



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, March 21, 2018
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1. **ROLL CALL**

Sue Hawthorne, Chair
Clementine Bonner-Klein, Vice Chair
John Francis
Rebecca Pieken
Nelson "Zeke" Rivera

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES**

A. **FEBRUARY 21, 2018**

4. **DISCUSSION OF COMMITTEE AND DECISION-MAKING PROTOCOLS**

A. **DISCUSSION WITH THE CITY ATTORNEY REGARDING CDAC
COMMITTEE PARTICIPATION AND DECISION MAKING PROTOCOLS,
INCLUDING (BUT NOT LIMITED TO) BROWN ACT, ROBERT'S RULES OF
ORDER, AND ETHICS, PRIMARILY RELATED TO THE CDAC'S
RECOMMENDATIONS TO CITY COUNCIL REGARDING CDBG FUNDING**

PURPOSE & RECOMMENDATION:

The City Attorney (or his designee) will discuss CDAC board participation and decision-making protocols, Brown Act, Robert's Rules, and ethics, as these topics relate to CDAC making the CDBG allocation recommendation to Council. This discussion will help foster greater awareness among both new and long-time CDAC board members. Questions for the City Attorney by CDAC are encouraged.

5. **OLD BUSINESS**

A. CONSIDER PUBLIC SERVICE APPLICATIONS FOR RECOMMENDATION TO THE SEASIDE CITY COUNCIL FOR 2018-2020 CDBG FUNDING CYCLE

PURPOSE & RECOMMENDATION: The purpose of this item is for the CDAC to continue the review the public service applications for City of Seaside CDBG subrecipient funding for the 2018-2020 cycle.

6. NEW BUSINESS

A. REVIEW A DRAFT ANNUAL WORK PLAN FOR THE CDAC. AS REQUIRED BY THE SEASIDE CITY COUNCIL, ALL BOARDS AND COMMISSIONS MUST COMPLETE A WORK PLAN AND SUBMIT TO THE CITY CLERK BY APRIL 1 OF EACH YEAR.

PURPOSE & RECOMMENDATION: The purpose of this item is to review the draft Seaside City Council mandated Annual Work Plan. An approved Annual Work Plan must be submitted to the City Clerk by April 1.

B. REVIEW DRAFT ANNUAL ACTION PLAN AND MAKE RECOMMENDATIONS AS NEEDED

PURPOSE & RECOMMENDATION: The purpose of this item is to review the HUD-mandated draft Annual Action Plan. The draft is also available for viewing at [the CDAC page on the City of Seaside website](#)

7. REVIEW LONG RANGE CALENDAR

A. REVIEW THE CDAC LONG RANGE CALENDAR AND MAKE ADJUSTMENTS IF NEEDED

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:

April 18, 2018

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://cyp.telvue.com/player?id=T01629&video=52314&noplaylists=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.

**AMENDED
DRAFT
MINUTES**

CITY OF SEASIDE
COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE

REGULAR MEETING
OLDEMAYER CENTER
Wednesday, February 21, 2018
6:30 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Meeting was called to order at 6:30 PM.

1. ROLL CALL

PRESENT: Francis, Bonner-Klein, Rivera, Pieken, Hawthorne
ABSENT: None

A. WELCOME NEW CDAC MEMBER NELSON (ZEKE) RIVERA

3. APPROVAL OF MINUTES

Committee Member Bonner-Klein requested a correction on the January 17th minutes to retile Committee Members as panelists.

On motion by Committee Member Bonner-Klein, seconded by Committee Member Pieken and passed with the following vote the Committee approved the minutes as amended.

RESULT:	Approved
MOVER:	Committee Member John Francis
SECONDER:	Committee Member Rebecca Pieken
AYES:	John Francis, Clementine Bonner-Klein, Sue Hawthorne, Rebecca Pieken
NOES:	None
ABSENT:	None

A. APPROVAL OF REGULAR MEETING MINUTES NOVEMBER 15, 2017

Action: Approved

B. APPROVAL OF REGULAR MEETING MINUTES FROM JANUARY 17, 2018

Action: Approved

2. PUBLIC COMMENT

Public comment was opened and there were no requests to speak.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

A. RECEIVE AN UPDATE ON THE STATUS OF THE CDBG PROGRAM AND DIRECTION FROM HUD REGARDING THE UPCOMING ANNUAL ACTION PLAN.

Ms. Mikesell reported on the recent communications from HUD regarding guidance on submitting

FY 18 Consolidated Plans and Annual Action Plans. She reported to the Committee that the grantee allocation amounts still have not been appropriated. HUD still directed Committees to continue with public participation as long as the plan includes contingency provision language which explains how the proposed plan will be adjusted to match the actual allocation amount, once they are known. The Annual Action plan must be submitted by August 16th. She also noted that the memo indicated that the HUD funding is eliminated in the proposed Federal budget at this time. Ms. Mikesell answered questions from the Committee.

B. DISTRIBUTE THE BOARDS AND COMMISSIONS WORK PLAN TEMPLATE TO THE CDAC. AS REQUIRED BY THE SEASIDE CITY COUNCIL, ALL BOARDS AND COMMISSIONS MUST COMPLETE A WORK PLAN AND SUBMIT TO THE CITY CLERK BY APRIL 1 OF EACH YEAR.

Ms. Mikesell reminded the Committee that the required Annual Work Plan for the City is also due and must be submitted by April 1st. She believes it will be easy to pull information from the existing report and recommended staff prepare the report for Committee approval.

On motion by Committee Member Clementine Bonner-Klein and seconded by Committee Member Rebecca Pieken and passed by the following vote the Community Development Advisory Committee requested the Staff draft the annual work plan and present it to the Committee at the next meeting for approval.

RESULT:	Approved
MOVER:	Committee Member Clementine Bonner-Klein
SECONDER:	Committee Member Rebecca Pieken
AYES:	John Francis, Clementine Bonner-Klein, Sue Hawthorne, Rebecca Pieken
NOES:	None
ABSENT:	No

C. UPDATE ON THE JOINT ANALYSIS OF IMPEDIMENTS (FORMERLY AFFH) PROJECT

Staff reported that outreach efforts are currently underway for the analysis of impediments. Five agencies held a conference call and rolled out the link to the Monterey County Analysis of Fair Housing resident survey which will be available on the City's website and through social media. The survey is expected to be live for at least three months at https://www.surveymonkey.com/r/Monterey_AI. There were no questions from the Committee.

D. RECEIVE SECOND QUARTER 2017-2018 CDBG ACTIVITY REPORT

Patrice Clemons reported that the current grant recipients are all on track with their goals and the Capital Improvement Projects are all taking proper steps to get to the construction phase of thier projects, including the Seaside Library which has begun construction work. There were no questions from the Committee on the report.

E. CONSIDER PUBLIC SERVICE APPLICATIONS FOR RECOMMENDATION TO THE SEASIDE CITY COUNCIL FOR 2018-2020 CDBG FUNDING CYCLE

Ms. Mikesell explained the process for publication and consideration of the applications. She indicated there is a total of \$199,445 requested for the next fiscal year and \$147,065 for FY 2019-20. The goal of the CDAC is to start the process for determining funding recommendations to appropriate resources for allocation to community programs. It is anticipated that the funding available will be a total of \$69,450.

Ms. Mikesell further explained that the Committee can use any method for scoring recommendations as funding distribution is to be decided by the Committee she cited examples such as proposing distribution based on a priority order or an equal distribution among applicants. She

provided a list of recommendations and reiterated that currently the figures are only estimated funds and will be adjusted according to the actual allocation once it is known. She also reiterated that the program is currently recommended to be eliminated entirely from the federal budget.

Chair Hawthorne questioned the review and deliberation process noting it is different from previous years. She explained that the committee will discuss the merits and completeness of each application and make a determination if the Committee desires to recommend the application for funding.

Committee Member Bonner-Klein suggested that after her initial review, there was such a small variation in scores she recommended that the Committee base allocation decisions according to the priorities that were established during the CDAC workshop; crime prevention and youth services. Given the lack of availability to fund everything, she proposed limiting the scope to the priorities.

Committee Member Rivera questioned if incomplete applications still be deserving of receiving funding or are automatically eliminated from consideration to which the group agreed they would still consider incomplete applications.

The group discussed the interpretation of the scoring procedure and how they individually evaluated the applications. Committee Member Bonner-Klein requested to make future ranking tools look more closely related to the application for next year, for ease of evaluation.

The Committee discussions resulted in the following recommendations:

- Action Council of Monterey County on behalf of Palenke Arts – deemed complete and acceptable in merit and funding amount.
- Community Partnership for Youth – deemed complete and eligible.
- Del Monte Manor After School Program - The Committee discussed the application noting some of the costs are not eligible requests for funds and questioned if the program was a new or existing program. They also questioned alternative funding sources and expressed concern about the operations and sustainability of the program. Staff indicated that they reached out for missing information and did not receive a response prior to the meeting. The Committee decided more information was needed to proceed.
- ECHO Housing – Expands upon an existing program. The Committee expressed concern that there would be more need than the projected 35 to be served. Deemed complete and eligible.
- Food Bank Monterey County - deemed complete and eligible. Both Committee Members Rivera and Francis indicated this should be a priority.
- Girls Inc. of the Central Coast - deemed complete and eligible.
- Greater Victory Temple Afterschool Program – The Committee discussed the application and expressed concern that the program requested CDBG to provide all of the funding, but the applicant indicated they can make it work with less. The Committee requested more detailed budgets, that includes food and all expenses and also questioned if they could partner with other programs providing similar services. The Committee requested the information be provided no later than March 7th.
- Legal Services for Seniors - deemed complete and eligible.
- Meals on Wheels - deemed complete and eligible.
- The Village Project – The Committee discussed the application and questioned the program benefits and alternative funding from the applicant. On question, Mel Mason indicated they do have a waiting list, and that there are not enough afterschool programs locally. Passed as favorable.

Committee Member Bonner-Klein questioned the intent for resolution of funding to which the Committee agreed to discuss funding allocation at the next meeting. Committee Member Rivera recommended that each Member bring a ranking of their recommendations for discussion.

Chair Hawthorne invited comments from the public on any of the items discussed so far.

- Shari Hastey thanked the committee for their efforts and deliberation.
- Susan Allman from Legal Services for Seniors explained that her program is a crime prevention program which assists to avoid elder fraud, scams, or cyber security challenges and illegal landlord tenant relationships.
- A member of the public requested confirmation that because every application was deemed favorable that every application would be funded at some level but not necessarily at the applicant level
- A member of the public thanked the Committee for their service and understands the challenges. She requested clarification that the amounts mentioned, are for one year or two year funding requests.

F. CONSIDER CAPITAL PROJECT APPLICATIONS FOR RECOMMENDATION TO THE SEASIDE CITY COUNCIL FOR THE 2018-2020 CDBG FUNDING CYCLE

Ms. Mikesell reported that the capital project applications also far exceeded the expected available funding. As received, the applications totaled \$560,635 and expected availability is \$300,950. She clarified what items were eligible and ineligible from the applications received, specifically noting that the Del Monte Security application included security guards as well as equipment, but Security guard costs are not a CDBG allowable capital expense. However, the purchase of security hardware is allowable. As a result, the Del Monte Manor Security Application is partially eligible for consideration by the CDAC in the amount of \$15,000. Ms. Mikesell also noted that there was a concern regarding the application from the Veteran's Transition Center as the VTC indicated that the procurement of bids and contractors had already taken place which appeared to be in violation of CDBG rules. Staff asked for guidance from the HUD SF Field office regarding the proposal's eligibility and the response was that they not trying to circumvent the federal expense requirement. VTC representative Maria Mola confirmed that they will be providing documentation to show that they meet all Federal guidelines for funding.

Ms. Mikesell detailed the Capital Improvement Projects for consideration.

The Committee expressed concern about the Del Monte Manor Playground proposal trying to confirm that the project included prevailing wage. They also reiterated that cameras proposed by Del Monte Manor were an eligible expense. They questioned the conforming use of funds for the Seaside Micro Enterprise application to which staff explained it is eligible but is not the highest use of funds. They spoke in support about the Boys and Girls Club project, and acknowledged the City obligation to Community Human Services. Committee Member Bonner –Klein recused herself from the discussion and decision about Cutino Park bleachers.

Committee Member Francis suggested moving the VTC funding to the second year funding cycle, explaining the movement combined with the elimination of security guard for the Del Monte Manor, would allow all proposed projects to be funded.

Chair Hawthorne invited comments from the public.

- A member of the public questioned if the Seaside Engineering was in charge of both of the applicant projects.

Staff clarified that Seaside Engineering is a City department.

On motion by Committee Member Bonner-Klein and seconded by Committee Member

Francis and passed by the following vote, the Committee approved Community Human Services allocation for both years, full allocation of requested funding to the Veteran's transition center in year two and for year one approved the Boys and Girls Club application, the two Seaside Engineering projects, Seaside Micro Business Enterprise and the Security Cameras for the Del Monte Manor Project, removing security guard expenditures.

RESULT: **Approved**
MOVER: Committee Member Clementine Bonner-Klein
SECONDER: Committee Member John Francis
AYES: John Francis, Clementine Bonner-Klein, Sue Hawthorne, Rebecca Pieken
NOES: None

On motion by Committee Member Francis and seconded by Committee Member Pieken and passed by the following vote, the Committee approved the Cutino Park bleacher replacement project as part of the annual funding for year one.

RESULT: **Approved**
MOVER: Committee Member John Francis
SECONDER: Committee Member Rebecca Pieken
AYES: John Francis, , Sue Hawthorne, Rebecca Pieken
NOES: None
RECUSED: Clementine Bonner-Klein

6. REVIEW LONG RANGE CALENDAR

A. REVIEW THE CDAC LONG RANGE CALENDAR AND MAKE ADJUSTMENTS AS NECESSARY.

Ms. Mikesell reported the City Council presentation is scheduled for April 5th. No additions or comments were made to the calendar. Committee Member Francis noted he will not be present at the next meeting.

7. REPORTS FROM COMMITTEE MEMBERS

Committee Member Pieken indicated that she has resigned from the Committee effective the end of this cycle.

8. REPORTS BY STAFF

Ms. Clemons reported that staff is monitoring two of the sub recipients; The Salvation Army and Village Project and everything is going well. Ms. Mikesell reported that staff will be moving to the Seaside Creates Economic Development and Design Center at 656 Broadway by the end of the Month.

9. ADJOURNMENT

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Lesley Milton-Rerig, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 5.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: March 21, 2018

SUBJECT: **CONSIDER PUBLIC SERVICE APPLICATIONS FOR
RECOMMENDATION TO THE SEASIDE CITY COUNCIL FOR 2018-
2020 CDBG FUNDING CYCLE**

PURPOSE

The purpose of this item is for the CDAC to continue the review the public service applications for City of Seaside CDBG subrecipient funding for the 2018-2020 cycle.

RECOMMENDATION

It is recommended that the CDAC continue the review the applications and make recommendations for public service CDBG funding using their suggested caps between \$5,000 and \$15,000 to be fair to the applicants who followed the stated guidelines. The CDAC should discuss the merits of the applications and determine the best allocation of funds, bearing in mind community needs and make recommendations to the City Council using contingency provisions as recommended by HUD.

BACKGROUND

This is a continuation of the process started during the February CDAC meeting. Additional information was requested from Del Monte Manor and the Greater Victory Temple and was posted on the CDAC page on the City website as they were received.

<https://www.ci.seaside.ca.us/160/Community-Development-Advisory-Committee>

During this meeting, the CDAC should determine which applications to forward to City Council for recommendation for CDBG funding as well as the funding level for each recommendation to be included in the Annual Action Plan.

HUD has not yet announced the entitlement grant for Seaside for the next fiscal year. The estimated amount for planning purposes that will be allowed for Public Services funding is \$69,450.

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. e

- 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

- A plan could list its proposed activities in priority order and indicate that an 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, an activity will not be funded.

A summary of the dollar amounts all the Public Service applications is attached for your reference. Included with the summary is a scenario where amounts requests are capped at the CDAC recommended \$15,000 and proportionally distributed between all applicants. This scenario is not necessarily recommended as some of the recommendations would fall beneath the \$5,000 CDAC suggested minimum, it is merely to illustrate options available.

The CDAC may recommend these or other comparable provisions singly or in any combination to meet its needs.

CDAC is an advisory committee and makes recommendations to the City Council regarding allocations of CDBG funding (which is ultimately granted by the Federal Government through the US department of Housing and Urban Development-HUD). The CDAC is not obligated to recommend every application for funding. The City Council is not obligated to follow CDAC's recommendation.

FISCAL IMPACT

This activity is currently based on estimated funding for FY 2018-2019. Actual entitlement grantee funding for the City of Seaside has not yet been announced by HUD. The CDBG subrecipient funding recommendations are separate from the General Fund.

ATTACHMENTS

- 1.
1. Scenario with Capped PS funding

Meeting Date: March 21, 2018

Organization	2018-2019 Request	2018-2019 Capped	% of total capped	\$ of % of overage	Total capped minus overage
Action Council (Palenke)	\$ 15,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
CPY	\$ 15,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
Del Monte Manor-after school	\$ 52,380.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
ECHO	\$ 7,065.00	7,065	0.05349638	\$ 3,349.68	\$ 3,715.32
Food Bank for Monterey County	\$ 25,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
Girls Inc of Central Coast	\$ 10,000.00	10,000	0.07572029	\$ 4,741.23	\$ 5,258.77
Greater Victory Temple-Computer Pgm	\$ 30,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
Legal Services for Seniors	\$ 15,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16
Meals on Wheels of the Monterey Penir	\$ 10,000.00	10,000	0.07572029	\$ 4,741.23	\$ 5,258.77
The Village Project	\$ 20,000.00	15,000	0.11358043	\$ 7,111.84	\$ 7,888.16

Subtotal		\$ 199,445.00	132,065	\$69,450.00	Total estimated funding if all applicants are recommended
Requested difference		\$ (129,995.00)	\$ (62,615.00)		
Estimated Available for Public Services		\$ 69,450.00			



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: March 21, 2018

SUBJECT: **REVIEW A DRAFT ANNUAL WORK PLAN FOR THE CDAC. AS REQUIRED BY THE SEASIDE CITY COUNCIL, ALL BOARDS AND COMMISSIONS MUST COMPLETE A WORK PLAN AND SUBMIT TO THE CITY CLERK BY APRIL 1 OF EACH YEAR.**

PURPOSE

The purpose of this item is to review the draft Seaside City Council mandated Annual Work Plan. An approved Annual Work Plan must be submitted to the City Clerk by April 1.

RECOMMENDATION

It is recommended that the CDAC review the draft work plan, revise if necessary and approve for submission to the City Clerk.

BACKGROUND

The Seaside City Council adopted the current Boards and Commissions Handbook in July 2017.

Each Commission is required to provide an update to the City Council about its past and future activities through an Annual Work Plan. (Please note this is separate from the HUD required Annual Action Plan. That would be included as an activity within the Annual Work Plan.)

Work Plans are updated each fiscal year in accordance with a template and instructions provided by the City Clerk. The Work Plans are to be completed by each Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the Clerk will transmit the Work Plans to the City Council for approval in May.

The Work Plan must include
Cover Sheet (Page 1)
Mission Statement (Page 2)

Historical Background (Page 2)
Fiscal Year Work Plan (Page 3)
Prior Year Accomplishments (Page 4)
Ongoing Projects (Page 5)

Since the CDAC's activities are primarily directed by HUD and clearly documented in our Calendar, the Annual Work Plan for CDAC was created by Staff as recommended by CDAC and the attached draft prepared for review and approval at the March 2018 CDAC meeting as indicated on the Calendar.

FISCAL IMPACT

There is no fiscal impact regarding this item.

ATTACHMENTS

- 1.
 1. Annual Work Plan Template and Instructions
 2. Annual Work Plan-CDAC March 2018
-



ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

This is a standard template for use by Boards and Commissions in completing their annual Work Plans. Work Plans are based on a fiscal year rather than a calendar year. Work Plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the Clerk will then transmit the Work Plans to the City Council for approval in May.

Please use the following instructions when completing the Work Plan:

Cover Sheet (Page 1): This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.

Mission Statement (Page 2): This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background (Page 2): This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan (Page 3): This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments (Page 4): This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5) This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.



**Community Development Advisory Committee (CDAC)
Annual Work Plan
Looking Ahead to FY 2018-2019
July 1, 2018-June 30, 2019**

**Sue Hawthorne: Chair
Clementine Bonner-Klein: Vice Chair
John Francis
Nelson (Zeke) Rivera
Rebecca Pieken-resignation effective 3/22/18**

Mission Statement:

Community Development Advisory Committee (CDAC) - a five (5) member committee of Seaside citizens approved by the Seaside City Council who broadly represent the diversity of the community. Insofar as practical, the committee includes residents of low- and moderate--income areas.

General duties of the Community Development Advisory Committee include:

- ✚ Assist in the implementation of the Community Development Block Grant Program (CDBG) program and any modifications as determined by community assessment and HUD program requirements.
- ✚ Holding neighborhood-planning meetings to solicit community input and assess needs;
- ✚ Assist in the assessment and determination of community needs at both citywide and neighborhood levels and in the development of realistic goals and objectives to meet these needs;
- ✚ Assist in the evaluation and recommendation of proposals from community organizations requesting funding and assistance;
- ✚ Assist in the development of specific project proposals for community development in the Consolidated Plan;
- ✚ Assist in the development of goals for housing assistance by type and location and make recommendation to the City Council;
- ✚ Assist in the monitoring of current program activities and the evaluation of past program performance;

Community Development Block Grant Program (CDBG) - A Federal program created under the Housing and Community Development Act of 1974. This program provides grants funds to local and State governments to be used to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low- and moderate income residents.



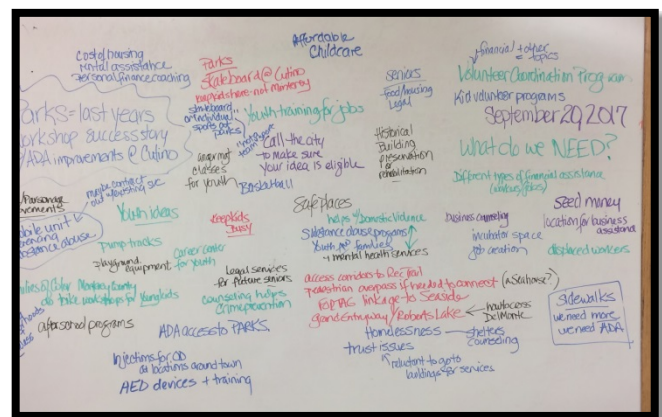
Historical Background:

The City of Seaside developed a Citizen Participation Plan (SCPP) that describes how the City will involve citizens in the planning, implementation and assessment of the use of its CDBG Program. The City of Seaside Citizen Participation Plan (SCPP) was developed by the City's Resource Management Services Department under the guidance and requirements of 24 CFR Part 91.105 and complying with Section 104(a)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(A)(3)) and was approved by the Seaside City Council on January 19 2012 with updates as needed to adapt to adjustments to the program.

The SCPP was developed to provide for and encourage citizen's involvement, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used. Residents of predominately low-and moderate-income neighborhoods, are encouraged to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan and the annual evaluation and performance report (CAPER).

The SCPP also provides for appropriate actions to encourage the participation of all citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Additionally, the SCPP provides for, in conjunction with the Monterey County Housing Authority, the participation of public and assisted housing development residents. Furthermore, the SCPP also establishes a reasonable opportunity for citizens to comment on changes to the Citizens Participation Plan, Annual Action Plan and the Consolidated Plan and makes them available, on request, in a format accessible to persons with disabilities.

Annually, the City conducts Neighborhood Planning Meetings to receive input from citizens and community organizations regarding the annual allocation and expenditure of CDBG funds. Notices of the neighborhood planning meetings is published in the Monterey County Weekly and posted on public bulletin boards throughout the community. The meetings are conducted by the Seaside Community Development Advisory Committee. Neighborhood Planning Meetings are held annually to receive suggestions from citizens for program changes and program views. Written and oral suggestions are accepted and considered by the



Fiscal Year Work Plan:

The City of Seaside operates its CDBG Program on its fiscal year, which begins July 1 and ends on June 30; therefore the meeting cycle is as follows:

The first round of meetings begins in July with the evaluation of the previous fiscal year projects and how those projects met the identified needs of the community. The first round of meetings conclude with the submission of the Consolidated Annual Performance Report (CAPER) to the US Department of Housing and Urban Development.

The second round of meetings are held in October, November and December. This is when the CDAC will hold neighborhood workshops to identify any new community development needs and priorities. The CDAC will provide the summary of the program evaluation which was completed in the first round of meetings. The second round of meetings concludes with a presentation before City Council reporting the identified needs to the community. The CDAC will holds Request for Proposal workshop in November (during the appropriate years in the two year cycle) to provide assistance to groups wishing to apply for funding.

The third and final round of meetings will be held January through May to provide citizens with the opportunity to submit their views and proposals for new projects and to assist in the selection of projects for CDBG funding. City departments and community-based non-profit groups may be funded to carry out certain neighborhood revitalization and economic development activities.

In February and March citizens shall have the opportunity to assist the CDAC in the evaluation of all of the projects submitted by the City and by community groups and to participate in the process of recommending to the City Council those activities which closely meet the needs of the community will be given the highest priority ratings for the next CDBG program year.

In April and May, the CDAC and the City Council will hold public meetings on the proposed Annual Application.

The third and final round of meetings will conclude with the submission of the Consolidated (5 year) Plan and or the Annual Plan to HUD generally in May (or at other times HUD may specify due to allocation announcement).

Any time during the program year the CDAC may discuss or hold one or more workshops to formulate recommendations to the City Council regarding new program/project activities using reprogrammable funds or any proposed amendments to the Annual Action Plan.

Ongoing Projects:

CDBG ALLOCATION PROCESS

The process begins with Neighborhood Planning Meetings, followed by the publication of a Notice of Funds Availability (NOFA) and requests for proposals for eligible activities from eligible entities. The process continues with presentation of proposed eligible activities (projects/programs) by eligible entities to the Community Development Advisory Committee (CDAC).

CDAC prioritizes the proposals in accordance with the National Objectives and eligible activities that will benefit low- and moderate-income persons through Area Benefit, Limited Clientele, or by Urgent Need. CDAC prepares their recommendations and the proposals are presented as priority proposals are presented through Public Hearings, to the Seaside City Council.

Upon Council approval, the proposed projects/programs/ activities are submitted to HUD for final approval, which is generally granted in the summer. City of Seaside Staff prepares and executes grant agreements and the approved proposals from eligible entities can begin their project/program/activity.



CDAC WORKING CALENDAR

The CDAC updates their calendar at each month's meeting, a working calendar is created at the start of each fiscal year.

CDAC hears quarterly updates regarding the current year's subrecipients and reports as necessary regarding the Memorandum of Understanding between the Cities of Salinas, Seaside and Monterey as well as the Urban County of Monterey (unincorporated areas as well as the Cities of Gonzales, Sand City & Greenfield) and the Housing Authority of Monterey County for a joint Analysis of Impediments report as required to be submitted and approved by HUD prior to the submission all five agencies' next five year Consolidated Plan in 2020.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.B.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: March 21, 2018

**SUBJECT: REVIEW DRAFT ANNUAL ACTION PLAN AND MAKE
RECOMMENDATIONS AS NEEDED**

PURPOSE

The purpose of this item is to review the HUD-mandated draft Annual Action Plan. The draft is also available for viewing at [the CDAC page on the City of Seaside website](#)

RECOMMENDATION

It is recommended that the CDAC review the draft plan and provide feedback, mindful that there will be further updates as directed by City Council.

BACKGROUND

All Community Development Block Grant grantees are required to submit an Annual Action Plan yearly. Each jurisdiction should submit its Action Plan to HUD at least 45 days prior to the start of its program year. Since the City of Seaside's fiscal/program year begins on July 1, the usual deadline for submittal is May 15.

As mentioned in the February meeting referencing HUD notice CPD-18-01, and further clarified in a HUD webinar on March 7, 2018, "Best Practices for the Consolidated Plan and Action Plan in the eCon Planning Suite", Annual Action Plan submittal procedures have been revised. For FY 2018-2019, HUD will not execute a grant agreement with a grantee until HUD has received an Action Plan which incorporates the actual allocation amounts a grantee is to receive.

HUD has indicated that a grantee may delay submission of the plan to HUD until 60 days after the allocation has been announced, or until August 16, 2018 (whichever comes FIRST). As of today, the allocation has not been announced.

The funding portion will be completed and inserted once the CDAC completes their recommendation to City Council, Council considers CDAC's recommendation and directs staff how to proceed using the contingency provisions as directed by HUD.

Including the information obtained following City Council's direction on April 6, the Action Plan should be released for the mandatory 30 day public comment period. Seaside can now hold the public comment period from April 18 to May 18 including a Public Hearing at City Council on May 17. It is not recommended that the Public Hearing be delayed any further as the next regular City Council meeting following the May 17 meeting is not until June 7, risking possible loss of funding by not meeting deadlines, should the announcement of allocations occur soon.

The Action Plan will be amended to reflect actual funding when it is announced. By utilizing the contingency language recommended by HUD, an additional public comment period is not necessary once the actual allocation is announced.

FISCAL IMPACT

The Annual Action Plan is the document HUD approves to release allocation funding to the City of Seaside. It is vital that the Annual Action Plan process proceed according to HUD deadlines for the Seaside program to receive federal funds.

ATTACHMENTS

- 1.
 1. DRAFT to be released 3-16-18
-

Annual Action Plan



2018-2019

City of Seaside Community Development Block Grant Program

Public comment period
April 18-May 18, 2018

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

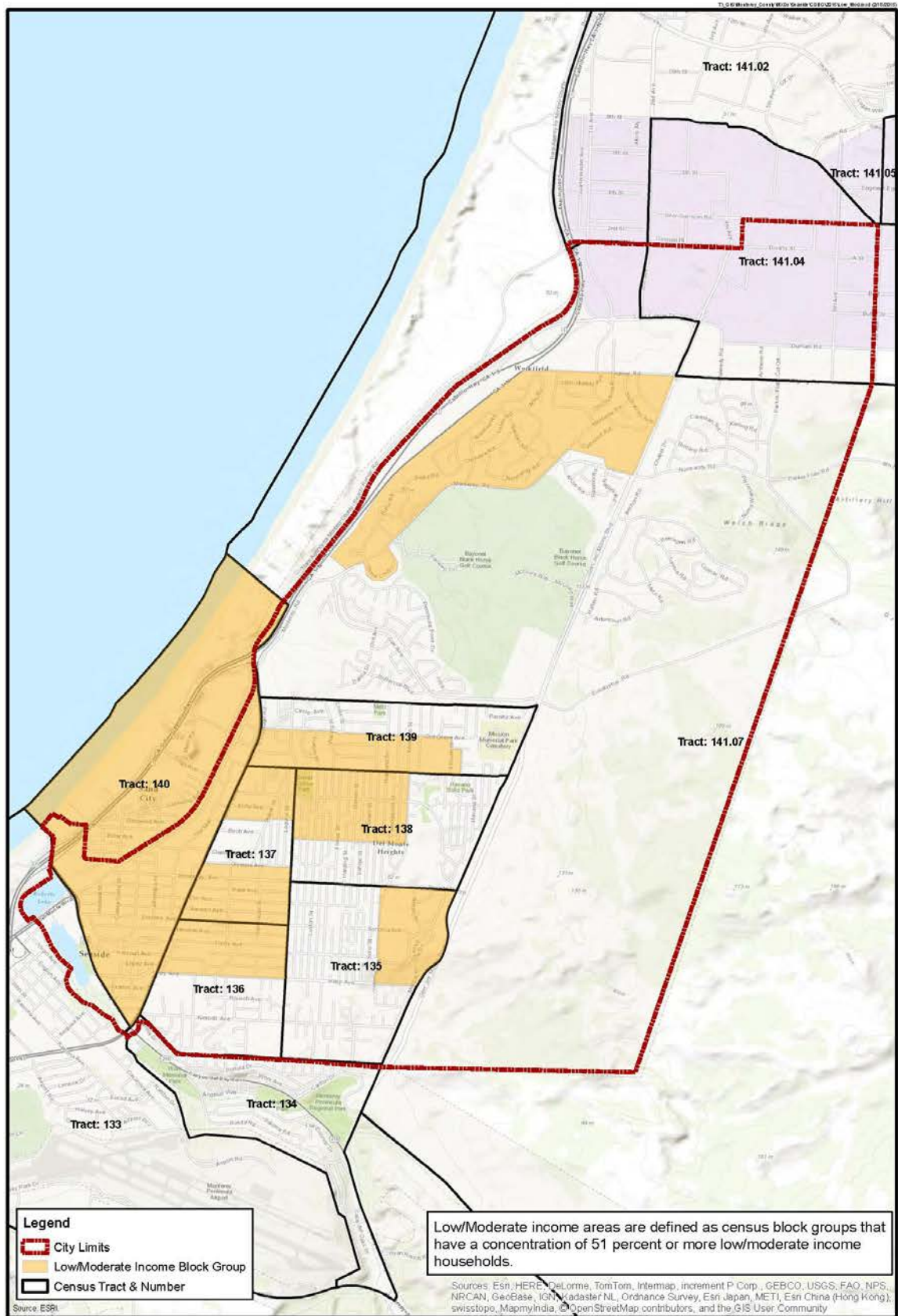
The City of Seaside (City) is an entitlement jurisdiction that receives federal funds from the US Department of Housing and Urban Development (HUD) to invest in local communities. In the 2018-2019 program year, the City expects to receive approximately \$360,000 in HUD funding under the Community Development Block Grant (CDBG) Program, which is designed to assist low and moderate income (LMI) households. The City also expects to receive another \$103,000 in program income for a land lease payment. The Annual Action Plan must also address special needs identified as the needs of the elderly, persons with disabilities, homeless individuals, and others. The 2018-2019 Annual Action Plan is the fourth annual plan implemented as part of the City's 2015-2020 Consolidated Plan.

The City has experienced a significant reduction in revenue over the past seven years. These include general revenues and special funds. These reductions have impacted the general operations of the City as well as the City's ability to implement housing and community and economic development activities. One of the most significant losses has been the statewide elimination of Redevelopment Agencies. The loss of this funding stream has had a disproportionate impact on housing and community development. Where once Redevelopment Agency funds carried much of the overhead for CDBG administration and the City's affordable housing program, the CDBG program is now fully burdened as the only funding source for these activities.

Faced with reduced resources, the City has made the choice to focus CDBG resources where the need is greatest. During the public outreach for the 2015-2020 Consolidated Plan the community identified areas of need to be infrastructure and facilities improvements in low income areas, including street and park accessibility improvements, and providing essential public services for youth and seniors. Activities such as the development of affordable housing and rental housing subsidy are beyond the scope of available CDBG resources.

The City of Seaside is currently working on updating its General Plan, including the Housing element and plans to enter into an MOU with the other recipient agencies in Monterey County to prepare the Assessment of Fair Housing, increasing the City's outreach efforts and community involvement.

DRAFT



Areas of Low and Moderate Income Concentration

Low and Moderate Census Tracts in Seaside

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Seaside has a two year funding cycle with the 2018-19 cycle the first of a two year cycle. This public participation process identified a variety of community needs during the September 20, 2017 Community Workshop. The top priority needs determined were : crime prevention (most top priority votes), youth services, youth centers, emergency repairs to homes, employment training, homeless facilities, fair housing, streets and sidewalks. New housing had the most "second priority" votes.

In addressing the priorities, a recommendation was made to fund a variety of public services, and several capital projects.

Capital and non-public service projects recommended by the CDAC to the City Council for funding during the 2018-2019 cycle include: improvements to the Boys and Girls Club Clubhouse, Community Human Service's Genesis House residential treatment facility, Del Monte Manor playground installation costs, DelMonte Manor security equipment purchase, Cutino Park accessibility improvements, Wanda Avenue sidewalk improvements and Seaside Microbusiness assistance.

These projects are intended to assist low and moderate-income persons and neighborhoods by providing a suitable living environment through improving access and removing barriers to public facilities and improving access and removing barriers to social services. The public participation process identified many target groups and needs of the community during the September 16, 2015 and September 21, 2016 Community Workshops. Target populations include low income areas, seniors, youth, persons with disabilities, homeless, persons with disabilities.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City's CDBG program faces the challenges of shrinking grant funds, uncertainty to the future of the overall program. The City continues to be impacted by the loss of redevelopment funding and a reduction in overall grant dollars received. Although the contracted duties have been greatly reduced, the City has continued to rely on contract staffing to supplement management of the CDBG grant program's subrecipient activity submittals and monitoring efforts and has joined a five-agency

Memorandum of Understanding to provide cost-sharing of administrative costs in preparation an Analysis of Impediments prior to the preparation of the next scheduled Consolidated Plan due in 2020.

The Community Development Advisory Committee (CDAC) has steadily increased their involvement. In 2012, the CDAC was formed as part of the City's Citizen Participation Plan. The CDAC members meet monthly as an active and visible part of the planning and management for CDBG funds, providing recommendations to the City Council regarding subrecipient allocations and ensuring citizen participation in the process.

The City has successfully administered funding for programs and projects and has conducted subrecipient monitoring activities with two subrecipient agencies during 2017-2018 that will be reported in the CAPER this fall.



CDAC members February 2018

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Seaside has a two year application cycle for subrecipients. Activities since filing the last AAP :

August 31, 2017 Annual Planning & Community Workshop Notice in **Monterey County Weekly** published in English and Spanish

September 20, 2017 Community Development Advisory Committee (CDAC) hosts Annual Community Needs Assessment workshop.

November 2, 2017, City Council receives a presentation of the needs identified at the September workshop

November 15, 2017 CDAC hosted a mandatory proposal workshop for the two year cycle of applications for FY 2018-19 and 2019-20

January 12, 2018 Project and Public Service Applications due for the FY 2018-19 and 2019-20 cycles

January 17, 2018 Boxes containing binders with the proposals distributed to CDAC to start review (applications also posted online)

February 21, 2018 CDAC conducted reviews of the applications. Several Public Service applications were determined to require additional information and discussion was tabled to March. The projects were reviewed. The CDAC determined that the DelMonte Manor security proposal must be reduced to eliminate guards, but with that elimination and by rescheduling of the VTC project to 2019-2020, the other projects would be recommended to be funded in the years and amounts applied with estimated funding and contingency language to adjust for actual grant.

March 21, 2018 CDAC continued Public Service reviews for recommendation. and began review of the draft Annual Action Plan approved with estimated funding and contingency language to adjust for actual grant award.

April 6, 2018 City Council received the recommendations from CDAC for funding and provided direction to staff including contingency language to adjust for actual grant award .

THIS SECTION TO BE REVISED PENDING FURTHER DIRECTION FROM HUD. At this writing, it is anticipated that the public comment period will start on or around April 16 with possible public hearing at City Council May 17 and submittal to HUD as soon as possible once actual grant funding is announced and the required certifications can be prepared using final numbers but no longer than 60 days after the funding is announced. Under no circumstances can the submittal of the Action Plan occur after August 16, 2018 per federal statute



Boxes of applications transported to CDAC 1/17/185.

Many Activities are Eligible (what are the preferences?)



Priority Dots at 9-20-17 Needs Workshop

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments are welcomed and appreciated.



Discussion during Community Needs Workshop 9-20-17

7. Summary

The 2017-2018 Annual Action Plan included the final year of Seaside's Section 108 loan repayment. Public Service applications for 2018-2019 and 2019-2020 were for a total amount far exceeding the anticipated available funds. Projects were adjusted between the fiscal years in the cycle so that all applicants would be likely to receive full HUD/CBG funding. Many applicants did not follow the recommended request range between \$5,000 and \$15,000.

DRAFT

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SEASIDE	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Seaside Community Development division serves as the lead agency for the administration of CDBG funds.

Consolidated Plan Public Contact Information

Sharon Mikesell, Administrative Analyst

City of Seaside

440 Harcourt Avenue

Seaside, CA 93955 831-899-6734

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Seaside worked with their Community Development Advisory Committee as well as the Coalition of Homeless Services Providers (Monterey County's designated Continuum of Care (CoC) lead agency), the Monterey County Housing Authority Development Corporation (HDC), housing and service providers, and other local jurisdictions to develop the Annual Action Plan. The City of Seaside is working with the other HUD funded agencies in Monterey County (Cities of Salinas and Monterey, Monterey (Urban) County and the Housing Authority of Monterey County) on a joint Analysis of Impediments to be completed prior to preparation of the next Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Seaside's Community Development Advisory Committee meets the 3rd Wednesday of the month and welcomes participation from both public and assisted housing providers and health, mental health and service providers. Workshops are advertised in the *Monterey County Weekly* in both English and Spanish and posted on the City website and other locations around town. Individuals wishing to receive emails can request to be added to a list for meeting reminders. The Committee is currently made up of Sue Hawthorne: Chair, Clementine Bonner-Klein: Vice Chair, John Francis and Nelson (Zeke) Rivera. Rebecca Pieken resigned in March 2018. Francisco Diaz resigned in November 2017. The goal of the Committee is to improve coordination between housing and service providers and to leverage partnerships to improve access to public services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The CoC's Coordinator and the Coalition of Homeless Services Providers (CHSP) recently completed a 10 Year Strategy to End Homelessness, which involved extensive collaboration with the City of Seaside. The City coordinates homeless prevention strategies with the CoC and CHSP. A key element of this strategy is connecting those discharged from public institutions to assistance from agencies addressing housing, health, social services, employment, education and youth needs. The City also coordinates plans for providing the most needed housing for those who are homeless or at risk of homelessness. The City primarily relies on the CHSP, Monterey County and nonprofit groups to perform social services functions for homeless persons.

Community Homeless Solutions operates a small (6 bed) medical respite facility at 780 Hamilton in Seaside as a method to help the homeless achieve better health outcomes in association with Community Hospital of the Monterey Peninsula, Natividad Medical Center, Salinas Valley Memorial Healthcare System and the Hospital Council of Northern & Central California.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Seaside does not receive ESG funds from HUD. The City relies on the County of Monterey and nonprofit groups to perform these social service functions.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Legal Services for Seniors
	Agency/Group/Organization Type	Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Legal Services for Seniors regularly has a representative at CDAC meetings and workshops and actively participates in all topic discussions.
2	Agency/Group/Organization	Community Partnership for Youth
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CPY regularly has a representative at CDAC meetings and workshops and actively participates in discussions of all topics.
3	Agency/Group/Organization	Boys and Girls Club of Monterey County
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Boys and Girls Club of Monterey County regularly has a representative at CDAC meetings and workshops and participates in discussions of all topics.

5	Agency/Group/Organization	Girls, Inc. of the Central Coast
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Girls Inc. has participated in CDAC meetings and workshops as well as discussion of all topics covered.
6	Agency/Group/Organization	Community Human Services
	Agency/Group/Organization Type	Services - Housing Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Community Human Services regularly attends CDAC meetings and workshops and participates in all discussion topics.
8	Agency/Group/Organization	Salvation Army Monterey Peninsula Corps
	Agency/Group/Organization Type	Housing Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army has increased their participation at CDAC meetings during the past year and has attended meetings and workshops, participating in discussions of all topics. The City conducted on-site monitoring of their facility on February 21, 2018 and gained better awareness of their transitional housing programs.
9	Agency/Group/Organization	The Village Project, Inc.
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Village Project participates in discussion of all topics when a representative attends CDAC meetings. The City of Seaside conducted on-site subrecipient monitoring of the Village Project on February 22 and 23, 2018 and gained a better understanding of their holistic approach to counseling and after school mentoring.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies and individuals are welcome to participate in CDAC meetings and workshops or attend City Council public hearings and presentations.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Coalition of Homeless Services Providers	Homelessness Strategy Homeless Needs Chronically homeless Homeless Needs Families with children Homelessness Needs Veterans Homelessness Needs Unaccompanied youth
City of Seaside General Plan Update	City of Seaside	Affordable housingHomelessness Strategy/Emergency SheltersShort Term Rentals
Regional Analysis of Impediments	City of Salinas	5 Monterey County HUD recipient agenciesJoint AI with regional outreachCompletion expected by October 2019-in time for next Consolidated Plan
Economic Recovery & Affordable Housing	FORA/Friends of Homeless Women	Housing options on the former Fort Ord

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Seaside participates in discussions with neighboring agencies regarding homeless strategy plans and affordable housing. The City is currently in the process of updating the General Plan, including the Housing Element and as a result is hosting many openhouses, workshops and discussions, including the entire community. The City also attended the Economic Recovery and Affordable Housing session July 26, 2017 at the City Of Pacific Grove presentation by the Fort Ord Reuse Authority where regional participants discussed potential housing on the Former Fort Ord. Seaside is collaborating on a MOU with the Cities of Monterey and Salinas along with Monterey County (Urban) and the Housing Authority of Monterey County to prepare an Analysis of Impediments (formerly an AFI, but redirected at HUD's request) as a group with a completion target of fall 2019. All this is in addition to the Monthly Community Development Advisory Committee meetings, directly addressing the city of Seaside's CDBG program.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Planning and Community workshop for the 2018-19 and 2019-20 Fiscal Years was held Wednesday, September 20, 2017 at 6:30 PM in the Blackhorse Room of the Oldemeyer Center, 986 Hilby Avenue, Seaside, CA. The workshop solicited public comment on the priority needs to direct CDBG Funding. An application workshop was held Wednesday, November 15, 2017 at the Oldemeyer Center and was mandatory for any groups seeking subrecipient funding. The Community Development Advisory Committee meets monthly and all comments are always welcomed and appreciated.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Newspaper Ads in both English and Spanish were published for the two workshops. August 31, 2017 for the Community Needs workshop and November 2, 2017 for the NOFA/application workshop.	No additional comments were received outside of the meeting itself		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The September 20 workshop was well attended, sign ins were not mandatory.	Please see whiteboard comments and poster dot priorities illustrated in this document	All comments were encouraged and appreciated	http://seasideca.civicclerk.com/Web/Player.aspx?id=1488&key=-1&mod=-1&mk=-1&nov=0

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	18 agencies and the City of Seaside had representatives signed in for the November 15, 2017 Application workshop. The meeting was mandatory for for FY 2018-2019 and 2019-2020 (two year cycle) Only representatives of agencies were asked to sign in to verify agency representation. (The general public is never required to sign in to a public meeting, per CA State law).	Comments and questions were directed to the application process and most were procedural and not about the program	All comments are welcomed and appreciated.	http://seasideca.civicclerk.com/Web/Player.aspx?id=1490&key=-1&mod=-1&mk=-1&nov=0

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community	The Community Development Advisory Committee holds monthly meetings the 3rd Wednesday each month at the Oldemeyer Center (ADA accessible and outside City Hall. Sign-ins are not required. If attendees provide email, they can join mailing list.	Comments are variable each meeting, all attendees are welcome to comment on all items presented.	All comments are always welcomed. Meetings are properly agendaized and posted in accordance to the Brown Act. Agendas are available on the City website.	http://www.ci.seaside.ca.us/129/Agendas-Minutes

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	The City of Seaside is also working on their General Plan Update, including the housing element. A series of workshops/open houses and task force meetings have been held.	Comments have been varied and all are taken into consideration for the policy document expected for completion in 2018.	All comments are welcomed and encouraged.	http://seaside2040.com/index.php/get-involved/
6	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Notice of Public Review Draft 2017-2018 Annual Action Plan published in Monterey County Weekly			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	City Council Meeting, April 5, 2018. Presenting CDAC recommendations for Annual Action Plan to the City Council for direction		All comments were accepted.	http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	Public hearing during the 30 day public comment period and approve AAP and associated documents for submittal to HUD.	AAP to be submitted to HUD with associated documents no later than August 16, 2018. No public comments were received.	Not applicable.	http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas
9	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Notice of Public Review Draft in Monterey County Weekly.	See comments above regarding the meetings	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Internet Outreach	Non-targeted/broad community	As part of the public participation process, all applications received and additional information requested by the CDAC were posted on the CDAC website. This enabled the Committee, the City Council and the public access to all information throughout the process.	The website information enabled review prior to public meetings	Comments are always encouraged and welcomed.	https://www.ci.seaside.ca.us/160/Community-Development-Advisory-Committee

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City anticipates an award of CDBG funds in the amount of \$360,000. The City's CDBG program also plans to receive approximately \$100,000 in program income from a land lease with Embassy Suites. The City does not anticipate other program income as it is not regular enough to provide a reasonable annual estimate.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	360,000	103,100	0	463,100	471,222	All amounts approximate.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program has no matching requirement, however all subrecipients are required to submit information regarding leveraging resources and contributions of matching funds for all proposed projects, programs and activities as part of Seaside's funding application.

DRAFT

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

As of the writing of the Annual Plan, there was not anticipated to be any publicly owned land or property within the City that would be used to address identified needs.

Discussion

There are no additional resources to address in this discussion. The City of Seaside no longer actively participates in a home loan program. Repayments are not frequent. The 2018-2019 actual CDBG grant allocation amount for Seaside is anticipated to be announced in late spring or early summer and will be listed as the Annual Allocation when submitted to HUD.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Enhance Access to Social Services	2015	2019	Homeless Non-Housing Community Development		Public Services	CDBG: \$69,450	Public service activities other than Low/Moderate Income Housing Benefit: 7295 Persons Assisted
2	Improve Accessibility for Persons w/ Disabilities	2015	2019	Non-Housing Community Development		Infrastructure	CDBG: \$125,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 951 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 500 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Construct or Upgrade Public Facilities	2015	2019	Non-Housing Community Development		Public Facilities	CDBG: \$102,342	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1200 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 545 Households Assisted
4	Address Blight and Nuisance	2015	2019	Affordable Housing Non-Housing Community Development		Economic Development	CDBG: \$25,000	Businesses assisted: 5 Businesses Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Enhance Access to Social Services
	Goal Description	Public Service activities other than Low/Moderate income Housing. Benefit # of recipients to be determined following City Council determination of recommended activities. If all public service applicants are funded, the number of persons assisted could be as high as 7,295
2	Goal Name	Improve Accessibility for Persons w/ Disabilities
	Goal Description	Public facility or infrastructure activities other than low/moderate income housing benefit. Accessibility improvements for Cutino park and Wanda sidewalk improvements.

3	Goal Name	Construct or Upgrade Public Facilities
	Goal Description	Public facility of infrastructure activities other than low/moderate income housing benefit. Improvements to various public facilities.
4	Goal Name	Address Blight and Nuisance
	Goal Description	The Seaside Economic Development department will create a program for microbusiness assistance which will provide funding assisting in rental of vacant commercial property, improving blighted commercial areas.

Projects

AP-35 Projects – 91.220(d)

Introduction

The activities to be undertaken during 2018-2019 are summarized below. All activities identified are expected to be completed no later than June 30, 2019. All beneficiaries target primarily low/moderate income households.

THIS SECTION WILL BE UPDATED FOLLOWING THE APRIL 6, 2018 CITY COUNCIL MEETING. THE COUNCIL IS EXPECTED TO PROVIDE DIRECTION AT THAT TIME.

Projects

#	Project Name

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

There are several constraints to meeting the needs of target income residents and the primary obstacle has been a lack of funding to fully address all needs. This year saw a record number of applications for both public services and project funding. The City once again encouraged the Public Services applicants to request funding between \$5,000 and \$15,000 for a commitment to a level of support justifying the administrative requirements, while also allowing multiple organizations to participate. Not all public service applicants requested funds within the recommended range.

AP-38 Project Summary

Project Summary Information

This information will be inserted once all projects/activities are determined.

DRAFT

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

At the recommendation of the CDAC and with the direction of the City Council, CDBG funds are primarily directed to the low income residential areas of the City.

Geographic Distribution

Target Area	Percentage of Funds
Seaside	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Public services that primarily serve low income residents or that operate from facilities located in low income residential areas are prioritized as that is where the services are provided. Public facilities that are located in low income residential areas are targeted for improvements, specifically ones that target low income households..

Discussion

Please note that the City has a significant low income population, and a significant population living within areas that are predominantly low income. Services and projects that are city wide may not technically be targeted to low income households but the effect is to positively impact low income households.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

As a result of the lack of resources available to the City, and the lack of staffing to oversee or implement housing programs, the City itself does not plan to implement any housing program in the plan year.

The City has no plans in the 2018-2019 program year to produce affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. This includes housing for homeless, and homeless special needs households. Likewise, the City has no plans to provide affordable housing through rental assistance.

Note: the CDAC has recommended that the Veteran's Transition Center project to rehabilitate housing for homeless veterans be placed in the 2019-2020 funding cycle. This placement in the cycle allows for four other projects to be completed during 2018-2019 and all projects submitted to be included within the two year cycle.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The primary public organization for affordable housing and supportive services in the City is the Housing Authority of the County of Monterey (HACM), a public housing authority whose mission is to develop and operate affordable housing and implement supportive programs. The Housing Authority manages a Section 8 Housing Choice Voucher (HCV) program and Family Self Sufficiency programs. Both programs are essential in meeting Seaside's housing needs.

Actions planned during the next year to address the needs to public housing

As of June 30, 2016, HACM has converted all public housing units countywide into Project-Based Rental Assistance. In partnership with the Leadership Council to implement the "Lead Me Home" 10 Year Plan to End Homelessness.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Family Self Sufficiency Program is designed to help families become financially independent of cash aid assistance by obtaining employment. Successful participating families are rewarded with a savings account that is established by the HACM. Additionally, the HACM's commitment to its program participants is solidified by the HACM partnering and collaborating with a variety of local service providers that are equally interested in helping families reach their goal of self sufficiency. Services may include career counseling, education (GED and beyond), financial literacy, job training, parenting skills, and homeownership preparation.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HACM is not identified as "troubled."

Discussion

The Housing Authority of Monterey County, the cities of Salinas, Monterey and Seaside and the County of Monterey have entered into an Memorandum of Understanding to conduct an Analysis of Impediments to be completed in advance of the next Consolidated Plan Cycle. All involved agencies will be working together closely for a positive outcome.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Seaside works with regional homeless assistance coordination to reduce homelessness. The lead agency is the Monterey County Department of Social Services (DSS). Two local collaborative efforts are the Coalition of Homeless Services Providers (Homeless Coalition) and Leadership Council (CoC governing body). These organizations are directly responsible for funding and program decisions for Monterey County and the City of Seaside.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City will closely coordinate with Monterey County and the Leadership Council CoC to reach out to homeless persons. As described in the "Lead Me Home" 10 Year Plan to End Homelessness, these entities will: collaborate to develop referral agreement between outreach workers and other housing and service providers and designate priority access to housing and treatment slots for clients engaged by outreach workers, develop a centralized information and referral system, streamline referrals and improve service coordination, partner hospitals with existing services to establish respite care centers and detoxification facilities, enhance coordination with mainstream benefits programs. In these efforts, the City will act as an information and referral resource for participating housing and homeless service providers to facilitate agreements and partnerships.

Seaside plans to participate in AFH outreach efforts through an MOU with the Cities of Salinas and Monterey, Monterey County and the Housing Authority of Monterey County to further find out the needs of the entire community.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will support strategies outlined in the "Lead Me Home" plan. Create a Comprehensive Housing Pipeline, Focus Housing Development of Target Populations, particularly Permanent Supportive Housing for chronically homeless individuals. Identify new funding sources to create Affordable Permanent Supportive Housing, including a Social Impact Bond and Housing Trust Fund. The City will continue to participate in discussions such as the City of Monterey sponsored Affordable Housing/Shelter Project Round Table meeting on November 16, 2016 and the Fort Ord Reuse Authority outreach presentation to the Friends of Homeless Women in Pacific Grove in July 2017.

In addition, the City of Seaside is in the process of revising their ordinance to allow emergency shelters and transitional housing in more areas of the City.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Homeless individuals and families with immediate and transitional shelter needs have been given an overall high priority since their numbers are increasing and there is a shortage of shelter facilities. Homeless victims of domestic violence are particularly a high priority as more counseling services and training opportunities are needed and existing facilities are overcrowded. The City will support having the CoC apply for additional new Continuum of Care funding that will target the chronically homeless and increasing the number of beds for the chronically homeless by modifying existing Continuum of Care programs not specifically targeting chronically homeless.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will support projects and programs and give proposed programs and improvements that prevent homelessness higher priority. In addition, the City will promote these strategies outlined in the

"Lead Me Home" plan: integration of services at the system level; enhancement and integration of services at the client level; improving access to mainstream benefits; launch Employment First (job training); strengthen job development capacity and on-site support; economic development opportunities that will create new jobs for homeless or formerly homeless persons; plan for stability prior to release from incarceration; implement alternatives to arrest and incarceration; create universal healthcare discharge policies and transition aged-out foster youth to housing and income stability.

Discussion

Many seniors, even homeowners, face financial challenges due to limited incomes. Senior households, especially those on limited incomes, need affordable housing. Seniors also face housing challenges related to physical disabilities. Many of the disabilities are age related, including declining mobility and self-care issues that interfere with their ability to remain independent. Seniors have a variety of housing options, including:

- Independent living – seniors reside in their home or apartment with little support or care
- Assisted living facilities – senior maintains a level of independence, residing in an apartment, and receives varied levels of support and assistance such as light housekeeping, meals, transportation, and/or medication
- Residential care facilities – typically a smaller licensed facility, often with 6 or fewer residents, that provides services similar to those provided by assisted living facilities
- Intermediate care or skilled nursing facilities – a licensed facility that provides a higher, continuous level of professional care

Although a variety of housing options are available to seniors, and all housing options are available in Seaside, facilities providing supportive services and a higher level of care are expensive. Most affordable senior housing is classified as independent living and does not provide supportive services. Lower-income seniors cannot afford to take advantage of many of the housing options and consequently remain in independent living situations struggling with self-care issues. The Monterey County Department of Social Services provides a Senior Information, Referral and Assistance hotline, which is initial point of contact for people seeking information about senior services. The program specializes in information related to the needs of seniors and people with disabilities.

There are a variety of disabilities, including sensory, physical, mental, and developmental. Disabilities can result in mobility, self-care, and employment limitations.

The majority of disabled persons have income significantly lower than that of the non-disabled population and require housing assistance. While it is difficult to determine how many of the disabled require supportive housing services, it can be assumed that those with mobility and/or self-care limitations have special needs and require in-home supportive services and special housing accommodations. The Monterey County Commission on Disabilities provides guidance to the County

Board of Supervisors regarding matters related to equal access to employment, public services, communications, and public accommodations for people with disabilities. The commission operates out of the Equal Opportunities Office, which is a primary resource for disabled persons in Monterey County, including Seaside.

Persons with mental health disabilities range from those who can live and work within the community to those with severe mental illness who require special housing accommodations, constant medical attention, and supportive services. Monterey County System of Care provides a variety of services to the mentally ill. The System of Care identifies housing as a constant struggle for the severely mentally ill. Mental health clients are typically low income; in addition, their illnesses have resulted in rental histories or credit histories that do not meet typical rent requirements and limit their housing options.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's General Plan Housing Element systemically analyzes and addresses barriers to affordable housing. These include governmental, non-governmental, and environmental constraints. That analysis leads to policies and programs to address these constraints. Please find more detailed information on affordable housing in the City's Housing Element on the City of Seaside website and at www.seaside2040.com.

The City is currently in the process of a full General Plan update and has also entered into an MOU with the other CDBG recipient agencies in Monterey County on the Analysis of Impediments outreach. Community workshops, focus groups, surveys and other events are planned to receive public input regarding affordable housing and other concerns in the community.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In order to produce affordable housing, the City has an inclusionary housing ordinance. The ordinance requires that for all new developments, at least 20 percent of new units constructed must be restricted for occupancy by moderate, low or very low income households. For further information, refer to Chapter 17.31, Affordable Housing Requirements, of the Seaside Code of Ordinances at the following on the City of Seaside website.

To expedite project facilitation and provide internal support to project applicants, the City has also established a planning permit review process. When required, permit review takes place before any necessary building permits or business licenses are applied for and are intended to ensure that new development is compatible with surrounding neighborhoods and planned future development.

Discussion:

The City of Seaside's anticipates approval of its Housing Element during or before this AAP goes into effect. The state mandated emergency shelter ordinance was approved by the City Council in early 2018. Five agencies in Monterey County, including Seaside are continuing to work jointly on an Analysis of Impediments during 2018-2019.

AP-85 Other Actions – 91.220(k)

Introduction:

This section describes the City's actions to address underserved needs, maintain affordable housing, reduce lead based paint hazards, reduce poverty, develop institutional structure, and enhance public-private coordination.

Actions planned to address obstacles to meeting underserved needs

Use CDBG funds targeted to public facilities and infrastructure to make ADA accessibility improvements. Use CDBG funds targeted to public services to support organizations that assisted underserved populations.

During the program year, the City will work with several organizations that focus on increasing self-sufficiency among lower-income populations. These organizations included the Legal Services for Seniors, which provides a legal services pertaining to housing, health, and finances for elderly residents; drug rehabilitation provided by Community Human Services. Services to help youth start off on the right path include Community Partnership for Youth, Boys and Girls Club of Monterey County, The Village Project, Girls, Inc. CDBG funded projects include Section 3 policies to help reduce the number of poverty level families.

If funded in this cycle, additional subrecipients from the past cycle will include Del Monte Manor, Action Council of Monterey County's Palenke Arts program, ECHO fair housing and tenant/landlord services, the Food Bank of Monterey County, Meals on Wheels of the Monterey Peninsula and Microbusiness assistance from Seaside's Economic Development team.

Actions planned to foster and maintain affordable housing

Housing programs have been limited as a result of a lack of resources and staffing available to the City. The city does not plan to revive façade improvement programs for homeowners or small businesses in the plan year 2017-2018. The City plans to support the "Lead Me Home" Plan in its efforts to build an affordable housing pipeline and coordination with HACM in rehabilitating and upgrading affordable housing units.

The Coalition's participation in the HUD's Homeless Assistance Programs will pay for the development, rehabilitation, or leasing of housing for homeless persons and also for supportive services for those

persons. In addition to applying for funding for the previously listed emergency and transitional housing, most all of which offer supportive services, the Coalition also assisted numerous non-profit and other agencies in applying for funding through the Homeless Assistance portion of HUD's program to provide supportive and self-sufficiency services.

These supportive and self-sufficiency services include educational and vocational services which focus on social, living, interpersonal, study and job skills. Linkage to other services and services providers is also provided. In many of the housing projects, Monterey County Behavioral Health provides case coordination and representative payees. Additional services provided in some facilities include reintegration, full case management, life skills, and substance abuse counseling.

The City of Seaside will continue to support public and non-profit agencies in utilizing programs that assist homeless persons to make the transition to permanent housing and independent living through maintaining these existing supportive services, s New development on the former fort lands will have a 20% affordable housing requirement per the Fort Ord Reuse Plan. portive housing, and affordable housing units.

Actions planned to reduce lead-based paint hazards

The City will mitigate lead based paint through public facilities improvements, and educate participants on the hazards of lead based paint. In addition, all rehabilitation contracts for public facilities or other rehabilitation projects funded through the City include provisions for work necessary to eliminate any existing lead based paint hazards on applicable surfaces. If lead hazards are discovered in a residential or a commercial building, the agency responsible for abatement would be the Monterey Bay Air Resources District.

Actions planned to reduce the number of poverty-level families

Support organizations that assist poverty-level families through the use of CDBG Public Services funds, including educational programs. The City's General Plan is in the process of updating and includes a proactive plan for Economic Development as part of the housing strategy to improve the quality of life. Seaside's Economic Opportunity plan includes specific criteria for evaluating development proposals, identification of key opportunity sites, a long range property management plan and a Small Business Support program. The City of Seaside partners with the Monterey Bay Small Business Development Center (recently renamed Cal Coastal SBDC) to provide free counseling services to small businesses and individuals interested in starting a business.

Actions planned to develop institutional structure

Continue to use CDBG Administration funds to implement the Consolidated Plan and Annual Action Plans, address the Analysis of Fair Housing, complete annual CAPER reports, and comply with HUD regulations. Continue to support institutions that provide housing and services for low income populations with CDBG Public Services funds, and by providing other forms of support available to the City.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to support regional planning efforts such as the Leadership Council CoC and the "Lead Me Home" 10 Year Strategy to End Homelessness as well as joining forces with the other CDBG recipient agencies in Monterey County for an analysis of impediments.

Discussion:

The 2018-2020 application cycle saw a dramatic increase in the number of applicants for funding and the variety of projects and services offered to be provided. The requests far exceeded the funding levels expected.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	TBD

The City of Seaside entered into a repayment agreement with the US Department of Housing and Urban Development in 2014. The total funds of \$408,648.12 were repaid in full in 2016-2017.



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	November 2, 2017
NOFA announcement in Monterey County Weekly	November 2, 2017
November CDAC Meeting/MANDATORY PROPOSAL WORKSHOP Also: First Quarter Program Report (Jul-Sep) Review Plans regarding 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	March 21, 2018

Review AAP and recommend to start Public Comment Period/City Council approval process NEW in 2018-ANNUAL WORK PLAN to present to City Council (must be approved by CDAC by April 1)-City Council will review/approve in May	
City Council - present CDAC recommendations for annual Action Plan	April 5, 2018
Advertisement to run for Annual Action Plan/Public Hearing for AAP	April 12, 2018
Public Comment Period Annual Action Plan	April 16-May 16 2018
April CDAC Meeting (likely to be cancelled)	April 18, 2018
City Council – public hearing - adopt annual Action Plan	May 17, 2018
Action Plan Due to HUD	TBD-no later than 8/16/18
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