time

Date	Time	Day	Location	Intersection/Distance	Cross Street	PCF	Number Inj/Killed	Incident No.
03/17/12	2115	SAT	1764 SAN PABLO AV	X	MESCAL ST	23152(A)/	1	EA1201137
09/25/12	1523	TUE	SAN PABLO AV	X	MESCAL ST	22106	1	EA1203598
12/05/14	2334	FRI	1771 B MESCAL ST		NORTH SAN PABLO AV	23152(E)	1	EA1404145
03/14/15	0925	SAT	SAN PABLO AV	X	MESCAL ST	22107	1	EA1500850
Record Count								4

Traffic Accident Report

Grouped and Sorted By Date and Time

Date	Time	Day	Location	Intersection/Distance	Cross Street	PCF	Number Inj/Killed	Incident No.
01/06/14	2305	MON	1700 B YOSEMITE ST	X 10 FEET SOUTH	LA SALLE AV	22107	1	EA1400067
								SNELL A
								Record Count 1

Traffic Accident Report

Grouped and Sorted By Date and Time

Date	Time	Day	Location	Intersection/Distance	Cross Street	PCF	Number Inj/Killed	Incident No.
05/05/12	1819	SAT	SAN PABLO AV	X 50 FEET EAST	YOSEMITE ST	Unknown	1	EA1201783
09/27/12	0753	THU	SAN PABLO AV	X	YOSEMITE ST	22100(A)	1	EA1203621
07/29/14	1801	TUE	YOSEMITE ST	X 14 FEET SOUTH	SAN PABLO AV	22350	1	EA1402551
11/17/14	1300	MON	YOSEMITE ST	X 176 FEET SOUTH	SAN PABLO AV	22107	1	EA1403959
Record Count								4

Traffic Accident Report

Grouped and Sorted By Date and Time

Date	Time	Day	Location	Intersection/Distance	Cross Street	PCF	Number Inj/Killed	Incident No.
01/15/13	0805	TUE	YOSEMITE ST	X	SOUTH WESTMINISTER CT	22106	1	EA1300144
								HIGGINS J
								Record Count 1

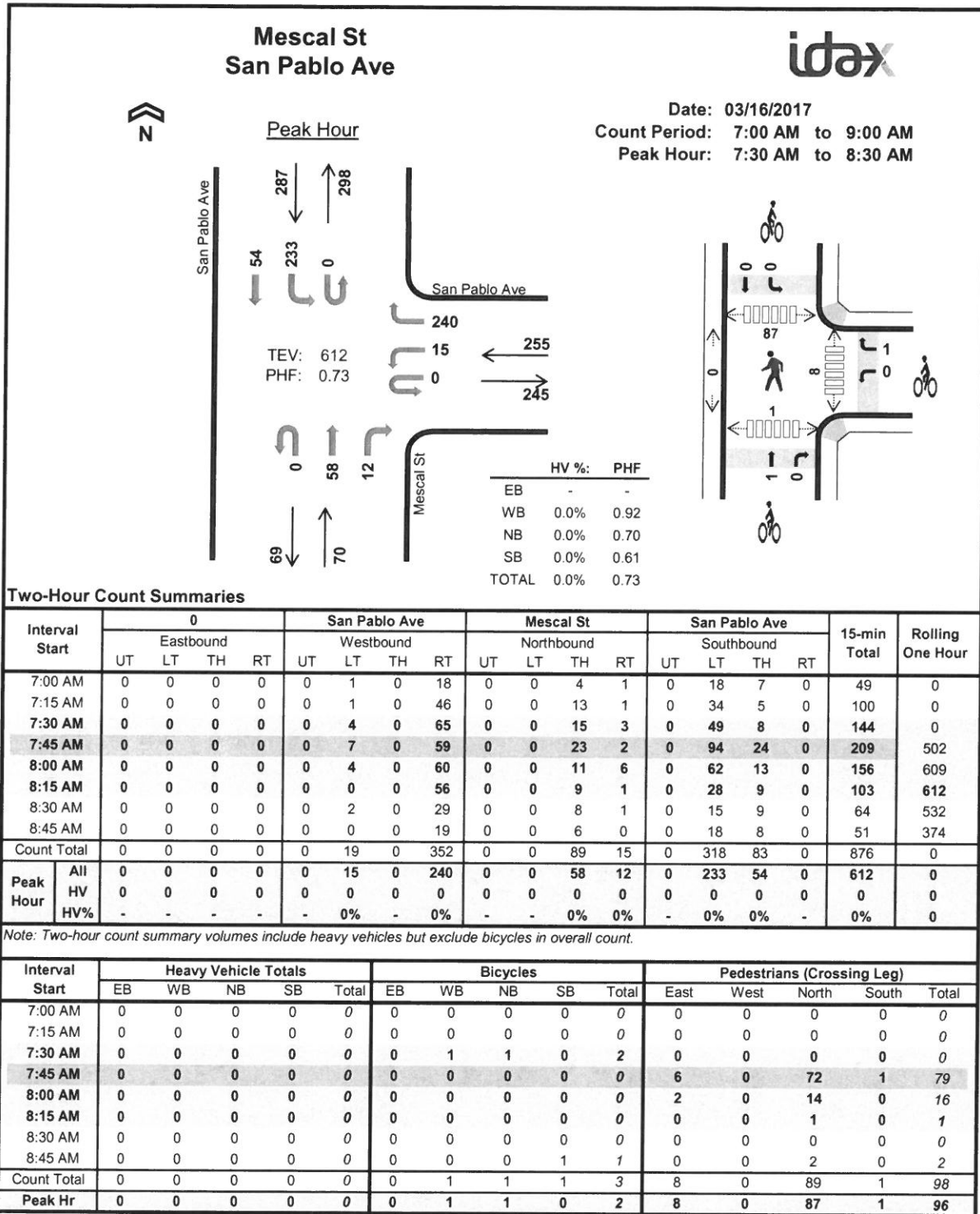
Traffic Accident Report

Grouped and Sorted By Date and Time

Date	Time	Day	Location	Intersection/Distance	Cross Street	PCF	Number Inj/Killed	Incident No.
05/03/12	0502	THU	YOSEMITE ST	X	MINGO AV	22350	1	EAI201755
01/29/14	0827	WED	YOSEMITE ST	X	44 FEET NORTH MINGO AV	Unknown	1	EAI400273
							Record Count	2

Appendix B

Traffic Counts



Two-Hour Count Summaries - Heavy Vehicles																		
Interval Start	0				San Pablo Ave				Mescal St				San Pablo Ave				15-min Total	Rolling One Hour
	Eastbound				Westbound				Northbound				Southbound					
	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT		
7:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Count Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Peak Hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Two-Hour Count Summaries - Bikes																	
Interval Start	0			San Pablo Ave			Mescal St			San Pablo Ave			15-min Total	Rolling One Hour			
	Eastbound			Westbound			Northbound			Southbound							
	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT					
7:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7:30 AM	0	0	0	0	0	1	0	1	0	0	0	0	2	0			
7:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2			
8:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2			
8:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2			
8:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:45 AM	0	0	0	0	0	0	0	0	0	0	1	0	1	1			
Count Total	0	0	0	0	0	1	0	1	0	0	1	0	3	0			
Peak Hour	0	0	0	0	0	1	0	1	0	0	0	0	2	0			

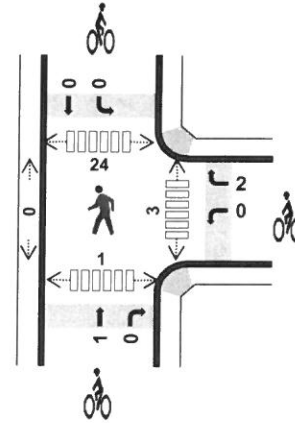
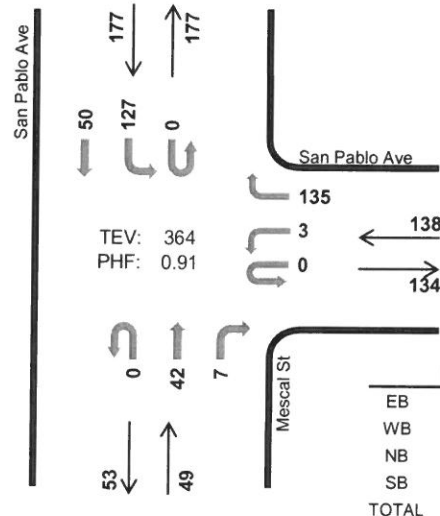
Note: U-Turn volumes for bikes are included in Left-Turn, if any.

Mescal St San Pablo Ave



Peak Hour

Date: 03/16/2017
Count Period: 12:00 PM to 6:00 PM
Peak Hour: 3:15 PM to 4:15 PM



	HV %:	PHF
EB	-	-
WB	0.7%	0.70
NB	0.0%	0.72
SB	0.6%	0.82
TOTAL	0.5%	0.91

Six-Hour Count Summaries

Interval Start		0				San Pablo Ave				Mescal St				San Pablo Ave				15-min Total	Rolling One Hour
		Eastbound				Westbound				Northbound				Southbound					
		UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT		
3:15 PM		0	0	0	0	0	0	0	26	0	0	11	3	0	43	11	0	94	0
3:30 PM		0	0	0	0	0	0	0	22	0	0	7	2	0	29	13	0	73	0
3:45 PM		0	0	0	0	0	0	0	41	0	0	17	0	0	29	10	0	97	0
4:00 PM		0	0	0	0	0	3	0	46	0	0	7	2	0	26	16	0	100	364
Peak Hour	All	0	0	0	0	0	3	0	135	0	0	42	7	0	127	50	0	364	0
	HV	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	0
	HV%	-	-	-	-	-	0%	-	1%	-	-	0%	0%	-	1%	0%	-	1%	0

Note: For all three-hour count summary, see next page.

Interval Start	Heavy Vehicle Totals					Bicycles					Pedestrians (Crossing Leg)				
	EB	WB	NB	SB	Total	EB	WB	NB	SB	Total	East	West	North	South	Total
3:15 PM	0	0	0	0	0	0	0	0	0	0	1	0	20	0	21
3:30 PM	0	0	0	1	1	0	0	1	0	1	2	0	2	1	5
3:45 PM	0	1	0	0	1	0	1	0	0	1	0	0	2	0	2
4:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0
Peak Hour	0	1	0	1	2	0	2	1	0	3	3	0	24	1	28

Six-Hour Count Summaries																			
Interval Start		0				San Pablo Ave				Mescal St				San Pablo Ave				15-min Total	Rolling One Hour
		Eastbound				Westbound				Northbound				Southbound					
		UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT		
	12:00 PM	0	0	0	0	0	0	0	19	0	0	11	0	0	7	6	0	43	0
	12:15 PM	0	0	0	0	0	1	0	13	0	0	5	0	0	11	5	0	35	0
	12:30 PM	0	0	0	0	0	1	0	10	0	0	10	1	0	13	8	0	43	0
	12:45 PM	0	0	0	0	0	1	0	18	0	0	10	1	0	22	8	0	60	181
	1:00 PM	0	0	0	0	0	0	0	17	0	0	5	0	0	14	9	0	45	183
	1:15 PM	0	0	0	0	0	1	0	18	0	0	4	0	0	12	8	0	43	191
	1:30 PM	0	0	0	0	0	2	0	15	0	0	6	2	0	13	3	0	41	189
	1:45 PM	0	0	0	0	0	3	0	17	0	0	11	1	0	27	11	0	70	199
	2:00 PM	0	0	0	0	0	1	0	15	0	0	7	3	0	19	11	0	56	210
	2:15 PM	0	0	0	0	0	2	0	10	0	0	5	1	0	25	5	0	48	215
	2:30 PM	0	0	0	0	0	0	0	36	0	0	8	2	0	26	10	0	82	256
	2:45 PM	0	0	0	0	0	0	0	31	0	0	7	2	1	14	5	0	60	246
	3:00 PM	0	0	0	0	0	3	0	30	0	0	11	2	0	18	9	0	73	263
	3:15 PM	0	0	0	0	0	0	0	26	0	0	11	3	0	43	11	0	94	309
	3:30 PM	0	0	0	0	0	0	0	22	0	0	7	2	0	29	13	0	73	300
	3:45 PM	0	0	0	0	0	0	0	41	0	0	17	0	0	29	10	0	97	337
	4:00 PM	0	0	0	0	0	3	0	46	0	0	7	2	0	26	16	0	100	364
	4:15 PM	0	0	0	0	0	1	0	32	0	0	14	2	0	12	4	0	65	335
	4:30 PM	0	0	0	0	0	0	0	36	0	0	11	4	0	20	9	0	80	342
	4:45 PM	0	0	0	0	0	1	0	34	0	0	7	1	0	25	7	0	75	320
	5:00 PM	0	0	0	0	0	1	0	39	0	0	12	3	0	29	12	0	96	316
	5:15 PM	0	0	0	0	0	3	0	45	0	0	11	1	0	32	11	0	103	354
	5:30 PM	0	0	0	0	0	0	0	35	0	0	14	3	0	22	10	0	84	358
	5:45 PM	0	0	0	0	1	2	0	25	0	0	10	1	0	36	6	0	81	364
Count Total		0	0	0	0	1	26	0	630	0	0	221	37	1	524	207	0	1,647	0
Peak Hour	All	0	0	0	0	0	3	0	135	0	0	42	7	0	127	50	0	364	0
	HV	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	0
	HV%	-	-	-	-	-	0%	-	1%	-	-	0%	0%	-	1%	0%	-	1%	0
Note: Six-hour count summary volumes include heavy vehicles but exclude bicycles in overall count.																			
Interval Start		Heavy Vehicle Totals					Bicycles					Pedestrians (Crossing Leg)							
		EB	WB	NB	SB	Total	EB	WB	NB	SB	Total	East	West	North	South	Total			
	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	12:15 PM	0	0	0	0	0	0	1	1	1	3	0	0	0	0	0	0	0	
	12:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	
	12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2	
	1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1:45 PM	0	0	0	1	1	0	0	0	2	2	2	0	0	0	0	0	2	
	2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2:15 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	
	2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
	3:00 PM	0	0	0	0	0	0	1	0	0	1	2	0	6	0	0	8		
	3:15 PM	0	0	0	0	0	0	0	0	0	0	1	0	20	0	0	21		
	3:30 PM	0	0	0	1	1	0	0	1	0	1	2	0	2	1	5			
	3:45 PM	0	1	0	0	1	0	1	0	0	1	0	0	2	0	2			
	4:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0		
	4:15 PM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1		
	4:30 PM	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0		
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1			
	5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1			
	5:15 PM	0	0	0	0	0	0	0	0	2	2	0	0	2	0	2			
	5:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	5:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1		
Count Total		0	1	0	2	3	0	6	3	5	14	11	0	35	1	47			
Peak Hr		0	1	0	1	2	0	2	1	0	3	3	0	24	1	28			

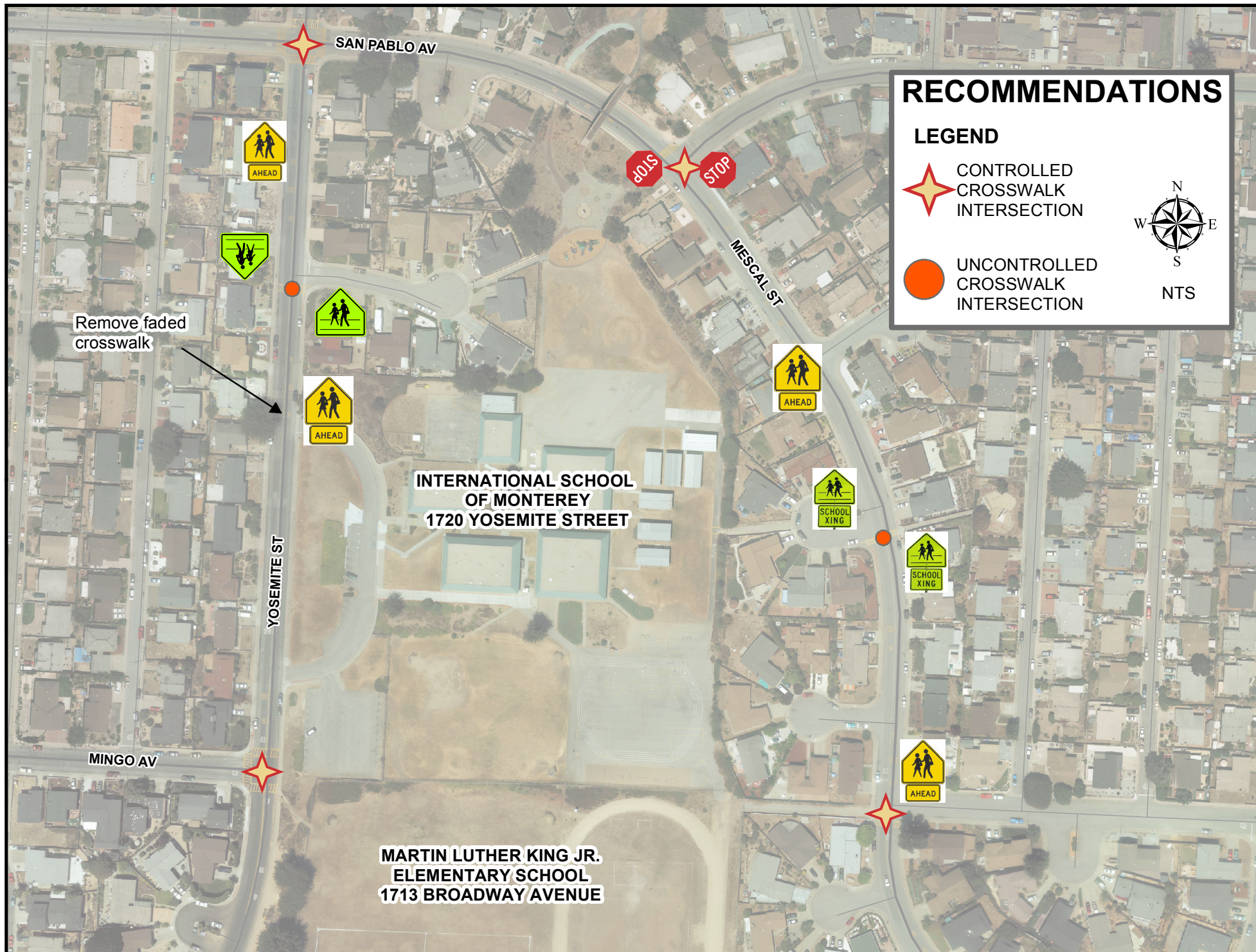
Six-Hour Count Summaries - Heavy Vehicles

Interval Start	0				San Pablo Ave				Mescal St				San Pablo Ave				15-min Total	Rolling One Hour
	Eastbound				Westbound				Northbound				Southbound					
	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT	UT	LT	TH	RT		
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
3:45 PM	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	2
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
4:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Count Total	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	3	0
Peak Hour	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	0

Six-Hour Count Summaries - Bikes

Interval Start	0			San Pablo Ave			Mescal St			San Pablo Ave			15-min Total	Rolling One Hour
	Eastbound			Westbound			Northbound			Southbound				
	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT		
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 PM	0	0	0	0	0	1	0	1	0	1	0	0	3	0
12:30 PM	0	0	0	0	0	1	0	0	0	0	0	0	1	0
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	4
1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	4
1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1
1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:45 PM	0	0	0	0	0	0	0	0	0	1	1	0	2	2
2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2
2:15 PM	0	0	0	0	0	1	0	0	0	0	0	0	1	3
2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	3
2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1
3:00 PM	0	0	0	0	0	1	0	0	0	0	0	0	1	2
3:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1
3:30 PM	0	0	0	0	0	0	0	1	0	0	0	0	1	2
3:45 PM	0	0	0	0	0	1	0	0	0	0	0	0	1	3
4:00 PM	0	0	0	0	0	1	0	0	0	0	0	0	1	3
4:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	3
4:30 PM	0	0	0	0	0	0	0	1	0	0	0	0	1	3
4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2
5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1
5:15 PM	0	0	0	0	0	0	0	0	0	0	2	0	2	3
5:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2
5:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Count Total	0	0	0	0	0	6	0	3	0	2	3	0	14	0
Peak Hour	0	0	0	0	0	2	0	1	0	0	0	0	3	0

Note: U-Turn volumes for bikes are included in Left-Turn, if any.





**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.D.

TO: City Council

FROM: Craig Malin, City Manager

BY: Lesley Milton-Rerig, City Clerk

DATE: June 1, 2017

SUBJECT: APPROVE APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

PURPOSE

The purpose of this item is to appointment Ian Oglesby to the California Central Coast Veteran's Cemetery Advisory Committee.

RECOMMENDATION

That the appointment be approved as presented.

BACKGROUND

The California Military and Veteran's Code Section 1450.2 calls upon the Secretary of California Department of Veterans Affairs to establish and Advisory Committee for the California Central Coast Veteran's Cemetery. The Advisory Committee will act in accordance with 12 CCR Sec. 462 and other relevant state regulations. The purpose of the Advisory Committee is to provide advice to Cal Vet regarding significant changes in the design of the cemetery, including review of proposals for the construction, placement, or donation of monument or memorials. The Secretary of Calve retains final authority over all CCCVC design and memorial decisions.

The Advisory Committee shall consist of at least seven members, one representing Monterey County, one from Seaside, One from the Fort Ord Reuse Authority (FORA), two from the Citizens Advisory Committee and at least two from Cal Vet. The committee will have to co-Chairs: one from CalVet and one community Member. The appointing authority must nominate a Committee member and an alternate. Cal Vet as final authority to approve the applicants.

Mayor Rubio has recommended that the City of Seaside nominate Ian Oglesby to serve representing the City of Seaside on The Central Coast Veterans Cemetery Advisory committee.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ATTACHMENTS

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.E.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Supervisor

DATE: June 1, 2017

**SUBJECT: APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST
FROM SEASIDE HIGH SCHOOL ROBOTICS**

PURPOSE

The purpose of this agenda item is for the City Council to consider a Three Thousand Dollar (\$3,000) request from Seaside High School Robotics Program for a donation from the Mayor's Youth Fund to help cover the cost of two competitions; one in San Jose and one in Saint Louis, Missouri.

RECOMMENDATION

It is recommended that the City Council approve the request.

BACKGROUND

Seaside High School Robotics is requesting a Three Thousand Dollar (\$3,000) donation from the Mayor's Youth Fund to help cover the costs associated with two of their competition trips; the Cal Games in San Jose and the Nationals in Saint Louis, Missouri. The contribution will be used for registration, transportation, robotics sets to help foster programs in middle schools around the county and to help promote their recycling program.

Based on the information provided in the application, the request meets the criteria for the Mayor's Youth Fund Policy. Seaside High School Robotics received their last donation at the January 15, 2015 City Council meeting.

FISCAL IMPACT

This request would be funded by a donation from the Waste Management's donation to the Mayor's Youth Fund.

ATTACHMENTS

1. An application form, letter of request is attached.
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

Mayor's Youth Fund Contribution Request

Prior to completing this request please review the attached contribution policy. All requests will be considered before the City Council and you will be notified of the specific date your item is placed on the agenda. Please return this completed form with necessary attachments to Nancy Towne, Recreation Services, City of Seaside, 986 Hilby Avenue, Seaside, CA, 93955.

Name of Organization: Seaside High School Robotics

Name of Individual: Marcus Evans

% Residents or Students of Seaside: 22 Students of Seaside

of Participants: 28

Ages: 15-18

Address: 2200 Noche Buena St, Seaside, CA 93955

Phone Number: (831) 392-3530

Email Address: baybots4171@gmail.com

Description of Event (attach Additional Information as Necessary)

A robotics competition where our team competes in the Cal Games in Woodside, Silicon Valley Regional in San Jose and also compete in the Nationals in St. Louis.

Description of how the use of the funds will be specifically used for youth groups, activities/events.

We will be using the funds for game registration, robotics parts, and transportation. A majority of the funding will be used to buy Lego Mindstorm sets that will be used in setting up robotics programs in the middle schools around the county. We will also be using the funds to promote a recycling program.

Amount requested: (See Contribution limits) \$3,000.00

Please attach an explanation of what your particular event will do to benefit the City of Seaside. See Mayor's Youth Fund Contribution Policy.

Description of event (Cal Games)

Western Regionals Robotics Forum, Inc. (WRRF) was formed in 2003 California Nonprofit Corporation with IRS 501 (c)(3) status. WRRF's goal is to contribute in a meaningful way to the improvement of science, technology, engineering, and mathematics (STEM) education for K-12 students in the United States. In furtherance of this goal, WRRF seeks to:

- Evaluate the effectiveness of Collaborative/Competitive Project –Based Learning (CCPBL) and techniques in connection with STEM education
- Promote and expand the adoption and use of the STEM-CCPBL programs
- Demonstrate and publicize the recreational value of STEM-CCPBL educational activities for students, teachers, mentors, and the general public
- Engage corporate partners to support STEM –CCPBL participants and activities
- Provide facilities and resources to enable participation in CCPBL activities for groups that would not otherwise have access to such programs
- Increase the utilization of STEM-CCPBL activities by students who have been traditionally under-represented

SHS Robotics Team 4171 Budget Estimates 2017

Description of Expenses	
-------------------------	--

San Jose Regional Competition Fee	\$6000.00
Sacramento Competition	\$4000.00
Travel & lodging 6 students 3 Adults	\$2,200.00
Robot Parts & Materials not in kit	\$3,000.00
Tools & Supplies	\$3,000.00
Team Uniforms	\$1000.00
Lego Mindstorm Sets	\$5000.00
Off Season Projections	\$1,500.00
Total	\$25,700.00

1. Name of the organization, person(s) benefiting, proposed use of the funds, total amount needed or fundraising goal?
 - a) Our organization is the Seaside High School's Robotics Team 4171. We are located at Seaside High School.
 - b) Our program benefits all students who participate. We encourage students with differences in race, ethnicity, and gender. All students are welcome.
 - c) The funds provided will be used for building materials, competitions costs such as lodging and transportation. Our program is in need of \$3000.
2. Description of other methods being used to raise funds and/or other contributors.

To raise funds, Team 4171 has done Car Shows, Spaghetti Dinners, plus robot demonstrations and presentations. We also reach out to the community for financial sponsorships all of which are student organized & run.
3. An explanation of how the group, activity, or event will benefit Seaside youth.

This activity will help support the Seaside youth by allowing incoming generations to be more open towards the fields of science, engineering, and robotics. It will help them lend their minds into becoming educated scholars with the extra courses and skills needed for this project.
4. Written description of how the use of the funds will be specifically used for youth group activities/events and/or has a nexus to the goals related to recycle, cleanup, and "green" sustainability to ensure a healthy environment.

In addition to recycling batteries, we now recycle water bottles, cans, empty oil containers, and coolant bottles that are generated by the Auto Shop. A healthy environment will be created by allowing students to rely this activity will assist in decreasing the provocative behavior which usually occurs.
5. How this request will provide a municipal benefit (ie., benefit the community).

The community will be benefited because of the skills that will be acquired during our activities, the positive environment allowing the younger individuals to feel more comfortable with their surroundings. We have also started to mentor the Alisal High School Robotics team for the upcoming year. We are also starting a middle school FLL team at Seaside Middle School.

Seaside High School Robotics

The funds given to the 40 members of the Seaside High school Robotics team will have endless beneficial factors. The funds will benefit not only the participating members of the team but also for the newer generations coming in as well. The incoming generations would be more open towards the fields of science, engineering, and robotics. The funds provided for the team will also further advocate the success of the team, opening new environments and experiences for the

futures to come. Through the provided funds, Seaside High School Robotics team will be able to experiments and expand their knowledge with new skills through the purchase of new programs and mechanisms such as motors and robotic platforms that will greatly enhance students in their journey of building a robot. Also, through this process the Robotics team will be able to recycle used and old materials such as batteries and metals to also benefit the community we live in. This positive environment will now allow younger individuals to take a part in more action involving the community.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.A.

TO: City Council

FROM: Craig Malin, City Manager

BY: Sharon Mikesell, Administrative Analyst

DATE: June 1, 2017

SUBJECT: CONSIDERATION OF COMMUNITY DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATIONS FOR THE USE OF 2017-2018 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO INCLUDE IN THE 2017-2018 ANNUAL ACTION PLAN TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

PURPOSE

The purpose of this item is for the City Council to receive the Community Development Advisory Committee (CDAC) recommended 2017-2018 public service and eligible projects award allocations and to provide staff direction on the preparation of the Annual Action Plan.

RECOMMENDATION

It is recommended that the City Council accept the CDAC's recommendations for 2017-2018 CDBG fund allocations and direct staff to proceed with the process of completion of preparation of the Annual Action Plan.

BACKGROUND

The City of Seaside is a CDBG entitlement community. The overall goal of the CDBG program is to develop viable urban communities by providing decent housing, providing a suitable living environment, and expanding economic opportunities. Funds coming to the City under the CDBG program are restricted to activities that primarily benefit low income persons, address slums or blight or meet a particularly urgent community development need. Each year an Annual Action plan is prepared along with recommendations for use of CDBG funds for public services and eligible projects.

This is the second year of the two year planning process. Some of the activities related to item funding to be included in the Annual Action Plan (AAP) since the last AAP was filed are as follows:

August 25, 2016, the City published an Annual Planning and Community Workshop Notice in the *Monterey County Weekly* in both English and Spanish.

September 21, 2016 the Community Development Advisory Committee (CDAC) held the Annual Community Needs Assessment workshop to assess the housing and community development needs in the community of Seaside. It was noted that public service grantees were already determined so no mandatory workshop was scheduled for November.

January 15, 2017 at 5pm CDBG applications for possible City coordinated projects were due. Two applications were received.

January 18, 2017 CDAC received copies of the Applications for City Coordinated projects.

February 15, 2017 One City Coordinated project proposal was withdrawn. CDAC received a presentation regarding the one remaining City project as well as a memo from HUD indicating award notices were likely to be delayed and discussed remaining on a regular citizen participation schedule with contingency language included in the AAP to adjust the allocations, once the Grant award is announced.

March 15, 2017, Seaside's Community Development Advisory Committee completed its recommendations for the City Council for CDBG funding for FY 2017-2018. HUD had not yet announced funding award amounts for 2017-2018, however, they used the guidance from HUD notice CPD-16-18 (December 15, 2016) using an estimated grant award and contingency language to adjust to the actual grant amount, when announced,

The recommendations for subrecipient grant allocations were as follows.

PROJECTED Income for 2017-2018

Last year's grant was \$363,306

Grant awards have been steadily declining.

Grant award PROJECTED	\$360,000
Embassy Suites program income Estimated	\$100,000
Total ESTIMATED FUNDS	\$460,000

2017-2018 Estimated budget

\$460,000	Funds Available
- \$92,000	20% allowable Admin Cap
\$368,000	Subtotal
-\$69,450	15% Public Service Cap

\$298,550	Subtotal
-\$15,218	Final Section 108 Payment
\$283,332	Subtotal available for all projects
-\$30,000	CHS project
-\$49,000	Boys and Girls Club Project
\$204, 332	Available for City Project(s)- estimated

The recommendations for subrecipient grant allocations were as follows.

Public Service Activities=capped by HUD at 15% of total CDBG funds available (grant+prior year program income) The applications were all reviewed and approved last year.

Community Partnership For Youth	\$15,000
Girls, Inc.	\$ 8,000
Legal Services for Seniors	\$15,000
Salvation Army	\$14,000
The Village Project	\$14,000
TOTAL public services	\$66,000

Should the amount available to grant to public service activities be greater than or less than \$66,000, all subrecipients awards would be adjusted equally by the same dollar amount.

Capital Projects

Boys and Girls Club	Locks doors and window replacements for energy efficiency-Seaside Clubhouse	\$49,000
Community Human Services	Replacement of 72 single pane windows-energy efficiency-Genesis House residential drug treatment facility	\$30,000*
City of Seaside	Cutino Park ADA improvements	\$204,332**
Total Capital Projects		\$283,332

The Boys and Girls Club and Community Human Services applications were reviewed in Spring of 2016 by the CDAC.

*Community Human Services is obligated to receive \$30,000 from the City of Seaside in an existing JPA agreement. Using CDBG funding alleviates the need to use General Fund Dollars for this obligation.

**204,332 would be the balance of project funding available to allocate assuming a CDBG grant

award of \$360,000. Since the other the other two projects are relatively small, it is recommended that they not be reduced should the funding available for projects be reduced. The funding for Cutino Park improvements would be adjusted downward should the actual grant award be less than \$360,000. Should there be more funds available than anticipated, all projects could receive an equal amount of the increase.

March 16, 2017, President Trump announced his budget proposal eliminating the CDBG program.

March 16, 2017, City Council approves entering into a Memorandum of Understanding with other Monterey County HUD/CDBG funding recipients to prepare an Assessment of Fair Housing as mandated by HUD.

March 17, 2017, City Staff sent a recommendation to the City Manager to put the Annual Action Plan on hold pending a determination from the federal government regarding the future of the CDBG program, since it had been recommended for elimination. This action was also discussed with the HUD regional representative in San Francisco.

May 2, 2017, The San Francisco regional HUD office indicates CDBG program will be funded and to proceed with public comment period using the recommended contingency language pending an official award announcement.

May 11, 2017, Notice of Public Review Draft/Public Hearing is published in *Monterey County Weekly*.

June 1, 2017 (today), City Council makes recommendations for funding using the contingency provisions.

NEXT STEPS:

June 15, 2017, Public Hearing is held, public comment period is closed and City Council makes official AAP recommendation with official submission to take place after an official grant award is made and the allocations adjusted in accordance with the contingency language. The City Manager will be authorized to sign the HUD forms and the Action Plan items authorized to be included in the 2017-2018 City Budget.

Per Federal Law, the Action Plan Document may not be submitted prior to the Federal Grant announcement but is also required to be submitted to HUD no later than August 16, 2017.

FISCAL IMPACT

There is no impact to the General Fund associated with this item.

ATTACHMENTS

1. Brainstorming Community Needs 9/21/16
 2. Cutino Park Project Application
 3. Cutino Park Proposal Narrative
 4. Community Human Services 2017-2018 Window Upgrades Proposal
 5. Boys and Girls Club 2017-2018 Exterior Improvements Proposal
 6. CPD-16-18 Guidance from HUD
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

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: Rick Riedl, Public Works Department
2. Daytime telephone: 831.899.6884
3. Email: rriedl@ci.seaside.ca.us

Amount requested: 2017-2018: \$ 200,000

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

CDBG grant funds are expected to be spent in a timely manner.

If approved, grant funding will be available after July 1, 2017

The project is expected to be COMPLETED by June 30, 2018.

- 4 Type of request (check all that apply):

☐ General support ☐ Program/project support
☒ Capital project ☐ Organizational development ☐ Other _____

- 5 Program/project title:

Cutino Park ADA Improvements

- 6 Total project budget:

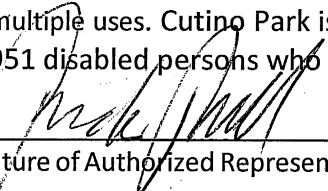
\$2 Million

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

The City's Public Works and Recreation Departments are seeking funding to construct ADA Improvements at Cutino Park. ADA Improvements is a portion of the overall rehabilitation of Cutino Park that includes new synthetic turf for multiple sports activities, playground equipment, skate park, storage facility, batting cages and security improvements. The total estimated improvements costs for all the renovations are two million dollars.

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

Proposed improvements to the Cutino Park will provide more opportunities for the City's Recreation Department to expand their programs by providing adequate and safe facilities for summer youth activities as well as winter and spring sports camps. All organized youth sports leagues will benefit from the improvements by having a field designed for multiple uses. Cutino Park is located in Census tract 138, and at a minimum, this project is expected to serve 951 disabled persons who are all considered "Low income" by HUD.



Signature of Authorized Representative

Rick Riedl, Public Works Services Manager/City Engineer
Print Name and Title

01/13/2017
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. All projects funded are expected to be completed by June 30, 2018.

H. CDBG Eligibility

Please note how your 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.

II. Proposal Narrative

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?*

Seaside, California is the second largest city in Monterey County with a population of 33,025 (2010). 43% of the population is Hispanic, 33% White, 9% Asian-American, 2% Pacific Islander, and 5% identifying with two or more races. It is a diverse community, with many households with children; 27% of the population is under the age of 18 years of age.

The median income for a household is \$41,393. Males have a median income of \$29,204 versus \$26,424 for females and per capita income is \$15,183. About 9.3% of families and 12.1% of the population are below the poverty line including 14.9% of those under age 18 and 7.4% of those age 65 or over. There are 9,887 residents that are foreign born (19.9% Latin American, 6.4% Asia).

Since the late 1970's, the Recreation Department of the City of Seaside has provided a wide range of recreation and community based programs for City residents and their families. The Department is responsible for the management of four major recreation facilities and the provision of recreation programs for youth, seniors and families. These facilities include the Oldemeyer Center, a 23,000 square foot community center, Soper Community Center, a smaller community center, the B.J. Dolan Youth and Education Center for middle and high school age youth and the Pattullo Swim Center. The following programs are held and/or planned at their respective facilities:

Cutino Park

- Youth Soccer
- Youth Flag Football
- Spring Baseball Camp
- Spring Multi Sports Camp
- Summer Sports Camp

Oldemeyer Center

- Senior Nutrition Lunch Site
- Tiny-tot University Pre-school
- The Kids Club Afterschool Program
- Contract Classes for Seniors and Youth

City of Seaside-CDBG Application
Cutino Park ADA Improvements

- Youth Sports Activities
- Winter, Spring and Summer Day Camp Programs
- Room Rentals for Community Organizations and Private Parties
- Walter Avery Art Gallery Exhibits Sponsored by the Seaside Art and History Commission

Soper Community Center and Ballfield

- Room Rentals for Community Organizations and Private Parties
- Winter, Spring and Summer Day Camp and Sport Camps
- Baseball/Softball Leagues Sports Field Use

B.J. Dolan Youth and Education Center

- Afterschool drop-in program for middle and high school students
- Youth V.I.P (Volunteers in Practice Program)
- Youth Classes, Sports Activities, Special Events and Field Trips
- Youth Resource Center
- PAL (Police Athletic League)

Pattullo Swim Center

- Youth and Adult Swim Lessons
- Senior and Adult Lap Swim
- Youth Recreation Swim
- Lifeguard Training and Certification Classes
- Summer Youth Swim Team
- Private Pool Rentals

The Recreation Department also is responsible for overseeing most City sponsored special events which are considered legacy programs for the community. These special events have been held in Seaside for over thirty years. They are designed to incorporate all sectors of the community who are asked to participate in each of the programs. They also act as a social congregate site for the community. Seaside has no real “downtown” and the recreation programs and special event the city plans tend to act as a social gatherings. They include the following annual special events:

- Seaside’s Black History Event - January
- Seaside’s Golden Egg Hunt - Spring
- Sunday Blues in the Park Concert Series - Summer
- Carmel Bach Festival Free Concert for the Community of Seaside - Summer
- Halloween Bonanza - Fall
- Winter Wonderland and Tree Lighting Ceremony – Winter

The demographics of the participants the Recreation Department served are similar to the city. The majority of our participants are Hispanic and Spanish speaking. We also have a significant

number of families with children who are low income. At this time we do not ask for information related to ethnicity, however the numbers of Spanish speaking participants has necessitated that most of the forms are translated into Spanish. We also do not document the number of participants with disabilities but we do not restrict any person or child with a disability in our programs.

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 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 where the projected 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 project?***

Cutino Park was evaluated as part of an overall ADA Transition Plan where ADA improvements were identified. The grant funds being requested would make the park more accessible for patrons. The bathrooms were constructed in 2008 and the concession stand in 2001, based upon the ADA evaluation, improvements to these facilities are necessary. In addition the entrances to the park and playground would also require improvements.

The City Council has allocated \$200,000 for the design of the project. Because the City of Seaside has approved the resolution to fund up-front costs with proceeds from a debt issuance it will help leverage requests to secure other grant funding from the community. In addition to this request, applications for grant funding will be submitted in 2017 to the following organizations to help raise funds to complete the project:

- National Park Services Award
- U.S. Soccer Foundation – Safe Places to Play Grant
- Monterey Peninsula Water Management District
- Monterey Regional Park District
- Monterey Peninsula Foundation
- Community Foundation – Community Impact Grant

The following outlines the proposed improvements that are not necessarily a part of this application. CDBG grant funding is being requested to be used toward the proposed ADA upgrades indicated in items #2, #6 and #7 below.

1. **Field** - The field is approximately 95,000 square feet and used currently for football, baseball and soccer practice, but not for any competitive games. The Recreation Department uses Cutino Park in the summer for sports summer camps during the day. The Recreation Department is interested in expanding the scope of their sports programs to include adult softball and soccer leagues. The proposed improvements to the field include synthetic turf and fencing. Synthetic turf provides for multiple uses of the field year round. The field would be striped for all types of sports activities including baseball and soccer.
2. **ADA Upgrades** – The facility was evaluated by the city’s ADA consultants. Improvements include ADA upgrades to the park entrances, pathways, restrooms, snack shack, playground, and spectator seating.
3. **Security** – Currently Cutino Park is fenced but is accessible at several locations throughout the park. Proposed improvements include converting the lighting system into an automated system with the ability to turn on and off and equipping the restrooms with a similar automated system.
4. **Playing Court and Skate Park** – Due to the poor condition of the courts at the park the basketball, tennis and handball courts are not regularly used. Proposed improvements include removing the asphalt tennis court and replacing it with a concrete pad and installing a skate park. The basketball court would be upgraded separately prior to the proposed skate park addition.
5. **Storage** – The old restroom building has been converted to a storage building. It is dilapidated and in need of repairs. The intent is to upgrade the building into a secure storage facility for use by sanctioned groups and City programs. Proposed improvements include a new roof and doors with some minor electrical improvements.
6. **Viewing Areas** – Cutino Park was originally designed as an adult baseball field with dugouts and spectator seating located behind the back stop and in right field. Proposed improvements include ADA upgrades to the seating area behind the backstop, extension of the retaining wall in right field to match the existing wall and provide a viewing area and an inclined ramp that will provide accessible access to the field. Proposed improvements would also include removal of the trellis and installation of railing.
7. **Playground** – The playground is in need of updated equipment and accessibility improvements. Proposed improvements include removal of the sand, installation of ADA approved surfacing and accessible entrance and play structure.
8. **Additional Amenities** – Additional amenities including two batting cages adjacent to the Boys and Girls Club building behind left field. Improvements include power to the cages, vinyl coated chain link fence fabric and netting.

Cutino Park is currently open from dawn to dusk seven days a week. With the new improvements the park will be have the same operating hours.

C. Evaluation

- **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.**

Improvements to the restrooms and snack shack will bring the buildings in compliance with current ADA requirements. ADA improvements to the playground and viewing areas will enable more citizens to utilize the facilities.

D. Proposed Accomplishments

Describe the activities proposed accomplishments. They must be described in terms of households served, people served businesses

Improvements to the Park will increase recreational activities for the City and for Community Sports Leagues. Currently all field users are required to complete an application form and submit for approval to the Recreation Department. Those requests will be put into the RECTRAC software system in order to track data. The department will revise the rental use forms to include information regarding the number of persons each organization serves, the number of low-income persons served, households served and other pertinent data to help determine accomplishments.

HUD has data regarding direct benefit data for disabled persons in specific census tracts in Seaside. Cutino Park is in Census tract 138.

At a minimum, this project is expected to serve 951 disabled persons who are all considered "Low income" by HUD, using the following racial/ethnic distribution.

White	227
Black	185
American Indian/Alaskan Native & White	2
Asian	30
Two or more races	78
Hispanic or Latino Ethnicity	93
Other Ethnicity	429

E. Project Budget

Item	Item Description	Cost (\$)
Turf (playing surface)	Removal of existing turf, earthwork, and installation of synthetic grass	820,000
Fencing	Installation of chain link fence with bonded vinyl coated chain link fabric	60,000
Bleachers (viewing areas)	Backfill behind retaining wall for additional viewing area.	30,000
Retaining Wall	Construct 4' CMU retaining wall to match existing and step down to meet existing grade at field.	70,000
ADA Upgrades	Provide ADA upgrades to the entire park entrances and existing restrooms, and snack shack, bleachers, and for the additional facilities as described above.	370,000
Storage Facility	Repair and convert the old restroom facility to a storage facility for recreational activities. Repair includes new roof, doors, lighting and accessibility.	80,000
Skate Park	Remove asphalt tennis court and replace with concrete pad and install skate park components and obstacles	190,000
Playground	Remove and replace the existing playground structure and install new structure to include new engineered wood fiber and an accessible entrance.	150,000
Batting Cage	Installation two batting cages (36'x62' and 26 x86') constructed out of vinyl coated chain link fence. Cages to include netting and power.	30,000
Landscaping	Installation of drought resistant plants along San Pablo and areas of the Park as needed.	100,000
Security Enhancements	Convert light system to automated system via phone, website, or mobile app. Add automated locks to the restroom facility.	100,000
Total Cost		\$2,000,000

This request is for \$200,000 in funding toward ADA upgrades and improvements.

F. Staffing

The City of Seaside Public Works Department and the Recreation Department will be working together to complete the project. Outside contractors will be utilized for design and construction.

G. Project Schedule

Activity	Timeframe
Release RFP for Design Consultant	Feb 2017
Award Design Contract	April 2017
Public Outreach	Summer 2017
Design Complete Out to Bid	Winter 2017
Construction Begins	Spring 2018

**City of Seaside CDBG
2016-2018 Community-Based Organization Application
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. Legal organization name: **Community Human Services**
2. Year organization was founded: **1969**
3. Tax status:
 ☒ 501 (c) (3) nonprofit
 ___ 501 (c) (_____) Specify: _____
 ☒ Other status: **Joint Powers Authority** _____
Tax ID # (EIN): **94-6367167** _____
4. DUNS Number (CDBG): **10-209-8357**
5. Organization address: **1152 Sonoma Avenue, Seaside, CA 93955**
6. Telephone: **831-658-3811**
7. Fax: **831-658-3815**
8. Organization website: **www.chservices.org**
9. Executive director or principal officer (name and title): **Robin McCrae, CEO**
10. Email: **rmccrae@chservices.org**
11. Contact for this proposal: **Robin McCrae**
12. Daytime telephone: **831-658-3811**
13. Email: **rmccrae@chservices.org**
14. Mailing address, if different from above: **Community Human Services, P.O. Box 3076, Monterey, CA 93942**
15. Amount requested:* 2016-2017: **_\$30,000_** 2017-2018: **_\$30,000_**

*The City of Seaside has adopted a multi-year funding cycle for its CDBG program. Agencies awarded funds would be given an annual award with an option to extend that award for an additional year. However, this is not a guarantee to fund both years.

16. Period grant will cover: **July 1, 2016 – June 30, 2017 and July 1, 2017 – June 30, 2018**
17. Type of request (check all that apply):
☐ General support ☐ Program/project support
☒ Capital project ☐ Organizational development ☐ Other _____
18. Program/project title: **Genesis House**
19. Total project budget: **\$30,000 in 2016-2017 and \$30,000 in 2017-2018**
20. Total organizational budget (current year): **\$4,935,284**
21. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990): **1%**
22. Fiscal year ending date: **June 30, 2016**
23. Summary of the organization's mission (two to three sentences): **Addiction, mental illness and homelessness destroy lives and weaken families, therefore Community Human Services (CHS) provides people of all ages with the tools and support to overcome these challenges and create lasting change in their lives.**
24. Summary of the project or grant request (two to three sentences): **Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. This grant would pay for facilities improvements related to kitchen improvements in FY2016-2017 and window replacements in FY2017-2018.**
25. Who will be served by the project or grant (demographics, direct number served, and service area(s))? **The population/target group that the Genesis House program serves is low- and very low-income Monterey County adults suffering from substance abuse. Individuals served by Genesis House are often unemployed or unemployable due to their addiction and unable to pay for services. In addition, socioeconomic factors, such as unemployment and poverty, increase the likelihood of substance abuse, making it vital that affordable treatment services are offered to low-income individuals. We anticipate serving 130 residents in Seaside during FY2016-2017 and an additional 130 residents in FY2017-2018. In addition the Perinatal Program allows mothers to bring their young children into treatment with them, eliminating what for some mothers is a barrier to treatment. Genesis House charges its clients on a sliding-fee scale; most pay as little as the minimum \$5 a day for their treatment, and payment can be delayed until after graduation from the program. No one is turned away from the program due to inability to pay, so it is a wonderful option for substance abusers who have hit "rock bottom," have no resources left, and are truly ready to go into treatment.**

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of board members required by your organization's bylaws? **Fifteen representatives and 15 alternates, appointed by the 15 JPA member cities and school districts.**
2. How much money did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year? **\$1,520.00**
3. What percentage of the Board of Directors donated funds? **100%**

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.

Robin McCrae

Signature of Authorized Representative

ROBIN McCRAE, CEO

Print Name and Title

1/12/16

Date Application Submitted

City of Seaside CDBG 2016-2018 Community-Based Organization Application 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.
- ☒ A letter from the Board Chairperson or Secretary indicating authorization to make this grant application.

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

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

- Briefly describe your organization's history and major accomplishments.
- 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. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

- 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: **130**
- Total estimated number of low-income persons to be served by this project: **130**
- Anticipated percentage of low-income persons to be served by this project: **100%**

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. Organizational Structure

Please provide the following:

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organization chart, if available

G. Organization's Financial Statements

Please provide the following:

- ☒ A detailed organization of the current annual budget (for the year reflected in the grant request), showing both income and expenses.
- ☒ Complete financial statements for the most recently completed fiscal year including:
 1. Balance Sheet or Statement of Financial Position. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property, and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long-term debt.
 2. Profit & Loss Statement or Statement of Activities. This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue, and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance, and vehicle operation/maintenance.
- ☒ An audited financial statement for your most recently completed fiscal year.
- ☒ Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years: both the most recently completed fiscal year and the prior year's.
- ☒ A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as anonymous).

H. Staffing

Describe who will staff the program or project. Include all executive and management personnel who will be involved in the management of the program or project. Describe the experience and qualifications of these staff that are relevant to the proposed program or project. Note whether these positions are current employees or the positions will be funded if awarded funding. Attach resumes.

I. Project Schedule

Please provide a schedule for implementing the program.

- 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.

J. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons. Please contact City staff if you are unsure.

- ☒ 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.

K. Attachments

All applicants must submit the following along with the requested narratives. These may also be described above in the narrative.

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organizational chart
- ☒ Program budget including staffing costs
- ☒ Annual budget
- ☒ Financial statements
- ☒ Evidence of other funding award or commitment (if shown in your budget)
- ☒ List of significant donors
- ☒ Staff resumes
- ☒ Letters of support (optional)

Applicants who have not received funding in either of the prior two years (2013–14 or 2014–15) must submit the following documentation. Applicants who have had changes to the following must also submit updated documentation.

- ☒ Articles of Incorporation
- ☒ IRS 501 (c)(3) letter
- ☒ Mission Statement

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

www.chservices.org
831.658.3811 phone
831.658.3815 fax

Administration Office
P.O. Box 3076
Monterey, CA 93942-3076



**community
human services**
hope. help. here.

January 7, 2016

Sharon Mikesell
Administrative Analyst, Economic Development
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Mrs. Mikesell:

I hereby authorize the enclosed request for funding in the amount of \$30,000 in FY2016-2017 and \$30,000 in FY2017-2018 on behalf of Community Human Services' Genesis House program for facilities improvements.

The City of Seaside has been a member of the CHS JPA since its inception in 1973, and the City has historically used CDBG funding to make its annual JPA contribution. We hope this win-win situation continues.

Community Human Services would like to express its thanks to the City of Seaside for this opportunity and for its past and present support of our Genesis House program.

Please do not hesitate to contact us if any further information regarding the Genesis House program is needed. We look forward to another year of success supported by the City of Seaside.

Sincerely,

Mary Ann Carbone
Board President

II. Proposal Narrative

II. Narrative

A. Introduction and Background of Organization

Community Human Services' (CHS) substance abuse, mental health, and youth services programs are vital to Monterey County's low- and very low-income residents who are suffering from addiction, mental or emotional illness, homelessness, or related issues that affect their ability to realize their full potential and succeed in life. Our agency has a 47-year history of developing, implementing and sustaining successful programs aimed at preventing and resolving these issues for a long-term impact on the community. Many of our programs focus on prevention and intervention, particularly those that serve at-risk or runaway and homeless youth. The results we produce are clear and measurable, and demonstrate a significant level of impact on the lives of our clients and Monterey County.

Originally established in 1969 as a grassroots effort of parents and community leaders concerned about the rising use of street drugs among youth on the Monterey Peninsula, CHS became a nonprofit organization in 1971. Three years later, several local cities and school districts adopted CHS and formed a Joint Powers Authority (JPA). Today 14 cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing board and makes a financial contribution to the agency annually, so that JPA members are directly invested in the agency's success. JPA representatives advocate for CHS to their respective councils and boards, which results in JPA funding of approximately \$150,000 annually. This unique organizational structure allows CHS to pool local resources and leverage state and federal funding for maximum impact, while responding rapidly to emerging community needs.

CHS' current programs and activities fall into three categories; Substance Abuse Services, Mental Health Services, and Youth Services. CHS's licensed (MFT, LCSW, and Clinical Psychologists), pre-licensed (registered interns and trainees), certified addiction counselors and trained paraprofessional staff provide these services at nine program sites and several school sites in Monterey County. The categories and program sites are as follows:

Substance Abuse Services	Mental Health Services	Youth Services
Genesis House, Seaside Long-term residential drug treatment for men, women and pregnant/parenting women and their children.	Family Service Centers, Seaside, Salinas Individual, group and family counseling on a variety of issues; programs include SuperKids/SuperTeens school-based counseling, Domestic Violence/Anger Management psycho-educational groups, Parenting Education, Supervised Visitation and Exchange, and the Family to Family child welfare program.	Safe Place, Monterey Counseling, case management, family reunification, temporary and alternate placement, aftercare, education and prevention of sexual violence and sexually transmitted infections, food & food vouchers, hygiene kits, emergency medical care, clothing, life skills education and drop-in center for runaway and homeless youth.
Elm House, Seaside Affordable sober living environment, life skills education and supportive services for single women in early recovery from substance abuse.		Safe Passage, Monterey Affordable transitional housing, life skills education and supportive services for older homeless youth ages 18-21.
Off Main Clinic, Salinas Narcotic replacement therapy, counseling and medical services for individuals addicted to heroin and other opiates.		D.A.I.S.Y. (Drug and Alcohol Intervention Services for Youth) and R.O.P.P (Repeat Offender Prevention Program), Salinas Substance abuse and mental health counseling program for at risk youth and juvenile offenders.
Outpatient Substance Abuse Treatment, Monterey and Salinas Comprehensive alcohol and drug treatment services which include an array of recovery services using the latest counseling approaches and the use of evidence based practices.		

Our agency-wide client base typically consists of the following:

- 76% at or below poverty level
- 51% Female, 49% Male,
- 29% 0-17 yrs, 69% 18-59 yrs, 2% 60+
- 2% Asian, 4% African American, 51% Hispanic, 33% White/Caucasian, 5% Multi-Racial, 5% Other

We do not record information on sexual orientation or disabilities but many of our programs serve special needs populations such as homeless, pregnant and parenting, transition-age youth, migrant families, intravenous drug users,

Gay, Lesbian, Bisexual, Transgendered, and Questioning (GLBTQ) and more. We never discriminate based on race, gender, ethnicity, age, sexual orientation, disabilities, or any other characteristic.

Current and former clients play an important role at CHS and are actively engaged in ongoing treatment and advocacy in the community. Direct service, program planning, and fundraising are just a few of the important contributions made by our current and former clients. Current and former residents of Genesis House hold bake sales to raise money for client expenses such as bus passes, prescription medications, and clothing. Genesis House graduates often transport clients to 12-Step meetings or serve as sponsors. After a one-year period of being clean and sober, grads may be employed as overnight and weekend relief staff. These positions are held almost exclusively by our graduates.

The ultimate benefit of CHS' programs often involves a complete change for the better in the life of a client—a profound transformation. The issues we address often affect relationships, finances, employment, living situations, physical health, mental and emotional health, and a person's level of fulfillment and success in life. Although clients are often provided with food, clothing, shelter, and crisis intervention, our work goes deeper to address the very behaviors, thoughts and attitudes that are at the root of so many individual and social problems, making the real long-term, positive effects of our programs immeasurable.

B. Request Description

Problem Statement: Substance Abuse Treatment programs have a high utilization rate and maintain long waiting lists, which supports the on-going high need for such services. The need for residential substance abuse treatment was determined by the Monterey County Health Department in a comprehensive needs assessment in the early 1970's. The 36 beds of residential treatment at Genesis represent about one-third of the County's publicly-assisted treatment beds.

The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents. Arguably, of all the cities in Monterey County, Seaside needs affordable treatment options the most. According to the State Department of Justice, in 2009 there were 125 felony drug arrests in the City of Seaside—the second highest in Monterey county, after Salinas. When adjusted for population size, the per capita rate of drug arrests in Seaside was nearly double that of Salinas.

The impact of addiction is felt strongly by the community. The economic costs of alcohol abuse in the United States are estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and deaths and injuries from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential instability," according to the National Coalition for the Homeless. In the 2015 Monterey County Homeless Census and Survey, there were 259 homeless people in Seaside for the point-in-time count, the fifth highest in the county and over 11% of the County's Homeless population.

One of the most important indicators of a community's economic well-being, the unemployment rate, paints an even clearer picture. In its 2007 Key Indicator Report, the Monterey County Department of Social and Employment Services lists the "Challenges to Employment" faced by CalWorks customers. Substance abuse was impacting more of them than mental health or domestic abuse. The unemployment rate for Seaside in November, 2015 was 7.7% compared with 5.7% in California and 5.0% nationally.

Genesis House addresses and changes the underlying and root causes of the problem by enhancing public safety and improving the city's appearance on a number of fronts. The more substance abuse treatment options there are, the more crime and incarceration rates will be reduced. This has the clear effect of decreasing the burden on police and increasing public safety. Substance abuse treatment is also more fiscally sound than shepherding an individual through the justice system. Taken together, it is clear that funding Genesis House will save the City of Seaside money by reducing crime and police energy as well as reducing the dollar amounts spent on individuals convicted of crimes. Violent crimes like domestic violence and assault as well as non-violent crimes such as theft will also be reduced, creating a safer atmosphere in homes and in the community and improving Seaside's image among visitors and residents alike. Substance abuse treatment options such as Genesis House will also decrease the number of homeless persons residing in Seaside. The beds at Genesis House will provide fixed residency for a number of clients that most likely would have been living on the streets or out of their vehicles. The treatment provided will also provide our clients with the opportunity to learn the skills and coping mechanisms necessary to find long-term housing and become productive members of society.

The activity then will serve no less than three of the city's targeted priority populations; substance abuse treatment, crime prevention, and healthcare and counseling. It will also serve no less than two of the targeted priority populations; very low income households and persons recently incarcerated or on parole.

Each successful graduate of Genesis House is transformed from a drain on city resources to a productive member of the community. This change can last a lifetime and it is hard to fully comprehend the long-term benefits the city will reap as a result of this program. It is clear however that along with fundamentally changing the individual lives of our clients, Genesis House benefits the fiscal wellness, appearance, and public safety of Seaside as a whole.

Genesis House is a residential substance abuse treatment and recovery program serving Monterey County adults 18 years of age and older. It consists of two programs based on the needs of its clients:

- The Co-ed Program offers 28 beds and lasts approximately 3 to 6 months.
- The Perinatal Program offers 8 beds for pregnant and parenting women, with additional capacity for 6 children ages 0-5 to stay with their mothers while in treatment, and lasts approximately 7 to 10 months.

Residents of both programs receive a comprehensive assessment and individualized treatment plan; initial and ongoing medical services; medically supervised detoxification; individual and group counseling; HIV/AIDS, Hepatitis C and TB education, testing and counseling; relapse prevention; interactive parenting education; child care, transportation to medical/legal appointments; links to education, training, employment, housing and other community resources; 12 Step meetings on- and off-site; case management; discharge planning and aftercare. There is a family program to educate family members about addiction and recovery and how to best support an individual in recovery. In our most recently completed fiscal year, Genesis House served 126 co-ed clients with 9,260 bed days of service and 24 perinatal clients with 2,046 bed days of service. Clients contacted six months post-treatment consistently report sobriety rates of over 80%. We decided to pursue this project because the need is great and the funding sources to keep it active are minimal.

The following is a list of all other grant requests (pending and approved) for this program:

Source	Federal	State	Other	Private	Status	Award Date	Type
CITY OF SEASIDE – CDBG	30,000				REQUESTED		GRANT
BEHAVIORAL HEALTH CONTRACTS		924,970			PENDING		CONTRACT
CLIENT FEES			110,400		ONGOING		FEES
FOOD STAMPS			75,612		ONGOING		FEES
OTHER FUNDRAISING; JOINT POWERS AGENCY SUPPORT				2,000	PLANNED		GRANTS
TOTAL (sum by source)	30,000	924,970	186,012	2,000			

Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137. It has a 36-bed capacity for men and women. The co-ed program has a capacity of 28, while the perinatal program has a capacity of 8. In addition, up to six children ages 0-5 may reside with their mothers in treatment. Genesis House is a residential facility and open 24 hours a day, seven days a week.

CHS and Genesis House have a long history of serving a number of special target populations, including Latinos, African-Americans, individuals with HIV/AIDS, GLBTQ individuals, probationers/parolees, youth, adults, men, women, perinatal women, the homeless, etc. in a multitude of specially designed programs. In accordance with its cultural competency plan, CHS has a bilingual, bicultural staff reflective of its client population. The certified addiction counselors at Genesis House are in recovery themselves and have firsthand knowledge of the language, beliefs, norms and values of the subculture. As such, they are catalysts for change and hope-inspiring role models for recovery. Staff receives regular training to increase their cultural awareness. Through this lens of cultural competency, CHS and Genesis House provide substance abuse services in accordance with a variety of licensing and certifying entities, oversight agencies, rules and regulations, with fidelity to best practice models when applicable. All activities and buildings comply with ADA standards and are fully accessible for people with disabilities.

Specifically, this CDBG funding will be used to pay for facilities improvements as follows:

Facilities Improvement	FY	Total Requested HUD CDBG Funding, Seaside
Expand kitchen	2016-2017	\$5,000
Replace kitchen flooring	2016-2017	\$5,000

Install commercial range & exhaust hood	2016-2017	\$8,000
Install service counter & drop down gate	2016-2017	\$7,000
Replace kitchen work surfaces & storage	2016-2017	\$5,000
Grand Total		\$30,000

Facilities Improvement	FY	Total Requested HUD CDBG Funding, Seaside
Replace 72 single pane windows with double pane, vinyl windows	2017-2018	\$30,000
Grand Total		\$30,000

Genesis House is a continuing program that has been in operation for close to 40 years.

C. Evaluation

Genesis House addresses unmet community needs for Seaside's low-income population by providing access to a local residential substance abuse treatment and recovery program. We receive referrals from and coordinate services with the Department of Social and Employment Services, the Probation Department, and the Behavioral Health Department, as well as nonprofit organizations such as Salvation Army, Shelter Outreach Plus, Catholic Charities (all located in Seaside), as well as Friends Outside, Door to Hope, Sun Street Centers and many other community-based and faith-based organizations. CHS has also participated in gang awareness and community resource fairs sponsored by the City of Seaside's Chief of Police. We also have formal partnerships with other agencies in several collaborative projects, including the Parent Education Partnership, the Community Action Partnership on the Monterey Peninsula, and Family to Family community partnerships in Salinas, South County and the Monterey Peninsula. The collaborative work of CHS enriches all of its programs and ensures a high level of service coordination for our clients.

Community Human Services uses a Self-Sufficiency Matrix evaluation tool (adapted from the Arizona Self-Sufficiency Scale) agency-wide to measure the progress of all clients. Our clients will progress from a state of "In Crisis" or "Vulnerable" through "Safe" and "Stable," toward a state of "Thriving," as they are supported in reducing their substance use, improving their emotional and mental health, improving their living situation and increasing their self-sufficiency. In order to measure these outcomes, counselors will complete pre- and post-treatment evaluations of client's mental health, drug use, or living situation and self-sufficiency status using the Self-Sufficiency Matrix. Clients will be rated on a scale from 1 (In Crisis) to 5 (Thriving) in several domains. Domains measured will vary by program and may include mental health, substance abuse, support systems, life skills, housing, employment, food, legal, health care, education and parenting skills.

While the Self-Sufficiency matrix monitors short-term success, we monitor long-term success by following up with clients at regular intervals after they leave the program and by providing a complete aftercare program for graduates.

D. Proposed Accomplishments

The first year of this grant, FY2016-2017 would pay for facilities improvements related to the Genesis House kitchen. The kitchen serves close to 25,000 meals per year and is in need of serious upgrades. We plan on using this funding to expand the kitchen by removing an existing wall, replacing the kitchen flooring, installing a commercial range & exhaust hood, installing a service counter & drop down gate, and replacing all kitchen work surfaces & storage.

The second year of this grant, FY2017-2018 would pay for facilities improvements related to windows. We plan on replacing 72 single pane windows with double pane vinyl windows. This will not only improve the aesthetics at Genesis House but will greatly improve the heat loss and over time, result in a great deal of energy savings.

We have not received formal bids on this work but our facilities committee has identified these as immediate needs. We are currently almost set to begin asphalt work on our FY2015-2016 CDBG facilities grant and are confident we will be able to get all of this work done in a timely matter and within CDBG deadlines.

Although not facilities related, we anticipate the following programmatic accomplishments during the period of July 1, 2016 to June 30, 2017:

1. Total estimated number of persons to be served by this project: **130**
2. Total estimated number of low-income persons to be served by this project: **130**
3. Anticipated percentage of low-income persons to be served by this project: **100%**

H. Staffing

Community Human Services staff has extensive management and programmatic experience and longevity with both the agency and in the field of human services. Please see attached job descriptions and resumes for our Chief Executive Officer, Chief Financial Officer, Senior Program Officer, Development Director and Program Officer.

Robin McCrae, M.A., Chief Executive Officer: Ms. McCrae became Executive Director of CHS in 1994. She earned a B.A. and an M.A. from the University of California, Davis. Under her leadership, CHS eliminated its debt and established an operating reserve. She has been instrumental in developing several new CHS programs such as CATS, Elm House, DAISY, the Parent Education Program, Safe Passage and the street outreach program at Safe Place. Robin will be the "Project Lead" and City's contact person.

Sharon Lagana, Chief Financial Officer: Ms. Lagana is a CPA with over 30 years of experience, including work in not-for-profit accounting, auditing and tax preparation. She was the CFO for United Way Monterey County for the past six years and joined CHS in 2014. She is experienced accounting, financial reporting and human resource functions, general ledger reconciliations, payroll and employee benefit processing, bank and investment account reconciliations, financial statement and annual budget development and preparation, annual audit preparation and organization, and tax return preparation and filing. Sharon will be responsible for all fiscal matters and reporting regarding the project.

Marta Sullivan, Senior Program Officer: Ms. Sullivan has worked in the addiction field for over twenty years. She was the first treatment coordinator for Monterey County Drug Court and helped develop many of the initial treatment protocols for program participants. Marta has also worked in program management and non-profit agency administration for the last fifteen years. Marta will not have defined duties other than providing support to Clive Stewart and other staff as needed.

Clive Stewart, Program Officer: Mr. Stewart began working at Genesis House as a Relief Staff employee in 1997. In 2004 he became a full-time employee and was promoted to Counselor II. He holds a California Association of Alcoholism and Drug Abuse Counselors (CAADAC) certification as well. He is a model employee and Counselor and has been a strong, dependable presence at Genesis House for the past 16 years. Clive will facilitate scheduling of work to be done and continue to supervise Safe Place during the project.

Robert Rapp, Development Director, has over ten years of experience working with local non-profits as a Development Director, Program Manager and Contract Grant Writer. Rob has a M.A. in History from California State University East Bay and a B.A. in Psychology from Cornell College in Iowa. Rob will prepare the bid package for the project, help select the winning bid, and facilitate all non-financial reporting and paperwork related to the project. He will also be the secondary "Project Lead" and contact person with the city.

I. Project Schedule

- If this is a new program, show the timeline for launching it. **This is an existing program.**
- If this is a seasonal program, indicate when activity will occur. **This is a year round program.**
- For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction. **We are requesting funding for two distinct projects – one for FY2016-2017 and one for FY 2017-2018. We plan on going to bid in October, deciding on a bidder in December, securing all permitting in January, starting work in February, and finishing each project by June of each respective year.**

J. CDBG Eligibility

- ☒ Services will be limited to persons who can demonstrate they are low income.

The Chief Executive Officer, Chief Financial Officer, Chief Program Officer and Program Officer conduct monthly reviews of records to maximize service levels and ensure proper documentation of services in a program audit. The Board of Directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards. Staff collects quantitative and qualitative data for process and outcome evaluation, and to report to funders. Data collected during the intake process and in monthly statistics reports includes standard client demographic data (age, gender, ethnicity, income, city of residence, etc.), quantity of services provided by type, number of unduplicated clients served, etc. Data is also collected to assist with treatment planning and case management, such as barriers to treatment and how they were overcome, risk factors, substance abuse history, employment history, family history, legal history, and other characteristics of interest. Data is collected numerically, by observations, interviews, and focus groups, and through consumer satisfaction surveys. The information is reported in spreadsheet (Excel) and narrative (Word) format.

The demographic data collected also supports investigations into correlations between outcomes and practices. This enables us to identify and solve implementation problems and track the quantity and quality of services provided. Close attention to income and ethnicity demographics helps ensure that the program is providing services to the whole range of the target population.

E. Project Budget

City of Seaside CDBG 2016-2018 Community-Based Organization Application 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.
- ☒ A letter from the Board Chairperson or Secretary indicating authorization to make this grant application.

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

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

- Briefly describe your organization's history and major accomplishments.
- 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. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

- 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. Organizational Structure

Please provide the following:

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organization chart, if available

G. Organization's Financial Statements

Please provide the following:

- ☒ A detailed organization of the current annual budget (for the year reflected in the grant request), showing both income and expenses.
- ☒ Complete financial statements for the most recently completed fiscal year including:
 1. Balance Sheet or Statement of Financial Position. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property, and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long-term debt.
 2. Profit & Loss Statement or Statement of Activities. This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue, and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance, and vehicle operation/maintenance.
- ☒ An audited financial statement for your most recently completed fiscal year.
- ☒ Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years: both the most recently completed fiscal year and the prior year's.
- ☒ A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as anonymous).

H. Staffing

Describe who will staff the program or project. Include all executive and management personnel who will be involved in the management of the program or project. Describe the experience and qualifications of these staff that are relevant to the proposed program or project. Note whether these positions are current employees or the positions will be funded if awarded funding. Attach resumes.

I. Project Schedule

Please provide a schedule for implementing the program.

- 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.

J. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons. Please contact City staff if you are unsure.

- ☐ 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.

K. Attachments

All applicants must submit the following along with the requested narratives. These may also be described above in the narrative.

- ☒ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☒ Staff roster with name and title
- ☒ Organizational chart
- ☒ Program budget including staffing costs
- ☒ Annual budget
- ☒ Financial statements
- ☐ Evidence of other funding award or commitment (if shown in your budget)
- ☒ List of significant donors
- ☒ Staff resumes
- ☒ Letters of support (optional)

Applicants who have not received funding in either of the prior two years (2013–14 or 2014–15) must submit the following documentation. Applicants who have had changes to the following must also submit updated documentation.

- ☐ Articles of Incorporation
- ☐ IRS 501 (c)(3) letter
- ☐ Mission Statement

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

**City of Seaside CDBG
2016-2018 Community-Based Organization Application
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. Legal organization name: Boys & Girls Clubs of Monterey County

2. Year organization was founded: 1968

3. Tax status:

501 (c) (3) nonprofit

501 (c) () Specify:

Other status:

Tax ID # (EIN): 94-1702753

4. DUNS Number (CDBG): 61-391-9968

5. Organization address: 1332 La Salle Ave, Seaside, CA. 93955

6. Telephone: 831-394-5171

7. Fax: 831-394-3898

8. Organization website: www.bgcmc.org

9. Executive director or principal officer (name and title): Donna Ferraro – CEO/President

10. Email: dferraro@bgcmc.org

11. Contact for this proposal: Mary Dawson – Chief Operating Officer

12. Daytime telephone: 831-394-5171 x218

13. Email: grantsadministration@bgcmc.org

14. Mailing address, if different from above: P.O. Box 97, Seaside, CA. 93955

15. Amount requested: * 2016-2017: \$21,000 2017-2018: \$49,000

*The City of Seaside has adopted a multi-year funding cycle for its CDBG program. Agencies awarded funds would be given an annual award with an option to extend that award for an additional year. However, this is not a guarantee to fund both years.

16. Period grant will cover: Year 1 – July 1st, 2016 – June 30th, 2017 / Year 2 – July 1st, 2017 – June 30th, 2018

17. Type of request (check all that apply):

General support Program/project
Capital project Organizational development Other

18. Program/project title: Seaside Clubhouse Exterior Facility Improvement Project

19. Total project budget: \$70,000

20. Total organizational budget (current year): \$4,619,032

21. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990): 10.26%

22. Fiscal year ending date: Year 1: June 30th, 2017 / Year 2: June 30th, 2018

23. Summary of the organization's mission (two to three sentences): "Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens."

24. Summary of the project or grant request (two to three sentences): Building off of the continued success of the 14-15 and 15-16 CDBG Seaside projects, the 16-17 and 17-18 projects will focus on the improvement of the exterior components of the facility including: Roof repair and new skylight installation, painting of the building exterior, replace/repair exterior doors and locks, and solar panel roof installation.

25. Who will be served by the project or grant (demographics, direct number served, and service area(s))? Our project will take place at the Seaside Clubhouse which is located on 1332 La Salle Ave in the City of Seaside. Located within Census Tract 06053013800, the Seaside Clubhouse is a hub for activity for the Seaside community. Over 1200 youth annually attend as Club Members, with additional youth and families served through special events and activities, many of whom are low income.

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of board members required by your organization's bylaws? BGCMC bylaws state the minimum number of board members is 9 and the maximum number of board members is 25.

2. How much **money** did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year? The Board of Directors contributed \$287,560 during the 2014-15 fiscal year.

3. What percentage of the Board of Directors donated funds? 100% of the Board of Directors donated funds.

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.



Signature of Authorized Representative

Donna Ferraro, CEO/President

Print Name and Title

1/15/16

Date Application Submitted

January 15, 2016

Rosa Camacho-Chavez
City Hall
440 Harcourt Avenue
Seaside, CA 93955

Dear Ms. Camacho-Chavez:

On behalf of the Board of Directors of Boys & Girls Clubs of Monterey County (BGCMC), we are pleased to submit the enclosed grant application for your consideration.

BGCMC shares the Seaside City's steadfast commitment to improving the quality of life of our youth and their families. Maintaining a well kept and safe facility is central to BGCMC achieving its mission: To inspire and empower the youth of Monterey County to realize their full potential to become healthy, productive and successful citizens.

Annually, over 1200 youth between the ages of 6 to 18 years old participate in our Seaside Clubhouse and additionally we support their families through outreach and participation in our special events. This includes annual Thanksgiving Dinner, Family Nights, Polling Site and numerous additional opportunities.

As an applicant for 2016-2017 and 2017-2018 Community Development Block Grants, we are looking forward to increasing the reach and deepening the impact by improving our facilities for the community of Seaside. Please do not hesitate to contact either of us should you need additional information about our proposal.

Sincerely,



Tom Gray
Board Chair



Donna Ferraro
President/CEO



BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

BOARD OF DIRECTORS

Peter A. Baird
Peter Blackstock
Mark Borman
William Brandwein
Ryan Edwards
Tom Gray
Martin Guzman
Butch Lindley
Joe Mathai
Scott Negri
Gina Nucci
Cynthia Peck
Greta Richards
David Sandys
Brigitte Wasserman
Robert Weakley

EXECUTIVE STAFF

Donna Ferraro
CEO/President

Mary Dawson
Chief Operating Officer

SEASIDE CLUBHOUSE
CORPORATE OFFICES

P.O. Box 97
1332 La Salle Avenue
Seaside, CA 93955
T(831)394-5171
F(831)394-4898

SALINAS CLUBHOUSE

85 Maryal Drive
Salinas, CA 93906
T(831)757-4412
F(831)757-4498

WWW.BGCMC.ORG

GREAT FUTURES START HERE.



A. INTRODUCTION & BACKGROUND OF THE BOYS & GIRLS CLUBS OF MONTEREY COUNTY:

The Boys & Girls Clubs of Monterey County (BGCMC) has been a leading youth development agency in Monterey County for over 47 years, providing thousands of children, ages 6 to 18 years old, with a safe and affordable place to go afterschool and during school breaks. ***Our mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens. Our vision is that every child we serve achieves on-time grade progression, graduates from high school, completes post-secondary education or training, and returns to our community to earn a livable wage.***

Our extensive experience implementing outcome-driven youth development programs has given us the opportunity to be chosen to pilot many Boys & Girls Club of America programs that have subsequently become national approaches (e.g., Be Great: Graduate – drop out prevention strategy, Triple Play – strategy to promote healthy lifestyles to combat childhood obesity, etc.). These programs have a proven track record of making a difference in the lives of youth, especially with at-risk youth. Our programs support the California Department of Education’s strategic plan and recommendation for expanded learning in California to help all children in California succeed.

As a USDA approved site, BGCMC implements a community supper program during the school year as well as a breakfast and lunch program during school breaks, serving thousands of meals and distributing food and meal bags to families in need during the summer. We currently operate full service Clubhouses in Seaside and Salinas as well as five school-based extension sites at El Sausal, Harden, and La Paz Middle Schools in Salinas, and Fairview Middle School and La Gloria Elementary in Gonzales. BGCMC collaborates with 20 community partners and 150 volunteers to help us provide programs, special events and activities to over 4800 youth, including registered members and other youth served. BGCMC serves primarily youth from disadvantaged circumstances including low income and underserved populations spanning the cities of Gonzales, Salinas and Seaside. Approximately 74% of BGCMC youth served in 2014, report qualifying for free and reduced lunch and 36% reside in a single parent home. With a team of 41 full-time staff and 22 part-time staff we serve approximately 3919 youth that are registered Club Members with over 90% representing ethnic minority demographic.

BGCMC serves over 1200 youth ages 6 to 18 primarily from the City of Seaside as well as other communities on the Monterey Peninsula and in North Monterey County. The Clubhouse serves a diverse population including:

Asian 4%
Black or African American 10%
Hispanic/Latino 68%
Native Hawaiian or Pacific Islander 2%
White 8%
Other/Two or More Races 8%

We also serve youth aged 0 to 18 through the year-round USDA food service program. Additionally, our facility serves families, businesses, and community groups from all over Monterey County through BGCMC sponsored events as well as community sponsored events and meetings. We also regularly provide services for seniors through Marine Corps lunch meetings and the BGCMC Senior Prom. Our



constituency of over 1200 youth are actively involved and engaged in meaningful programs and activities at the Seaside Clubhouse, during the precarious times after school and summer break.

B. PROJECT REQUEST:

At Seaside High School, the current graduation rate is approximately 87%. Currently, only 32% of Latino Seaside HS graduates completed all the courses required for University of California (UC) and/or California State University (CSU) entrance with a grade of "C" or better (CHKS 2013-14). This represents only a portion of the entrance requirements for UC or CSU. Additionally, this percentage is similar to the percentage of Seaside HS parents that have attended some college and/or have a degree. The lack of educational attainment has extensive long-term implications that limit a young person from fulfilling his/her potential. When compared to their counterparts with diplomas, students without diplomas earn almost \$300,000 less over their lifetime and can have a negative impact on the United States economy. Additionally, dropouts are more than three times as likely as college graduates to be unemployed, twice as likely as high school graduates to slip into poverty and 3.5 times more likely than graduates to be incarcerated.

BGCMC knows that providing Seaside youth with a safe, nurturing environment under the care and supervision of a team of supportive staff during the precarious afterschool and summer break hours is imperative to their overall success. We have a team of caring, talented, and highly trained youth development professionals, or "Difference Makers." The significance of our staff as "Difference Makers" is demonstrated in our most recent survey results. Through our National Youth Outcomes Initiative Survey (NYOI) BGCMC youth demonstrated 97% reported as receiving high expectations or having a caring adult at the Club. Comparatively, our largest feeder school district; Monterey Peninsula School District found 38% of 5th, 7th, 9th and 11th graders reported feeling the same expectations or caring adult at school, as reported by the districts' most recent California Healthy Kids Survey results. Additionally, NYOI results demonstrate that 95 % Members are on grade level for age, 87% Elementary-aged members expect they will complete college, 85% members believe school to be important and 79% members did not skip a single day of school.

Seaside Clubhouse Exterior Facility Improvement Project

In order to continue offering the Seaside community youth development services in a safe and modernized facility, BGCMC is proposing an Exterior Facility Improvement Project. The Seaside Clubhouse first opened 21 years ago and the exterior of the building is aging and requires maintenance to ensure the facility is safely accessible to Seaside youth and the community. With CDBG funding from the City of Seaside for 2016-2018, the Boys & Girls Clubs of Monterey County (BGCMC) working with a general contractor, would complete the following improvements:

- **Install New Skylights & Roof Repair (2016-17):** This project component would focus on the central area of the Club's Activity Room by installing new skylights and repairing adjacent roof leaks. This is critical need as the interior area and adjacent rooms will have new interior (carpet, furniture, etc.) in February/March of 2016. **Total Cost: \$14,000**
- **Paint Window & Door Frames (2016-17):** Following the successful painting of the Seaside Clubhouse's exterior walls by community volunteers as part of the 2015 "Make a Difference



Day,” the windows, door frames, ceilings and higher levels of the exterior will require to complete the facilities first exterior paint job since 1994. **Total Cost: \$7,000**

- **Replace/repair Exterior Doors & Locks (2017-18)**: This would include the replacement of doors damaged by weather and external circumstances, along with any door hardware that has now become dated and worn throughout the exterior building. **Total Cost: \$28,000**
- **Explore & Install Solar Panels (2017-18)**: The installation of solar panels at the Seaside Clubhouse can reduce energy costs by 92%, while providing a cleaner source of energy and reducing our organization’s footprint in the community. **Total Cost: \$21,000**

Our location is within walking distance for many Seaside inhabitants and the bus stop in front of our facility makes it accessible via public transit. BGCMC provides some free community events for Seaside inhabitants. We also offer a cost recovery rental rate for corporate and community partners who wish to rent the facility. Additionally, we provide afterschool and summer break programming for youth at an affordable rate. No youth is turned away due to financial circumstances. All services will be conducted at 1332 La Salle Ave, Seaside, CA. 93955 and program hours consist of 12pm – 6pm during the school year and 8am-6pm during summer break. Community Partners needing a meeting place will be able to utilize the Seaside Clubhouse as an affordable and state-of-the-art option. The facility is fully accessible for the disabled. Collaborative partners such Special Kids Crusade and Seaside Middle School utilizes the facility for program services and events.

As continued improvements are made to the facility, more members of the community will also view the Seaside Clubhouse as an option for hosting events instead of travelling outside of their community. Updates to the Seaside Clubhouse will also instill a sense of civic pride while also positively impacting residential property value for adjacent neighborhoods. CDBG funds will be used to cover the contract expenses for the construction of the project, as well as the staffing costs to implement and oversee the management, including the line items outlined in the project budget. This project is in continuation of the 2014-2015 Seaside Clubhouse Modernization CDBG Project, with an emphasis on the exterior needs of the facility for 2016-2018.

C. EVALUATION:

Current requests and additional requests after improvements have been made will continue to be tracked and measured to evaluate the increase in usage. Additionally, attendance tracking will be kept to ensure over 1200 youth and their families will be served during the grant period. Long term goals will include increasing facility usage by the community annually. Marlene Trotter-Murray, Sr. Impact Director will be responsible for monitoring progress.

D. PROPOSED ACCOMPLISHMENTS:

Utilizing BGCMC membership data and measuring outcomes, the Seaside Clubhouse will meet the following project accomplishments:

- Serve an estimated 1200 persons in 2016-2017 & 2017-2018
- Approximately 700 persons of low-income
- A minimum of 57% of persons served are of low-income



E. PROJECT BUDGET:

Worksheet # 1 - Staffing

Job Title	% of FTE	Total Requested HUD CDBG Funding, Seaside
Project Manager (Safety & Compliance Director)	12.5%	2016-17: \$5,865 2017-18: \$7,735
Maintenance Assistant	5%	2016-17: \$1,035 2017-18: \$1,365

Worksheet # 2 - Operational Budget

Budget Category	Projected Budget for July 1, 2016 to June 30, 2017	Projected Budget for July 1, 2017 to June 30, 2018
Personnel	\$6,900	\$9,100
Supplies and Materials		
Consumable Supplies		
Non-Consumable Supplies		
Outside Services	\$15,000	\$35,000
Telephone		
Utilities		
Maintenance		
Contract/Consultant Services		
Other Charges		
Rent		
Travel (Mileage)		
Insurance		
Capital Outlay		
Equipment/Furniture		
Administrative Costs NTE 10%	\$2,100	\$4,900
Total	\$21,000	\$49,000

H. STAFFING: (ALL CURRENT POSITIONS)

Additional leadership for achieving the goals and objectives set forward in this proposal will be provided by experienced Club Management. Mary Dawson, Chief Operating Officer, will provide direct Executive-level oversight of the project. Mary brings many years of experience to the Club. She has over 9 years of experience working for the Monterey Peninsula Unified School District's Extended Learning Department where she managed programming, budgets, compliance, grants and staff. In addition to the years of experience Mary brings to BGCMC, she also holds a Bachelors of Arts Degree in Sociology, a Masters of Science in Exercise Science and Health Promotion, and a Jurisprudence (Law) Doctorate Degree.



Ron Johnson will oversee the 2016-2018 CDBG project. He is currently the Director of Safety & Compliance for BGCMC and has been with the Boys & Girls Club since 1992. Before joining the Boys & Girls Club, Ron was an investment advisor with Prudential Securities. He worked at the Carmel branch for 2 years. Ron had a very successful career in sports before his employment with Prudential Securities. He played professional football for 8 years, as a wide receiver, 3 seasons with the Hamilton Tiger-Cats of the Canadian Football League, and 5 years in the NFL with the Philadelphia Eagles. He attended Monterey High School and Monterey Peninsula College before transferring to Long Beach State University. He graduated from Long Beach in 1981 with a degree in Business Management.

Sr. Impact Director of Seaside Clubhouse, Marlene Trotter-Murray oversees services at the Seaside Clubhouse. Marlene has been working in youth development for over 25 years. Marlene joined the BGCMC team as the Teen Coordinator in 2000. As her youth development experience, programming knowledge and community partnerships expanded over the years, Marlene attained a position as the Program Director. In May of 2009, Marlene accepted the Unit Director position in Seaside. Effective in 2013, Marlene's primary oversight is the Seaside Clubhouse while she actively serves as a resource for BGCMC Impact Directors as the Sr. Impact Director. She enjoys the consistency of working in one Clubhouse and focusing attention on Club culture, wellness, academic success, and civic engagement with the youth and families of the Seaside community.

I. PROJECT SCHEDULE:

Estimated timeline: August 2016 to March 2018.

Upon the receipt of award, utilizing the bid process meeting all guidelines, general contractors will tour the site to finalize plans by August 31st, 2016. Permits will be pulled promptly, with expected construction to begin October 1st, 2016. Completion of construction is estimated to be on November 1st, 2016. If there are delays in permit or construction process, a secondary estimated completion date is March 1st, 2017. Roof work consideration will be projected based on weather and accessibility. All reports and financial documentation will be submitted in advance of the required dates. Pending approval of the second year funding, BGCMC would implement a similar timeline for the 2017-2018 project.

J. CDBG ELIBILITY:

The Modernization of the Seaside Clubhouse project will support a facility currently serving a low-income area. BGCMC will utilize census, school and membership data to document low income resident eligibility and will exceed 51% of the persons served are low-income.



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

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

Special Attention of:

All CPD Division Directors
HUD Field Offices
HUD Regional Offices
All CDBG Grantees
All HOME Participating Jurisdictions
All HTF Grantees
All ESG -Grantees
All HOPWA - Grantees

NOTICE: CPD-16-18

Issued: December 15, 2016
Expires: September 30, 2017

Cross Reference: 24 CFR Part 91

Subject: Guidance on Submitting Consolidated Plans and Annual Action Plans
for Fiscal Year (FY) 2017

Purpose:

The purpose of this Notice is to instruct all Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) grantees on the timing of submission of FY 2017 consolidated plans and action plans. This Notice provides instructions to grantees/participating jurisdictions under each of these programs regarding costs incurred prior to execution of a grant agreement. This Notice further informs Entitlement CDBG grantees and HOME participating jurisdictions of waivers being made available to certain grantees/participating jurisdictions to assist in the implementation of the pre-award costs instructions. These procedures apply equally to grantees' 3-5 year consolidated plans as well as to annual action plans (either as a stand-alone document or as a component of the overall consolidated plan submission).

Notes regarding applicability:

This Notice uses the term "grantee" generically, to also include HOME participating jurisdictions, except where the term appears in discussions explicitly limited to one of the other covered funding programs. Provisions of this Notice covering the Entitlement CDBG program also apply to Insular Areas grantees and CDBG nonentitlement county grantees in Hawaii, as the Entitlement CDBG program regulations also apply to their CDBG funds.

Background:

Pursuant to 24 CFR 91.15(a)(1), each jurisdiction should submit its consolidated plan to HUD at least 45 days before the start of its program year. The earliest date on which HUD will accept a consolidated plan or action plan submission is November 15, 2016; and the latest submission deadline is August 16, 2017. However, in most years, HUD does not receive its annual funding appropriation until several months into the federal fiscal year (rarely earlier than December,

and sometimes as late as April). Once a fiscal year's appropriation is enacted, HUD needs time to compute grantees' allocation amounts for the programs covered by the consolidated plan. The Housing Trust Fund (HTF) Program is funded by the mandatory assessments on Fannie Mae and Freddie Mac -Government-Sponsored Enterprises (GSEs) and the assessments will not be transferred to the U.S. Treasury Department until March 2017. When appropriations are significantly delayed, grantees with program year start dates prior to the announcement of allocations do not know their actual allocation amounts when they are developing their plans, conducting citizen participation, and submitting their plans.

According to 24 CFR 91.500(a), a plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the jurisdiction before that date that the plan is disapproved. In past years, HUD typically did not disapprove a plan solely because it was based on estimated allocation amounts. As a result, a plan submitted by a grantee before its allocation amounts are announced typically received automatic approval, even though the plan did not list the grantee's actual allocation amounts.

This practice resulted in significant additional work for both HUD and grantees. After the actual allocation amounts were announced, a grantee had to submit a revised, re-signed SF-424 form listing the actual allocation amounts for each of its grants. In many cases, the grantee had to make additional changes to amend its plan to reflect its actual allocation amounts. This may have constituted a substantial amendment under 24 CFR 91.505, which is subject to the grantee's citizen participation plan process. For FY 2017, HUD will not execute a grant agreement with a grantee until HUD has received a plan (or an amended plan) which incorporates the actual allocation amounts a grantee is to receive for that fiscal year.

Revised Procedures for Submission of FY 2017 Consolidated Plans and Action Plans by Grantees with Early Program Year Start Dates:

HUD is issuing the following revised procedures to govern the submission and review of consolidated plans and action plans for FY 2017 funding prior to computation of FY 2017 allocation amounts. These procedures will apply to any grantee whose normal consolidated plan/action plan submission deadline (45 days before the start of the program year) falls either before, or less than 60 days after, the date HUD announces FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding. (See Section II. for a discussion of the timing of Housing Trust Fund allocations.)

Congress has not completed the appropriations process for HUD's FY2017 appropriation. At this time, HUD cannot predict when its FY 2017 appropriations bill will be enacted and when it will be able to announce FY 2017 allocation amounts. Thus, HUD cannot say how many grantees – or which program year start dates – will be subject to these revised procedures. Similarly, HUD cannot provide estimated FY 2017 allocation amounts for grantees to use for planning purposes in developing annual action plans.

Note: These procedures will not apply to grantees whose normal consolidated plan/action plan submission deadline is more than 60 days after HUD announcement of FY 2017 allocation

amounts; those grantees should have sufficient time to revise their plans to match actual allocation amounts prior to the due date for their plan.

I. Revised Submission Dates for FY 2017 Action Plans for CDBG, ESG, HOME, HOPWA

Grantees are advised not to submit their consolidated plan/action plan until after the FY 2017 allocations have been announced. Grantees due to submit a new 3-5-year consolidated plan in FY 2017 should refrain from submitting the overall consolidated plan as well as the FY 2017 action plan contained within the overall document. HUD cannot complete its review of the overall consolidated plan components independent of the current year's action plan component. Once HUD informs grantees of their FY 2017 funding allocation amounts, each grantee should, prior to submission, ensure that the actual FY 2017 allocation amounts are reflected in the form SF-424, in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). It may be necessary for a grantee to revise its action plan before submission to HUD.

An affected grantee may delay submission of its consolidated plan or action plan to HUD until 60 days after the date allocations are announced, or until August 16, 2017 (whichever comes first). This delay will give a grantee time to revise its action plan to incorporate actual allocation amounts, and to conduct any additional citizen participation, if necessary.

For example, if HUD were to announce the FY 2017 allocation amounts to grantees on April 28, 2017:

- For grantees with January 1 – June 1 program year start dates, their normal plan submission date would have been before the date that HUD announced allocation amounts. These grantees would be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- For grantees with July 1 and August 1 program year start dates, their normal plan submission date would be less than 60 days after HUD's announcement of allocation amounts. These grantees would also be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- Grantees with September 1 and October 1 program year start dates would have more than 60 days between the date of announcement of allocations and the normal submission deadline for their consolidated plan/action plan. These grantees would be expected to submit their plan on time.

However, in no case may a consolidated plan/action plan be submitted to HUD later than August 16, 2017. Failure to submit an action plan for FY 2017 by August 16, 2017, will result in the automatic loss of FY 2017 CDBG funds to the grantee. This requirement is established by statute, and HUD cannot waive the August 16 submission deadline. Funding under other CPD programs are not subject to this deadline but, since virtually all CPD grantees receive CDBG

funding, the CDBG submission requirement effectively establishes the deadline for submission of action plans.

The regulations, at 24 CFR 91.15(a)(1), state that “...each jurisdiction should submit its consolidated plan at least 45 days before the start of its program year.” HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 action plans. This provision does not prohibit a grantee from submitting a plan in the eCon Planning Suite after that time. It is not necessary for an affected grantee to request an exception to its normal action plan submission date under 24 CFR 91.15(a)(1), nor is it necessary for a field office to grant an exception to the action plan submission deadlines, under 24 CFR 91.20, in order to implement the procedures in this Notice.

II. Submission Process for the HTF Program

The Housing Trust Fund (HTF) is an affordable housing production program to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income and very low-income families. HTF is a formula grant program for states.

The HTF rule at 24 CFR 93.100 requires each state to include its HTF allocation plan in its annual action plan as described at 24 CFR 91.320(k)(5). The HTF allocation plan describes the method for the distribution of funds, and establishes the application requirements and criteria for selecting applications. The rule also requires a local jurisdiction that receives a subgrant of HTF funds from the state to include a HTF allocation plan (24 CFR 91.220(l)(5)) in its annual action plan, but due to the timing of the publication of HTF allocations, the local jurisdiction may need to amend its annual action plan to include HTF.

The timing of the HTF allocations is different from other CPD programs (CDBG, HOME, HOPWA, and ESG) because the source of funding is the mandatory assessments on Fannie Mae and Freddie Mac rather than Federal appropriations. The earliest HUD expects to publish the HTF allocations is April 2017. This will likely be well after the date that allocations for other CPD programs will be announced. A state may submit its consolidated plan/action plan for the other CPD programs before the HTF allocations are published and then submit its HTF allocation plan as a substantial amendment to its annual action plan, after the HTF allocations are published.

The state or the entity designated by the state to be the HTF grantee may begin to develop its HTF allocation plan following its citizen participation process in accordance with its consolidated plan citizen participation plan before the publication of the HTF allocations. However, the state may not submit its HTF allocation plan before its HTF allocation has been published. HUD recommends the state use its 2016 HTF allocation as a baseline allocation estimate when conducting citizen participation.

III. HUD Review of Action Plans

HUD will review a consolidated plan/action plan in accordance with 24 CFR 91.500(b). The 45-day review period will begin whenever the eCon Planning Suite submission or executed SF-424(s) are received by the field office, whichever is later. HUD will disapprove as substantially

incomplete any consolidated plan or action plan covering FY 2017 funding that does not reflect actual CDBG, HOME, ESG and HOPWA allocation amounts on the form SF-424(s), in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). A grantee whose action plan is disapproved for this reason is advised to not resubmit a revised plan until HUD has announced the actual FY 2017 allocation amounts, and until the grantee has incorporated the actual allocation amounts into its plan. (See Section II. regarding including the HTF program in an original or amended consolidated plan/action plan.)

24 CFR 91.500(b) states HUD may disapprove a plan or a portion of a plan if it is inconsistent with the purpose of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12703), if it is substantially incomplete, or, in the case of a CDBG certification under §91.225(a) and (b) or §91.325(a) and (b), if it is not satisfactory to the Secretary in accordance with §570.304, §570.429(g), or §570.485(c). The following are examples of substantially incomplete plans:

- (1) A plan developed without the required citizen participation or the required consultation;
- (2) A plan fails to satisfy all the required elements in 24 CFR Part 91, as reflected in the eCon Planning Suite. This includes when the grantee has not provided a final statement of community development objectives and the projected use of funds;
- (3) A plan for which a certification is rejected by HUD as inaccurate; and
- (4) A plan without a description of the manner in which the unit of general local government or state will provide financial or other assistance to a public housing agency if the public housing agency is designated as “troubled” by HUD.

24 CFR 91.500(d) states that “(t)he jurisdiction may revise or resubmit a plan within 45 days after the first notification of disapproval.” HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 consolidated plans/action plans. This provision does not prohibit a grantee from re-submitting a plan after that time period.

24 CFR 91.105(c), 91.115(c) and 91.505 require a grantee to comply with citizen participation requirements when it undertakes a substantial amendment to an approved plan. A plan that has been disapproved by HUD is, by definition, not an approved plan. When a grantee’s plan is disapproved by HUD, the consolidated plan regulations do not necessarily require a grantee to undertake further citizen participation on the changes the grantee makes before re-submitting it. (A major exception to this, however, would be if the reason for disapproval involved the grantee’s failure to fulfill citizen participation requirements to begin with.) However, as noted in this Notice, there are circumstances in which a grantee may need to make major revisions to a disapproved plan, which could trigger further citizen participation efforts. A grantee with a disapproved plan should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to re-submission of the revised plan.

IV. Development of Proposed Action Plans and Citizen Participation During The Interim

A grantee has several options regarding fulfilling its citizen participation obligations while waiting for HUD to announce FY 2017 allocation amounts:

- a. A grantee may conduct citizen participation on its draft plan (with estimated funding amounts) according to its normal timetable and citizen participation procedures. (Grantees are cautioned, though, that they should not submit their plan until allocation amounts are known.) A grantee doing so should make clear that the funding levels shown are estimated amounts. In addition, the grantee should include “contingency provision” language in its action plan which explains how it will adjust its proposed plan to match its actual allocation amounts, once actual amounts become known. By including such contingency language, a grantee can avoid the need to make significant revisions to its plan (beyond incorporating the final allocation amounts into the plan and the SF-424 form). The grantee may also avoid the potential need to conduct additional citizen participation on a plan that has to be significantly revised in order to reflect actual allocation amounts.

Examples of contingency provisions include:

- A plan could state that all proposed activities’ budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
- A grantee could express its budget in terms of percentages of the allocation to be budgeted to each planned activity, along with the grantee’s current estimate of how many dollars that equates to for each activity. [For example, regardless of what the final allocation amounts are, the United Interfaith Street Outreach Program will receive 22% (currently estimated to be approximately \$38,000) of the grantee’s total ESG allocation, and the Tenant-Based Rental Assistance activity will receive 10% (currently estimated to be about \$68,750) of the HOME allocation.]
- A plan could state that any increase or decrease in funding to match actual allocation amounts will be applied to one or more specific activities (e.g., any increase or decrease relative to the grantee’s estimated allocation amount will be applied to the single family housing rehabilitation grant program).
- A plan could list its proposed activities in priority order and indicate that the East Side Sidewalk Replacement activity listed in the plan is a “backup” activity that will be funded only if sufficient CDBG funding exists; or conversely, if the grantee’s actual allocation is less than estimated, the East Side Sidewalk Replacement activity will not be funded in FY 2017.
- A plan could state that, should the actual allocation amount exceed the grantee’s estimate, the grantee will increase the Uptown Sewer Separation activity budget and will extend the service area block-by-block along the 600-900 blocks of Cherry Street, based on the amount of additional funding available.

A grantee may include these or other comparable provisions singly or in any combination to meet its needs. A grantee may adopt a different contingency approach for each of the programs covered by this Notice (CDBG, ESG, HOME, HOPWA and HTF).

- b. Alternatively, a grantee may prepare a proposed action plan according to its normal timetable, but wait until actual allocation amounts are known before undertaking citizen participation actions. Once allocation amounts are announced by HUD, the grantee will need to update relevant sections of its plan (such as the listings of resources and objectives, and the description of activities or the state's method of distribution) to reflect actual allocation amounts before conducting citizen participation. All grantees intending to incur pre-award costs under the programs covered by this Notice should be aware that this option will not be available to them, as citizen participation requirements must be met before pre-award costs are incurred. (See section V. below.)

HUD has developed these procedures to minimize disruption to grantees and to minimize duplication of effort on grantees' part. A grantee that does not follow either option a. or b. above (i.e., the grantee undertakes citizen participation according to its normal timetable, based solely on estimated funding levels, and the plan does not contain any contingency language on how the final plan will be adjusted to match actual allocation amounts) runs the risk of increasing its own work obligations and costs. The grantee will still be required to update its plan to incorporate actual allocation amounts before submission to HUD. The grantee may need to undertake additional publication and citizen participation processes, depending on the difference between its actual allocation amounts and the estimated amounts in its proposed action plan, and how the grantee plans to adjust its proposed activities in order to match its actual allocation amounts. Local policies and procedures may also require the grantee to obtain re-approval of the revised plan from its legislative body or authorizing officials.

A plan that has not yet been submitted to HUD is also not an approved plan, and is not subject to the citizen participation requirements of a substantial amendment. However, a grantee that delays its plan submission should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to its submission.

V. Pre-Award Costs

A. General Provisions applicable to all Consolidated Plan programs

Special attention must be paid to situations in which a grantee wishes to incur costs prior to grant award. For example, under certain programs, a grantee may want to execute annual renewals of agreements with social service providers in order to prevent interruption of social services. The annual performance cycle of these agreements might normally begin after the grantee's official program year start date but, under this Notice the grantee cannot even submit its Action Plan until after the date that the agreements need to be executed. Thus, the timing instructions in this Notice may cause some program costs to be classified as pre-award costs where they would otherwise not have been.

The government-wide Uniform Administrative Requirements, Cost Principles and Audit Requirements regulation, at 2 CFR Part 200, contains language concerning agency approval of pre-award costs. The language at 2 CFR 200.458 applies to any program that does not have its own separate provisions concerning authorization of pre-award costs:

§ 200.458. Pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

The ESG, HOPWA and HTF program regulations do not contain program-specific language establishing pre-award cost requirements for those programs; the CDBG and HOME program regulations do contain pre-award cost requirements unique to those programs. (However, the HOME requirements apply only to certain types of pre-award costs.) The following guidance applies to all five programs. Additionally, guidance unique to each separate program is provided below.

The Part 91 consolidated plan regulations make distinctions between a “proposed plan” and “a plan”. Most notably, 24 CFR 91.105(b) and 91.115(b) describe the citizen participation requirements for a grantee’s proposed plan. For purposes of this Notice regarding pre-award costs, HUD considers a grantee’s plan to have moved from being “a proposed plan” to being “a plan” once a grantee has completed the publication, public hearing and public comment requirements at 24 CFR 91.105(b)(2), (3) and (4) or 91.115(b)(2), (3) and (4), and has developed its written summary of comments received pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5).

To minimize additional workload on grantees and HUD field offices, this Notice establishes the following procedures implementing the 2 CFR 200.458 requirements cited above. This Notice provides HUD approval to incur pre-award costs if and when the grantee completes the following documentation in its local files:

1. The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
2. The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program;
3. The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program or as described below;
4. The activity for which costs will be incurred is included in a consolidated plan/action plan;
5. The grantee documents completion of its citizen participation process by including in its files a written, dated summary of citizen participation comments received on its plan, pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5) as applicable.

If the grantee’s files contain all other necessary documentation supporting the costs (described below for each program), the date of HUD approval for pre-award costs is the date of the written summary of citizen participation comments, or the grantee’s program year start date, whichever is later.

B. Additional Provisions: Entitlement CDBG Program

The Entitlement CDBG program regulations specify, at 24 CFR 570.200(h), the situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 570.200(h) defines the effective date of a grantee's agreement as the grantee's program year start date or the date that the consolidated plan/action plan is received by HUD (whichever is later). Under the provisions of this Notice, a grantee's action plan may not be submitted to (and thus received by) HUD until several months after the grantee's program year start date. This may negatively affect grantees' ability to incur pre-award costs.
2. Therefore, HUD has issued a waiver of 24 CFR 570.200(h) to the extent necessary to implement the following requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the grantee's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD. Attachment A contains the HUD memorandum authorizing this waiver. This waiver is applicable to any Entitlement CDBG grantee seeking to incur pre-award costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected community applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. Grantees' authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. 24 CFR 570.200(h)(1)(i) requires that the activity for which the costs are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; grantee compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. However, grantees must also comply with §570.200(h)(1)(ii), which further specifies that the plan must advise citizens of the extent to which the pre-award costs will affect future grants. CDBG grantees intending to incur pre-award costs are cautioned that option b. described in Section IV above is not likely to be a feasible alternative for them. HUD advises any Entitlement CDBG grantee intending to incur pre-award costs to follow the process described in Section IV. a. above; in doing so, the grantee will need to ensure that it has met the citizen participation and notification requirements above.
4. Pursuant to § 570.200(h)(1)(iii) and § 570.604, the costs and corresponding activities must comply with the environmental review requirements at 24 CFR Part 58.

C. Additional Provisions: HOME Program

The HOME regulations specify situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 92.212(b) defines the effective date for incurring administrative and planning costs to be charged to the HOME allocation as the beginning of the participating jurisdiction's consolidated program year or the date that the consolidated plan is received by HUD (whichever is later). Under the provisions of this Notice, a participating jurisdiction's action plan may not be submitted to (and thus received by) HUD until several months after the PJ's program year start date. This may negatively affect a participating jurisdiction's ability to incur planning and administrative pre-award costs. Therefore, HUD has issued a waiver of 24 CFR 92.212(b) to the extent necessary to implement an alternative requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the participating jurisdiction's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD.
2. Attachment B contains the HUD memorandum authorizing this waiver. This waiver is applicable to any HOME participating jurisdiction seeking to incur pre-award administrative and planning costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected participating jurisdiction applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. A participating jurisdiction's authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. The HOME regulations already provide a participating jurisdiction with the authority to incur certain project costs. Eligible project costs may be incurred during the current program year in an amount not to exceed 25% of the current HOME allocation amount, to be charged after the award of the HOME allocation, provided the costs are in compliance with the requirements of the HOME Program. Before incurring the pre-award costs, the participating jurisdiction must comply with its citizen participation plan requirements.
4. 24 CFR 92.212(c) requires that the project costs that are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. These provisions must also be met if the participating jurisdiction elects to develop a mini-action plan pursuant to § 92.212(c).

D. Additional Provisions: ESG Program

An ESG grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs and corresponding activities must comply with the Emergency Solutions Grants (ESG) Program regulations at 24 CFR Part 576.
2. The costs and corresponding activities must comply with environmental review requirements. The "Moving Ahead for Progress in the 21st Century Act" (MAP-21), (Public Law 112-141) made several changes to HUD's homeless assistance programs,

including authorization to permit recipients and other responsible entities to assume HUD environmental review responsibilities in accordance with 24 CFR Part 58. Initially, for FY 2012 ESG funds, ESG projects were subject to the environmental review procedures under 24 CFR Part 50, which assigns HUD all environmental review responsibilities due to the HEARTH Act's repeal of Section 443 of the McKinney-Vento Homeless Assistance Act. Now, recipients or other Responsible Entities assume environmental review responsibilities under 24 CFR Part 58.

E. Additional Provisions: HOPWA Program

A HOPWA grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs are incurred for eligible activities undertaken in accordance with HOPWA program regulations at 24 CFR Part 574.
2. The costs and corresponding activities must comply with environmental review requirements at 24 CFR 574.510.

F. Additional Provisions: HTF Program

HUD is authorizing HTF grantees to incur pre-award costs permitted under 2 CFR 200.458 for planning activities and preparation of the HTF allocation plan. Eligible pre-award costs may include the cost of public hearings, consultations, and publication of public notices, as well as developing program guidelines. Pre-award costs may not exceed 5% of the minimum allocation amount of \$3 million. This is one half of the grant amount that the state may use for administration and planning in accordance with 24 CFR 93.202, based on receiving a minimum grant amount. The costs and corresponding activities must comply with the environmental review requirements at 24 CFR 93.301(f).

VI. Applicability of This Notice to Future Years

This Notice only applies to consolidated plans/action plans submitted for FY 2017 funding on or before August 16, 2017, or 60 days after HUD announcement of the FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding (whichever is earlier). HUD anticipates revising the Consolidated Plan regulations (and other related regulations) to explicitly include, as a basis for disapproval of a plan, that a plan does not contain and reflect a grantee's actual allocation amounts. For further information on potential rulemaking in this area, see HUD's June 3, 2015, Federal Register Notice (80 FR 31538). That document solicited public comments on possible amendments to the Consolidated Plan regulations and the CDBG Entitlement regulations to effect such a change. See in particular Sections II.B.1., II.B.2 and II.B.7 of the Notice, pages 31544 and 31546. (Please note, however, that the public comment period for that Federal Register Notice has closed.)

For further information:

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 following Headquarters program offices as applicable:

Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program

Office of Affordable Housing Programs at (202) 708-2684

Office of Special Needs Assistance Programs at (202) 708-4300

Office of HIV/AIDS Housing at (202) 708-1934 or at hopwa@hud.gov

ATTACHMENT A



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

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2016

MEMORANDUM FOR: All Community Planning and Development Field Office Division
Directors

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

SUBJECT: Waiver of 24 CFR 570.200(h) regarding FY 2017 Action Plans
Community Development Block Grant (CDBG) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any grantee with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 formula program funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 formula allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for CDBG grantees that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, grantees might not otherwise be able to use CDBG funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 570.200(h) for the Entitlement CDBG program, the Insular Areas CDBG program, and for grants to non-entitlement counties in Hawaii. 24 CFR 570.200(h) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any Entitlement, Insular or Hawaii non-entitlement CDBG grantees whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for formula program funding (whichever comes first). The waiver is available for use by any applicable CDBG grantee whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected grantee taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.

ATTACHMENT B

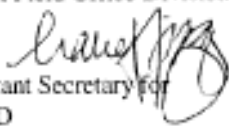


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2016

MEMORANDUM FOR: All Community Planning and Development Field Office Division
Directors

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

SUBJECT: Waiver of 24 CFR 92.212(b) regarding FY 2017 Action Plans
HOME Investment Partnership Program (HOME) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any participating jurisdiction with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for HOME participating jurisdictions that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, participating jurisdictions might not otherwise be able to use HOME funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 92.212(b) for the HOME Program. 24 CFR 92.212 (b) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any HOME participating jurisdiction whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for program funding (whichever comes first). The waiver is available for use by any applicable HOME participating jurisdiction whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected participating jurisdiction taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.