A G E N D A

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, August 16, 2017
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

   Sue Hawthorne-Chair
   Clementine Bonner-Klein-Vice Chair
   John Francis
   Rebecca Pieken
   Francisco Diaz

   COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

   A. **Approval of Regular Meeting Minutes from July 19, 2017**

5. **OLD BUSINESS**

   A. **Update on 4th Quarter 2016-2017 CDBG subrecipient activity**

   B. **Update on HUD processing/approval of 2017-2018 Annual Action Plan**

6. **NEW BUSINESS**

   A. **Preview of the 2016-2017 Consolidated Annual Performance and Evaluation Report (CAPER)**

   B. **Update on Affirmatively Furthering Fair Housing activities**

C. Update on contracted services with Michael Baker International for CDBG program administration assistance.

PURPOSE: The purpose of this item is to update the CDAC on the status of the City of Seaside's contracted services with Michael Baker International for assistance with administration of the CDBG program.

RECOMMENDATION: It is recommended that the CDAC receive the report

D. Distribution of Boards & Commissions handbooks to CDAC members

PURPOSE: The purpose of this item is for the CDAC to receive the new Boards and Commissions handbook approved by the City Council

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

7. REVIEW LONG RANGE CALENDAR

A. Review of Long Range Calendar

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
September 20, 2017
6:30 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://cvp.telvue.com/player?id=T01629&video=52314&noplaylistskin=1&width=400&height=300
Videos of past meetings are available on demand through the City's website: http://www.ci.seaside.ca.us

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.

	MEETING MINUTES DRAFT	
CITY OF SEASIDE		OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE		Wednesday July 19, 2017
		6:30 P.M.

1.	**CALL TO ORDER AT – 6:37 p.m.**
2.	**ROLL CALL – ESTABLISHMENT OF QUORUM**

MEMBERS	Sue Hawthorne, John Francis, Rebecca Pieken, Clementine Bonner Klein, Francisco Diaz
PRESENT:	Hawthorne (6:50 p.m.), Pieken, Bonner Klein, Diaz
ABSENT:	Francis

3. **PUBLIC COMMENT – None**

APPROVAL OF MINUTES

4. **Wednesday February 15, 2017**

Wednesday May 17, 2017

On motion by Member Pieken and Seconded by Member Diaz and carried by the following vote, the CDAC approved the Meeting Minutes for both Wednesday February 15, 2017 and Wednesday May 17, 2017.

AYES	3	COMMITTEE MEMBERS	Pieken, Bonner Klein, Diaz
NOES	0	COMMITTEE MEMBERS	None
ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Francis
RECUSED	0	COMMITTEE MEMBERS	None

PRESENTATION

5.

Sharon Mikesell, Staff, welcomed the CDAC to the new fiscal year of 2017-2018and gave a brief overview of the responsibilities and expectations for the CDAC. Sharon also, reviewed the Brown Act as well as the CDBG process to ensure the returning as well as the new Committee members fully understand.

NEW BUSINESS

6.

A. ELECTION OF NEW OFFICERS FOR THE 2017-2018 FISCAL YEAR

<u>On motion by Member Hawthorne and Seconded by Member Pieken and carried by the following vote, the CDAC voted for Member Bonner Klein as the new CDAC Vice Chairperson and Member Hawthorne to serve another term as Chairperson.</u>

AYES	4	COMMITTEE MEMBERS	Hawthorne, Pieken, Bonner Klein
NOES	0	COMMITTEE MEMBERS	None
ABSENT	1	COMMITTEE MEMBERS	Francis
RECUSED	0	COMMITTEE MEMBERS	None

B. REPORT ON THE STATUS OF THE 2017-2018 CDBG GRANT AWARD AND ASSOCIATED ANNUAL ACTION PLAN.

May 5, 2017, President Trump signed Public Law 115-31 including funding for the 2017-2018 CDBG program. Since the City was assured that funding would be forthcoming, the public comment period for the Annual Action Plan with estimated figures and contingency language commenced and concluded with a Public Hearing on June 15, 2017.

On June 15, 2017 HUD announced the allocation for the Seaside program. Seaside will receive $363,989 in grant funding.

As a result, during the public hearing, and in accordance with the recommendations that the City Council made on June 1, 2017, it was announced that all projects and subrecipients would receive more funding than they requested. Upon further review of the CDBG finances, it was discovered that a CDBG funded home loan had been paid off in May 2017, further increasing the funding available for all subrecipients.

The Annual Action Plan was revised as requested by HUD to reflect the actual funds to be available for 2017-2018.

C. REGIONAL ASSESSMENT OF FAIR HOUSING STATUS REPORT

Sharon Mikesell, Staff, updated the CDAC on the Request for Proposals for an Assessment of Fair Housing. Proposals must be submitted by 5:00 p.m. August 7, 2017.

7. REVIEW LONG RANGE CALENDAR

The CDAC received the updated Long Range Calendar for the new fiscal year 2017-2018.

8. REPORTS BY COMMITTEE MEMBERS

None

9. REPORTS BY STAFF

Sharon Mikesell, Staff, gave the CDAC an overview of upcoming dates:

July 20, 2017 – Conference call with HUD

July 26, 2017 – Agenda study session on the marijuana ordinance.

August 1, 2017 – National Night Out at City Hall

10. ADJOURNMEN T 7:32p.m.

The meeting was adjourned at7:32 p.m.

On motion by Member Pieken and Seconded by Member Diaz, and carried by the following vote, the CDAC adjourned the meeting at 7:32p.m.

AYES	4	COMMITTEE MEMBERS	Hawthorne, Pieken, Bonner Klein, Diaz
NOES	0	COMMITTEE MEMBERS	None
ABSENT	1	COMMITTEE MEMBERS	Francis
RECUSED	0	COMMITTEE MEMBERS	None

RESOURCE MANAGEMENT SERVICES
440 Harcourt Avenue Telephone (831) 899-6725
Seaside, California 93955 FAX (831) 899-6211

To: Community Development Advisory Committee Members

From: Patrice Clemons, Michael Baker International

Cc: Sharon Mikesell

Date: July 31, 2017

Re: FY2016-2017 FOURTH QUARTER REPORT

2016-17 USES OF FUNDS
Please find a summary budget below.

Total CDBG Budget	
Obligatory Expenditures (Section 108 Loan)	$304,427
Program Administration	$92,661
Public Service Program	$69,885
Eligible Projects	$128,722
Total Uses	$595,695

OBLIGATORY EXPENDITURES (SECTION 108 LOAN) – $304,427
In 1996, the City of Seaside applied for and received a Section 108 Loan Guarantee as part of a redevelopment project for the installation of public works improvements in the City Center Revitalization Area. The repayment of this loan is an eligible CDBG expense. Using CDBG funds to repay this loan alleviates an expense to the General Fund. This loan was re-financed in 2010. In 2016-17, the payment was for $304,426.50; and the final payment in 2017-18 is for $15,218.25 which was submitted in July shortly after the City's 2017-2018 fiscal year began.

PROGRAM ADMINISTRATION – $92,661
CDBG program administration funds will be used to plan, implement, and evaluate the CDBG program. Grant management activities may include, but are not limited to, federal reporting, budget oversight, subrecipient monitoring, policy development and writing, citizen and community outreach, and coordination and supplemental grant writing to enhance CDBG-funded activities. In plan year 2016–17, the City is retaining part-time contract staff to support the CDBG program. Expenditures for program income are capped at 20% of the annual entitlement plus plan year program income. It is expected that this item will be under budget once the 2016-2017 expenditures are processed.

PUBLIC SERVICE PROGRAM– $69,885

All five public service organizations have submitted their fourth quarter reports and year end narratives. They have all sufficiently meet or exceeded program goals. All of the $69,885 CDBG funds allocated for public services in 2016-17 has been reimbursed to the organizations.

Org.	FY2016-17		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		FYTD Total	
	CDBG Funds	# Ser-ved	# Ser-ved	$ Request.	# Serv-ed	$ Request.	# Serv-ed	$ Request.	# Serv-ed	$ Request.	# Ser-ved	$ Request.
CPY	$16,177	15 + 400	26 + 466	$16,177.00	2 + 18	$0.00	1 + 0	$0.00	2 + 43	$0.00	31 + 527	$16,177
Girls Inc.	$9,177	65	25	$3269.50	15	$2324.33	16	$3583.17	5	$0.00	61	$9,177
LSS	$16,177	180	73	$4044.25	90	$4044.25	87	$4044.25	65	$4044.25	315	$16,177
Salv.	$15,177	40	63	$3794.25	20	$3794.25	20	$3794.25	12	$3794.25	115	$15,177
TVP	$13,177	27	43	$3294.25	0	$3294.25	0	$3294.25	2	$3294.25	45	$13,177
Total	**$69,885**	**727**	**696**	**$30,579.25**	**145**	**13,457.08**	**108**	**14,715.92**	**129**	**11,132.75**	**949**	**$69,885.00**

Year End Narrative

In addition to meeting numerical goals (in the table above), subrecipients set yearly outcomes for change or improvements that they are ultimately trying to achieve in their program. The following is a summary for each subrecipient. The full details can be found in the year-end reports provided in Attachment A.

Community Partnership for Youth

- Outcome 1: Enroll ten students in high school leadership, life skills and job preparation.
  Result 1: Students learn to take responsibility for their actions, increase their self-esteem, and learn job skills as well as life skills. Students and parents fill out a contract that says the youth will volunteer for a quarter/summer; maintain a 2.5 grade point average, volunteer in at least two community events, and receive a basic wage. Several high school students were recognized by United Way, Big Sur Marathon, and Rotary organizations for their volunteer work in the community. Many students maintained and improved their academic standing. Nine students that graduated this year enrolled in a college for the fall. Thirty-one high school students enrolled in the program, of which 5 completed the summer program, 19 completed the year-long program, and five dropped out due to grades, sports, or other activities.
- Outcome 2: Train high school students to serve as mentors and tutors to younger students.
  Result 2: These student mentors had many opportunities to give back to the community at a variety of events. This has been a year of personal growth for the young leaders. Some have expressed that they found their voice when it comes to confidence, become more reliable, improved their grades, taken more responsibility for their actions, and learned to be successful in a job situation.
- Outcome 3: Create jobs for high school students.
  Result 3: When enrolled in this program, students receive compensation. During this year, 16 received compensation. Nine seniors graduated this year, and all are planning to attend college and further their education. One young lady graduated in the top ten of her class.

Girls Inc.:

- Outcome 1: Provide developmentally appropriate workshops and learning experiences.
- Outcome 2: Emphasize the value of staying in school.

Results 1 and 2: The ECHO program participants meet once every other week from August through May. Impacts included: 69% of participants visited at least three college campuses; 73% attended planning for higher education workshop; 75% reported increased knowledge of legislative process; 75% reported increase in self-confidence in voicing concerns to legislators. Through the Will Power/Won't Power program, 88% of participants learned about health, hygiene and reproductive health; 75% learned about the importance of having values; 89% reported they learned about pressures to be intimate, felt more confident saying no, and felt they could resist pressure to do things they didn't want to do. In the Friendly PEERsuasion program, participants learned about peer and media pressures, how to communicate, how to be leaders and facilitators, the harms of substances, and managing stress.

- Outcome 3: Training youth leaders in facilitation, program planning, recruiting, youth-adult partnerships, and public speaking skills.
  Results 3: Young leaders engaged in several trainings and practical experience: 93% of participants reported increased confidence in public speaking skills; 100% participated in CPR and Child Abuse reporting training; 95% planned each session, contacted guest speakers, attended monthly meetings, communicated with participants and co-facilitated with adult mentors.

Legal Services for Seniors:

- Outcome 1: Provide legal services to seniors who reside in Seaside.
  Result 1: Legal Services for Seniors assisted 314 seniors with resolving legal issues in six main areas: physical abuse, financial abuse, housing, benefits/income, health care/insurance/wills, and probate law.
- Outcome 2: Prevent seniors from being targeted by dishonest individuals.
  Result 2: Legal Services for Seniors presented three seminars to 66 seniors, veterans, caregivers, and professionals highlighting ways the community can prevent seniors from being targets by dishonest individuals.
- Outcome 3: Help enable seniors to live independently by providing legal services at no cost.
  Result 3: All services, including the three seminars, were provided at no cost to the 314 seniors.

The Salvation Army:

- Outcome 1: Reduce the number of unsheltered individuals through significant and planned intervention by case management and wrap around services.
  Result 1: Participants of the 90-day emergency shelter program attended intensive weekly case management focused on crisis management and securing employment. Participants of the transitional housing program attended bi-weekly case management focused on an individual service place outlining their goals and priorities. In total, participants attended 491 case management sessions, and 36 workshops and house meetings.
- Outcome 2: Provide counseling services in the shelter that enables participants to concentrate on creating budgets, gaining employment and increasing savings.
  Results 2: Families created a specific case plan for their situation. As part of implanting this plan, families participated in weekly tracking of expenses, created a monthly budget, set a savings goal, drafted a resume and cover letter, received assistance with online job searches, and participated in mock interview Twenty-four families put away more than $500 in savings, 29 families increased or maintained their income, and 18 families who exited the program maintained stable income.

The Village Project:

- Outcome 1: Reduce the number of children at high risk for failure and possible involvement in the juvenile justice system by improving their academics.
  Results 1: No students failed a class. Fifteen students came into the program with F's and D's, and once beginning the program, no student received an F, two students received one D+ a piece, and all students received grades ranging from C+'s to A-'s. These fifteen students had one suspension the previous year and others had multiple suspensions each. In the first semester and after starting the program, two students experienced a suspension. In the spring semester no students were suspended, no students were arrested for any crimes, no students were involved with the juvenile justice system.

- Outcome 2: Reduce suspensions by developing pride in themselves and creating a culture of excellence. Results 2: As mentioned above, suspensions were reduced and no student had a failing grade. A former Stanford professor and Seaside native, Dr. Grace Carroll helped develop and a lead a program called "Read Loud, Read Proud" to inspire elementary students to enjoy reading. The students were mentored by older students and students began taking pride in their scholastic achievements.

Subrecipients provided services to all census tracts within the City limits and conducted city-wide outreach. These census tracts by group level include: 133 (1,2,4), 135 (1,2,3), 136 (1,2), 137 (1,2,3), 138 (1,2,3), 139 (1,2), 140 (1,2,3), 141.01 (3), 141.03 (1), 141.04 (1), 141.07 (1,2,3).

ELIGIBLE PROJECTS – $128,722

For FY2016–17, the City of Seaside will complete the Boys and Girls Club of Monterey County Clubhouse Improvements project, the Community Human Services Genesis House improvements, and the Seaside Library ADA improvement.

Project Name	CDBG Funds	Funds Expended Q1	Funds Expended Q2	Funds Expended Q3	Funds Expended Q4	Accomplishments Q4
Boys & Girls Club of Monterey County: Seaside Clubhouse Improvements	$21,000	$0	$0	$0	$21,000.00	Project completed including purchase of skylights.
Community Human Services; Genesis House Facility Improvement	$30,000	$0	$1663.75	$0	$16,482.75	Project is under construction. $18,146.50 has been spent to date. The new kitchen is expected to be completed by fall.
Library ADA Improvements	$77,722	$0	$0	$0	$27632.00	Project has completed environmental review complete and bid. The construction won't begin until the library's winter break. $27,632 has been spent to date.
Total	**$128,722**	**$0**	**$1663.75**	**$0**	**$64,777.75**	

City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2016 - 2017

Agency Name:	Community Partnership for Youth
Preparer's Name and Phone Number:	Shari Hastey
Contract Amount:	$16,177
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	0
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	0
Number Total Persons Assisted.	558 in Seaside

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

CPY's objective is to directly address the problems of violence and gang activity, by competently seeking to reduce the less than optimum conditions in a child's home and social environment by giving children the tools they need to rise above those conditions and succeed. CPY offers a positive alternative to children that so desperately need one. Gangs can promote inclusion by offering mentorship and a place to belong; CPY directly competes and succeeds by offering to children the genuine attributes of mentorship, confidence building, self-esteem, and positive "family" systems. As the founding members of CPY so long ago knew, empowerment of the county's most vulnerable population, the at-risk youth, is critical to our community's strength. Students learn to internalize the CPY Standards, and are provided homework and reading assistance. They develop critical one on one mentor and peer to peer relationships. They practice and model behaviors that lead to success.

High School young people who do not have a voice – gain confidence and discover that they are needed and wanted, through their interaction with younger students.

Students who have tragic circumstances such as abuse or parents/family members in jail or prison – are discovering that - it is not what life gives you it is what you do with it. Several of our young leaders have had family members dealing with addiction problems and are victims of crime. One had a brother who was shot while his friend was killed. She has struggled tremendously as the family found themselves homeless after they were evicted from their Section 8 housing. Her grades suffered but she had a safety net with CPY while going through the difficult changes.

When young people are given the opportunity to have adults who care for them through their hardships it gives them strength and they in turn can be mentors to younger students.

So often our society turns our back on young people who are challenged and do not fit into what is easy for us to understand. CPY has very high standards, however we endeavor to be with our students helping them to discovery answers to their many questions.

The importance of CPY's High school Leadership / Life Skills / Job Preparation Skills cannot be understated. The young High school leaders learn to reverse negative behaviors, as well as develop skills to succeed in life and in the working world.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – Enroll 10 high school students in the High School Leadership, Life Skills, Job Preparation Program.	Students & parents fill out a contract that says: youth needs to volunteer for a quarter/summer; maintain a 2.5 GPA, volunteer in at least 2 community events and then receive basic wage
Outcome #2 – Train high school students to serve as mentors/tutors to the younger children.	Students receive on the job training as well as a 2 day training in June. Opportunity for life skills and other skills are offered all year long. They are encouraged to give back by volunteering in the community.
Outcome #3 – Mentor Tutor placement for the high school students who went through CPY mentor/tutor training.	Once all requirements are met, students receive their first paycheck at basic wage. ($10.50 an hour)

Outcome #4 – Maximize collaboration with other local community public service agencies.	CPY is blessed to have many partner-ships.
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – Document the number of students who completed the program.	CPY had 31 high school students enrolled this year. 7 dropped due to grades, sports or other activities. 5 only worked the Summer Intersession. 19 completed the program.
Measure #2 – Document the number of students trained to become a tutor and document the number of students who received the benefit of a tutor. Document the types of benefit received.	All are trained as mentor/tutors. All are given the opportunity to give back to the community in a variety of events. This has been a year of personal growth for our young leaders. Some have "found their voice"; are more consistent; have improved their grades; take responsibility for their actions; and are learning how to be successful in a job situation.
Measure #3 – Document the number of high school students who are now on the payroll of CPY. For high school seniors document what their next step is after high school, i.e. college, jobs, vocational training, etc.	16 high school students have been on payroll this year. 9 students graduated in June and all are planning on furthering their education. 1 young lady graduated in the top 10 of her class.
Measure #4 – Document referral program and or collaboration efforts with community agencies.	Our high school mentors were able to go backpacking with MEarth, learn leadership through surfing with The Wahine Project, as well as partake in volunteering at the Big Sur International Marathon and other community events.
Description of Outreach Efforts to Residents by Census Tracts	We work in Title 1 Schools that service the census tracts.

Description of Successes in Program Delivery	Students are learning to take responsibility for their actions, increasing in their self-esteem and learning job skills as well as life skills. Several high school students have been recognized by United Way, Big Sur Marathon and Rotary for their volunteer work in the community. Many have maintained and improved in their academic standing. 9 high school graduates have enrolled in college for the Fall.

Signature of Executive Director:
Shari Hastey, Executive Director:

Date Submitted: August 2, 2017

City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2016-2017

Agency Name:	Girls Incorporated of the Central Coast
Preparer's Name and Phone Number:	Patricia Fernandez-Torres 831-772-0882
Contract Amount:	$9,177
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	0
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	0
Number Total Persons Assisted.	61

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

We served 61 girls ages 9-18 across three school sites in Seaside: Seaside High School, Seaside Middle School, and Ord Terrace Elementary School. We trained and employed two Youth Leaders to participate in our Youth Leader Internship Program. We also trained and worked with two adult volunteer Mentors who helped implement and facilitate the ECHO Leadership program alongside our Youth Leaders.

ECHO Leadership program:

- In August, we implemented the ECHO program at Seaside High School.
- The participants met once every other week in the evenings from August through May.
- ECHO program participants took part in 15 interactive workshops covering a wide range of topics, such as: goal setting, celebrating their cultures and families, honoring the women who inspire them, basic health care, healthy relationships, requirements for college, nutrition, public speaking, civic engagement, career readiness, and resume writing. They also participated in two field trips in which they had the opportunity to visit at least three Colleges and the State Capitol in Sacramento.

ECHO participants:

- Learned basic information about women's health and anatomy, contraception, HIV and other STI's
- Developed goal setting, decision-making and leadership skills
- Obtained job interviewing skills and practiced filling out applications for jobs, college and

financial aid
- 69% of participants visited at least 3 college campuses
- 73% of participants attended a workshop on *Planning for Higher Education* in which they received information on college requirements
- 75% of participants reported increased knowledge of the legislative process
- 75% of participants reported increased self-confidence to voice concerns to Legislators

Will Power/Won't Power:
- In September, we implemented the Will Power/Won't Power at Seaside Middle School
- The participants met once a week after school from September to November
- The girls participated in eight interactive, two-hour sessions that included the following information: how to manage different types of relationships, reproductive health and values, the effects of media messages, bullying, resisting negative peer pressure, and avoiding risky situations. This year we revised our curriculum and included a session on "Dreams and Goals" in which girls learned the differences between dreams and goals and the steps it takes to achieve them. Girls also had the opportunity to create dream collages to keep them motivated as they continue to strive toward success in their lives. In addition, we added a new session on voting that illustrated the importance of voting and the struggle different groups of people have gone through to gain the right to vote. The session was facilitated as a mock election in which girls voted on candidates and propositions from the 2016 U.S. elections. The girls were also encouraged to take home information to their parents and discuss what they had learned.

Will Power/Won't Power participants learned about:
- Relationships and how to be assertive in refusing things that are not good for them
- Their body parts and how their reproductive organs work
- Values and their importance
- Resisting pressure from the media and other sources
- Risky behavior and how to make decisions for themselves
- Positive body image and self-esteem
- Sisterhood and how to support each other

Friendly PEERsuasion 1st phase:
- In December, we implemented the 1st phase of the Friendly PEERsuasion Program at Seaside Middle School
- During Phase 1 of the program, the girls participated in 12 weekly sessions after school from December through March. Topics included: communication, stress management, teambuilding & bullying, resisting negative peer & media pressure, tobacco & alcohol awareness, practicing leadership skills and communication, and setting goals for their future. The last three sessions consisted of the 6th graders (PEERsuaders) preparing for Phase 2 in which they would need to facilitate activities with 4th and 5th graders at Ord Terrace Elementary School. The 6th graders spent time dividing activities, preparing scripts, making agendas, and practicing their activities in teams.

Friendly PEERsuasion program participants learned:
- How to resist peer and media pressure
- How to communicate with others and how to refuse things they do not want to do
- About substance awareness and why substances are harmful to our bodies
- How to manage stress in healthy ways
- How to be leaders and facilitate a variety of activities to their younger peers

Friendly PEERsuasion 2nd phase:

- In April, we implemented the 2nd phase of the Friendly PEERsuasion program at Ord Terrace Elementary School.
- During Phase 2, the PEERsuaders had the opportunity to demonstrate what they had learned during Phase 1. With the support of Youth Leaders, the PEERsuaders facilitated six weekly sessions after school. Topics included: the importance of communication, stress management, bullying, tobacco and alcohol awareness, and peer & media pressure.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – Provide developmentally appropriate workshops and learning experiences	**ECHO**, consisting of 15 modules and two field trips, was offered at Seaside High School, from 8/16-5/17, serving 12 girls. **Will Power/Won't Power**, consisting of eight sessions, was offered at Seaside Middle School from 9/16-11/16, serving 13 girls. **Friendly PEERsuasion**, a 2-phase program, was offered at Seaside Middle School and Ord Terrace Elementary School, serving 17 6th graders (12 workshops) and 19 4th and 5th graders (6 workshops) from 12/16-5/17
Outcome #2 – Training for facilitation skills, program planning, participant recruiting, youth-adult partnerships, and public speaking	Programs were facilitated by **Youth Leaders,** who received training in July 2016 for ECHO, and later in July for Will Power/Won't Power. They received further training for Friendly PEERsuasion in November 2016, which also included instruction on how to mentor the 6th graders to be facilitators of Phase 2 of the program.
Outcome #3 – Emphasize the value of staying in school	Girls across all three programs attended workshops on goal-setting and decision-making, and were provided with the skills needed to navigate all levels of their academic journey. Additionally, girls in the **ECHO** program learned to plan for higher education, to fill out college and job applications, and about UC/CSU admission requirements. They visited three college campuses to view college life, talk to current students, and learn about college majors.
Outcome #4	*(Narrative)*

Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – ECHO: 60-70% will visit at least 2 college campuses 60-70% will attend a workshop on Planning for Higher Education 70-74% will report increased knowledge of the legislative process 70-76% will report increased self-confidence to voice concerns to legislators	*Actual Results* 69% visited at least 3 college campuses 73%% attended the Planning for Higher Education workshop 75% reported increased knowledge of the legislative process 75% reported increased self-confidence in voicing concerns to legislators
Measure #2 – Youth Leaders 90% will increase confidence in public speaking skills 98% will participate in CPR and Child Abuse Reporting training 97% will plan each session, contact guest speakers, attend monthly meetings, communicate with participants, and co-facilitate ECHO with mentors 90-100% who are seniors will apply to college	*Actual Results* 93% report increased confidence in public speaking skills 100% participated in CPR and Child Abuse Reporting training 95% planned each session, contacted guest speakers, attended monthly meetings, communicated with participants and co-facilitated ECHO with adult mentors We didn't have any seniors this year
Measure #3 – Will Power/Won't Power 60-70% will learn about their body parts and how our reproductive organs work 70% will learn about values and how important it is to have them 70% will learn about media pressure and how to resist negative pressures	*Actual Results* 88% learned about health, hygiene and reproductive health 75% learned about the importance of having values 89% (averaged) reported that they learned about pressures to have intercourse, felt more confident saying "no" to pressure to have sex, and felt they could resist pressure to do things they didn't want to do
Measure #4 – Friendly PEERsuasion *65-75% of middle school girls will:* Learn about peer and media pressures Learn how to communicate with others Learn refusal skills Learn how to be leaders and facilitate activities Learn about substance awareness and harmful substances How to manage stress	*Actual Results* 64-80% reported: 78% learned how to communicate more effectively 68% reported that they felt more confident with public speaking 66% reported that their facilitation skills had improved 69% reported that they felt more confident expressing their opinions 88% said they had the ability to make good choices for themselves
Description of Outreach Efforts to Residents by Census Tracts	ECHO participants were recruited from Seaside High School sophomores & juniors. All girls were eligible to apply. Youth Leaders were recruited from the previous year's ECHO graduates at Seaside High.

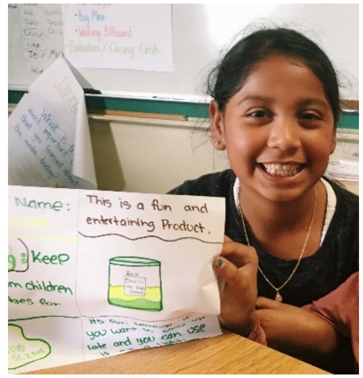
	Will Power/Won't Power participants were recruited from 8th graders at Seaside Middle School. All girls were eligible to participate. Friendly PEERsuation (phase 1) participants were recruited from 6th graders at Seaside Middle School. All girls were eligible to participate. Friendly PEERsuasion (phase 2) participants were recruited from 4th and 5th graders at Ord Terrace Elementary School. All girls were eligible to participate.
Description of Successes in Program Delivery	All programs were successfully delivered at their respective school sites. This year, we had a difficult time recruiting participants due to a lack of support from certain school sites. Faculty support plays a significant role in the success of our outreach at school sites. Therefore, we hope to mediate this issue in future years by giving presentations to school faculty prior to conducting recruitment in order to create better understanding among faculty about our programs and gain their support. Additionally, it would be of great benefit to our outreach efforts if we had the opportunity to meet directly with students in order to properly explain our program at certain school sites. Participants who began the program but eventually dropped listed the following as reasons for dropping: conflicts with other activities or sports they were involved in, obtaining a recent job, family issues, and/or taking care of siblings at home while parents work.

Signature of Executive Director: *Patty Fernandez-Torres*

Printed Name of Executive Director: Patty Fernandez-Torres

Date Submitted: July 6, 2017

Girls Inc. of the Central Coast
Seaside



City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2016 - 2017

Agency Name:	Legal Services for Seniors
Preparer's Name and Phone Number:	Kellie D. Morgantini, ED, 831-899-0492
Contract Amount:	$16,177
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	6
Number Seniors Assisted:	314 (direct service); 66 seminar attendees
Number of Single Female Head of Household Assisted:	187
Number Total Persons Assisted.	314 (direct service); 66 seminar attendees

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.
Legal Services for Seniors (LSS) used CDBG funds to help provide no-cost legal services up to and including court representation to 314 Seaside residents age 60 and above, helping to meet the HUD objective of creating a suitable living environment for Seaside seniors, exceeding our performance goal by almost 75 percent. We worked to resolve legal challenges for seniors in crisis with services ranging from simple legal advice, brief consultations, and full legal representation in six main areas: physical abuse, financial abuse, housing, benefits/income, health care/insurance/wills, and probate law. Our permanent Seaside office on Hilby St. is open 9am-5pm to accommodate walk-in clients, and the site is handicapped accessible via public transportation. We presented three seminars in Seaside for 66 seniors, veterans, caregivers and professionals in 2016-17 highlighting ways the community can prevent seniors from being targeted by dishonest individuals. All our programs were provided at no cost for participants.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – *(Write in Outcome)* Provide legal services to seniors who reside in Seaside	*(Narrative)* Between July 1, 2016 and June 30, 2017, LSS services helped 314 Seaside seniors exceeding our 2016-17 goal by 75 percent.

Outcome #2 – *(Write in Outcome)* Prevent seniors from being targeted by dishonest individuals	*(Narrative)* 2.1% of cases countywide involved senior abuse or neglect; 5% of cases involved financial abuse; and 20% involved housing. 100% of clients received an appropriate legal outcome.
Outcome #3 – *(Write in Outcome)* *Help enable seniors to live independently by providing legal services at no cost*	*(Narrative)* All services in Seaside (314 cases) and countywide (2,264 cases) were provided at no cost enabling seniors to live independently. We estimate our clients were able to recoup more than $900,000 they were due in benefits and settlements in 2016-17.

Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – *(Write in Measure)* Document all CDBG funded cases and services rendered.	*(Narrative)* LSS maintains its confidential client data in a secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data. Clients are tracked by age, gender, ethnicity, race, city of residence, financial information and other statistical data, as well as the number of seniors we serve in a 12-month period, type of legal issue for each case, number of office visits to our outreach sites, number of hours of legal services to estimate how much money the client saved, the number of elder abuse prevention/caregiver legal assistance sessions conducted and the number of attendees.
Measure #2 – *(Write in Measure)* Document all CDBG funded cases and services rendered.	*(Narrative)* See above.
Measure #3 – *(Write in Measure)* Document all CDBG funded cases and services rendered.	*(Narrative)* See above.
Description of Outreach Efforts to Residents by Census Tracts	Legal Services for Seniors reaches out with public notices & presentations to all seniors in the City of Seaside.
Description of Successes in Program Delivery	Between July 1, 2016 and June 30, 2017, LSS services helped 314 Seaside seniors exceeding our 2016-17 goal by 75 percent.

Signature of Executive Director:

Printed Name of Executive Director: Kellie D. Morgantini

Date Submitted: July 14, 2017

City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2015 - 2016

Agency Name:	**The Salvation Army Monterey Peninsula Corps**
Preparer's Name and Phone Number:	**Jenifer Miller, Director 831-899-1335 ext. 2713**
Contract Amount:	$15,177
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	1
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	30
Number Total Persons Assisted.	115

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.
The programs funded include one 90-day emergency program and one 6-24 month transitional housing program, designed to help homeless families transition into permanent housing. These programs provide residential and educational services to families who are committed to improving their lifestyle, such as intensive case management and workshops focused on financial management, tenant landlord education, employment acquisition skills, work ethics, and more. The ultimate objectives for each program is to break the cycle of homelessness and reduce the number of homeless individuals in the community, and to build important life-skills through intensive one-on-one case management and group workshops.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

Outcome #1 – Reduce the number of unsheltered individuals through significant and planned intervention by case management and wrap around services.	Within the funding year, our programs were able to serve an increased number of individuals, providing safe housing and shelter for their families. All participants of our shelter program received intensive weekly case management focused on crisis management, securing employment, and establishing housing. For the participants in the Transitional Housing program, they received bi-weekly case management services focused on an individual service plan outlining their goals and priorities. All program participants engage in monthly skill-building workshops focused on such topics as financial management tenant/landlord education, and family management. As participants graduate from the programs, they continue to receive follow up case management services for 6 months and beyond.
Outcome #2 – Counseling services while sheltered enables clients to concentrate on creating budgets, gaining employment and increasing savings.	Based on each family's case plan, participants' case management includes: weekly tracking of expenses, the creation of a monthly household budget, and the creation of savings goals. Participants regularly turn in monthly budgets as well as copies of paystubs and savings account balances to monitor and track their progress. Case management services focused on gaining or increasing employment include: creation of resume and cover letter, assistance with on-line job searches, and mock interview prep.
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – Provide a safe environment including fully furnished apartments and access to a Community Center. Intensive counseling service and data collection for feedback from	*-Number of participants served: 115* *-Number of individual bed nights in stable program housing: 14,552* *-Number of case management sessions: 491*

clients.	*-Number of workshops and house meetings:36*
Measure #2 – Monitoring of clients' income throughout the program and after completion.	*-Number of families who saved +$500: 24* *-Number of families who increased or maintained income: 29* *-Number of alumni families who exited and maintained stable income: 18*
Description of Outreach Efforts to Residents by Census Tracts	
Description of Successes in Program Delivery	*See attached success stories

Note: The objectives and measurements detailed in the HUD Performance Measurement section of Attachment A are incorrect and are not addressed by our programs. This was an unfortunate oversight. The correct objectives and measurements can be found in the Program Outcomes and Measurements section of Attachment A.

Signature of Executive Director: Jennifer Swain

Printed Name of Executive Director: JENNIFER SWAIN

Date Submitted: July 11, 2017

Casa de Las Palmas Success Story

A single mother of three small children had a successful early exit from the Casa de Las Palmas Transition Housing program in June. After leaving a domestically violent relationship after years of housing instability and termination from shelter, this young mom entered our program. Her individual case plan focused on creating goals and priorities for her family that included maximizing employment, creating savings, building her credit, and creating emotional stability for her children.

After years of abuse, this woman's confidence and self-esteem had been significantly affected. At the time of intake, this mom was working but had just enough money to pay the program deposit and almost no credit history. Additionally, she had a vehicle with headlights that did not work. She found herself racing the clock each night after work trying to pick up her kids from childcare and get home safely. In bi-weekly case management, she focused intensively on budgeting and building her financial management skills in the hopes of being able to purchase a safer vehicle for her family. She tracked weekly expenses, created projected monthly budgets with savings goals, and monitored her growing savings account balance. Within several months this dream became a reality and her belief in herself and in her ability to achieve her goals blossomed.

While this participant did experience some challenges to employment during her time in the program, at the time of her exit she was working steadily. Throughout it all, she did not waiver in her focus on savings. This perseverance is what enabled her to save not only money for her deposit and first month's rent for an apartment, but also to save an emergency fund of $5,000. She actively participated in case management, readily accepting new information, resources and tools. Upon the advice and encouragement of her case manager, she created a tenant resume that ultimately secured her housing as the landlord was so impressed with her initiative. In fact, she convinced the landlord to accept a housing voucher which he had never accepted before! This was quite a feat considering the challenging housing market in our community.

With much pride and confidence, this family was able to make an early successful transition from the program. This mother has maintained employment stability and continues to focus on savings. She continues to participate in follow up case management services where she receives ongoing financial management support and has created an adjusted household budget accounting for her increased household expenses now that she is independent. In addition, she has stayed connected and engaged in our family events and activities such as Family Night and BBQs.

It was a great joy to watch this family's growth and success within the program and we are privileged to have the opportunity to stay connected through after care. It is our great hope in the Housing Department that all families will enjoy this level of success and this family continues to inspire us in our work.

Frederiksen House Success Story

Jane and John and their son entered the Frederiksen House Program after a period of homelessness. The family had relocated from the Phoenix area when John was offered employment in the Monterey County. Upon arriving, they discovered that the offer was no longer available. Jane and John found themselves both unemployed and their only financial support was from Cash Aid. It was at that point that the family found themselves living in their vehicle.

The family accessed services from the Good Samaritan Center, where they were able to use the shower, receive a hot meal, and use the mail services. It was there that they received information about local housing services and were referred to the Housing Department. The family applied and entered the Frederiksen House Program soon after. Shortly after entering, both adults were able to find temporary employment which then lead to permanent employment with a significant wage increase. The family participated in intensive weekly case management sessions, where they created an individual service plan outlining their goals. Wrap around services for the program also included monthly workshops and house meetings with additional life-skill building.

With hard work and focus on budget, the family reached their savings goal of $2000. In addition, they were able to pay off small overdue account balances and create payment plan arrangements for larger outstanding debts. These efforts along with paying their bills on-time each month, resulted in the family seeing an increase in their credit score.

In preparation for their transition out of the program, the family was referred to other local agencies for move in assistance. As a result, the family was able to successfully transition out of the Frederiksen House before their 90 days and were able to secure permanent housing in the Monterey Peninsula. After their exit from the program, the family continues to follow up with Housing staff and is engaged in Salvation Army social activities. The family is no longer receiving Cash Aid, has maintained employment, and remains permanently housed.

City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2015 - 2016

Agency Name:	The Village Project, Inc.
Preparer's Name and Phone Number:	Mel Mason, (831) 392-1500
Contract Amount:	$13,177.00
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	0
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	16
Number Total Persons Assisted.	45

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.
The project for which funding was approved is The Village Project, Inc.'s Mae C. Johnson Education and Cultural Enrichment Program, commonly known as the Afterschool Academy. This Academy just completed its seventh year as a program. It provides tutoring and other learning activities and strategies as well as counseling to meet the social and emotional developmental needs of students grades 1-12, many of whom have been classified as at-risk or high risk.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – *(Write in Outcome)* Reduce the number of children at high risk for failure and possible involvement In the Juvenile Justice System by improving academically.	*(Narrative)* *There were no failures this school year. There were 15 students who came into the program who had numerous F's and D's. These same students had at least*

	one suspension the previous year and others had multiple suspensions. There were two suspensions by two different students the first semester. There were no suspensions in the Spring Semester. No student received an F. Two students received one D+ a piece. All students received grades ranging in a mix from C+'s to A-'s. No students were arrested for any crimes and there were no involvements by any students in the Juvenile Justice System.
Outcome #2 – *(Write in Outcome)* Reduce suspensions by developing pride in themselves and creating a culture of excellence.	*(Narrative)* As mentioned above, suspensions were greatly reduced and no students had failing grades. A former Stanford Professor and Seaside native, Dr. Grace Carroll, helped develop and lead a program called "Read Loud, Read Proud" that inspired students in lower grades to enjoy reading. Older students were enlisted to be teacher aides and readers to younger children. As a result of this program and other program components, students began taking pride in their scholastic achievements, which resulted in a number of students receiving A's and B's for the first time.
Outcome #3 – *(Write in Outcome)*	*(Narrative)*
Outcome #4	*(Narrative)*

Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

Measure #1 – *(Write in Measure)* Measure used was student progress reports	*(Narrative)* These reports were used weekly and sometimes daily depending on the difficulties students were having academically and behaviorally.

Agency Name: ______________________

Measure #2 – *(Write in Measure)* Measures used were reports from teachers, self reports from students, reports from parents and report cards.	*(Narrative)* The frequency of the gathering of these reports varied per student and the level of difficulties they were experiencing.
Measure #3 – *(Write in Measure)*	*(Narrative)*
Measure #4 – *(Write in Measure)*	*(Narrative)*
Description of Outreach Efforts to Residents by Census Tracts	As we perennially do, we carried out outreach to residents and schools in all of the City's Census tracts through community meetings, parents gatherings, meetings of parents in our Afterschool Academy's Parents Advisory council which is made up of parents from throughout the Seaside community, churches and civic groups.
Description of Successes in Program Delivery	In the seven years of the existence of our Afterschool Academy, the reputation of excellence of the Academy has resulted in a long backlog of referrals of students for our program. This backlog far exceeds our staffing capacity to bring them into the Academy. This is a testament to the success students and parents have experienced in this program.

Signature of Executive Director: Melvin T. Mason, LCSW
Printed Name of Executive Director: MELVIN T. MASON

Date Submitted: July 31, 2017

CITY OF SEASIDE
STAFF REPORT

Item No.: 5.B.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 16, 2017

SUBJECT: **Update on HUD processing/approval of 2017-2018 Annual Action Plan**

PURPOSE

The purpose of this item is to update the CDAC on the status of the Annual Action Plan for 2017-2018

RECOMMENDATION

It is recommended that the CDAC receive the report.

BACKGROUND

The 2017-2018 Annual Action Plan for the City of Seaside was submitted to HUD for approval on June 28, well in advance of the revised August deadline.

The San Francisco Field Office of HUD recommended several minor clerical revisions to the plan, but most importantly advised the staff liaison that the unexpected Program Income received during May 2017 was not eligible for inclusion into the formula for calculating CDBG administrative costs for the following year and as a result, the recalculation would increase the amount of funding available for the three capital projects and would need to be adjusted equally per the contingency language approved by the City Council on June 15. The Public Service subrecipients did not require any additional adjustment from what was submitted to HUD.

The recommended adjustments were made into the Integrated Disbursement and Information System (IDIS) for HUD's approval on August 9.

The SF-424 and certifications signed by the City Manager did not need to be re-submitted as the total dollar amount available did not change, only the distribution.

FISCAL IMPACT

This information does not impact the overall CDBG program budget, line items will need adjustment.

ATTACHMENTS

1.
2.

CITY OF SEASIDE
STAFF REPORT

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 16, 2017

SUBJECT: **Preview of the 2016-2017 Consolidated Annual Performance and Evaluation Report (CAPER)**

PURPOSE

The purpose of this item is to update the CDAC on the progress of the CAPER.

RECOMMENDATION

It is recommended that the CDAC receive the report and provide direction, if necessary.

BACKGROUND

Each year, every CDBG grant recipient must file a Consolidated Annual Performance and Evaluation Report to the US Department of Housing and Urban Development (HUD) about the previous fiscal year.

Reports must follow HUD's format as specified in the Integrated Disbursement and Information System (IDIS) and have a 15 day Public Comment Period, a Public Hearing before City Council prior to submittal to HUD before September 30.

The publication of the notice of CAPER publication and the Annual Planning Notice will appear on the August 31 edition of the Monterey County Weekly.

The public comment period will begin September 6 and conclude on September 21 with the Public Hearing.

FISCAL IMPACT

There is no fiscal impact to the general fund associated with this item.

ATTACHMENTS

1.
2.

CITY OF SEASIDE
STAFF REPORT

Item No.: 6.B.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 16, 2017

SUBJECT: **Update on Affirmatively Furthering Fair Housing activities**

PURPOSE

The purpose of this item is to update the CDAC on the progress of the HUD mandated Affirmatively Furthering Fair Housing activities.

RECOMMENDATION

It is recommended that the CDAC receive the report.

BACKGROUND

The City of Seaside is participating in a regional Assessment of Fair Housing project as mandated by HUD. The assessment must be completed prior to start the next Consolidated Plan and will be coordinated by Monterey County, The Cities of Salinas, Seaside and Monterey and the Housing Authority of Monterey County as recipients of HUD funding. The City of Salinas is the lead agency for this project.

The City of Salinas issued an RFP for a consultant for this project and a total of six proposals were received by the August 7 deadline and are posted on the City of Salinas website at

https://www.cityofsalinas.org/our-city-services/community-development/housing-and-community-development-division/rfps-public-notices

Staff from the participating agencies are planning to meet later this month to go over the RFPs together and determine next steps.

FISCAL IMPACT

There is no fiscal impact to the City's general fund as a result of this activity. The City's participation in this project is budgeted within the CDBG administrative budget.

ATTACHMENTS

1.
2.

CITY OF SEASIDE
STAFF REPORT

Item No.: 6.D.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 16, 2017

SUBJECT: **Distribution of Boards & Commissions handbooks to CDAC members**

PURPOSE

The purpose of this item is for the CDAC to receive the new Boards and Commissions handbook approved by the City Council

RECOMMENDATION

It is recommended that the CDAC receive the handbooks.

BACKGROUND

The City of Seaside has many different Boards and Commissions. The City Council has approved a handbook for distribution for all members to clarify duties and expectations by the City Council for the appointed members.

The handbook was prepared by the City Clerk. Should you have questions regarding the handbook or expectations of your duties as part of the CDAC, please contact Lesley Milton at lmilton@ci.seaside.ca.us

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1.
2.

CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2017- – June 2018

July CDAC Meeting Orientation Presentation Elect Officers Status of AAP	**July 19,2017**
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
AAP Due to HUD with appropriate attachments/certifications	August 15, 2017
Funding Approval Document received and contract documents to sub recipients	August-upon HUD approval of AAP
August CDAC Meeting - CAPER preview - Discuss 2016-2017 CDBG Subrecipient Monitoring Schedule - Fourth Quarter (Apr-Jun) and Annual Program Reports	**August 16, 2017**
Annual Planning Notice & Notice of CAPER Publication - notice of community workshop	August 31 2017
Draft CAPER publication (15 day comment)	September 6, 2017
September CDAC Meeting and Community Workshop - Annual Community Needs Assessment Workshop - There WILL be a FULL application process this year	**September 20, 2017**
City Council public hearing CAPER	September 21, 2017
CAPER due to HUD	September 30, 2017
October CDAC Meeting - Annual Priority Needs - Update of Affirmatively Furthering Fair Housing/Countywide Collaboration efforts	**October 18, 2017**
City Council - informational item to present the needs identified at the September workshop and discuss the annual process/two year cycle (this may be optional)	November 2, 2017
November CDAC Meeting/MANDATORY PROPOSAL WORKSHOP Also: First Quarter Program Report (Jul-Sep) Follow up to public service monitoring	**November 15, 2017**
December CDAC Meeting (if needed)	**December 20, 2017**
PROPOSALS DUE FOR 2018-2020 Public Service and City/Subrecipient Projects	**January 12, 2018 at 5PM**
January CDAC Meeting - Discuss mid-year re-allocation (if needed) - Distribute Proposals	**January 17, 2018**
February CDAC Meeting Second Quarter Program Report (October-December) Review of ranking of applications for 2018-2020	**February 21, 2018**
Administrative draft Annual Action Plan to CDAC	March 16, 2018
March CDAC Meeting Review AAP and recommend to start Public Comment Period/City Council approval process	**March 21, 2018**
Advertisement to run for Annual Action Plan/Public Hearing for AAP	April 6, 2018,
April CDAC Meeting (likely to be cancelled)	**April 18, 2018**
City Council - present CDAC recommendations for annual Action Plan	April 19, 2018

City Council – public hearing - adopt annual Action Plan	May 3, 2018
Action Plan Due to HUD	May 15, 2018
May CDAC Meeting - 3rd Quarter sub recipient reports - Update on CDBG program/AFH	**May 16, 2018**
June CDAC Meeting (if needed) - Elections	**June 20, 2018**
Conditional notice of awards to Subrecipients	*TBD*