



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, June 20, 2018
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1. **ROLL CALL**
2. **PUBLIC COMMENT**
3. **APPROVAL OF MINUTES**
 - A. **APPROVAL OF MINUTES FROM MAY 16, 2018**
4. **OLD BUSINESS**
 - A. **UPDATE ON THE ANNUAL ACTION PLAN/SUBRECIPIENT ALLOCATIONS FOR 2018-2019**

PURPOSE & RECOMMENDATION: The purpose of this item is to recap the subrecipient allocations directed by the City Council as well as the update of HUD/CDBG award funding and other program income and the status of the Annual Action Plan document including the updates, associated documents requested and the submittal process to HUD.
5. **NEW BUSINESS**
 - A. **2017-2018 THIRD QUARTER REPORT**

PURPOSE & RECOMMENDATION: The purpose of this item is for the CDAC to receive the third quarter report on the progress on use of the 2017-2018 CDBG funding.

B. ELECT CDAC OFFICERS FOR 2018-2019

PURPOSE & RECOMMENDATION: The purpose of this item is to elect a Chair and Vice Chair for the 2018-2019 meeting cycle (correlates with fiscal year beginning July 1)

6. REVIEW LONG RANGE CALENDAR

A. Introduce the 2018-2019 Long Range Calendar

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
July 18, 2018
6:30 PM

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		MEETING MINUTES DRAFT	
CITY OF SEASIDE			OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE			REGULAR MEETING MAY 16, 2018
			6:30 P.M.
1.	CALL TO ORDER AT – 6:35 PM		
2.	ROLL CALL – ESTABLISHMENT OF QUORUM		
	MEMBERS	Sue Hawthorne, Clementine Bonner Klein, John Francis, Zeke Rivera, Bob Colbe	
	PRESENT:	Hawthorne, Bonner Klein, Francis. Rivera	
	ABSENT:	Colbe	
3.	PUBLIC COMMENT – None		
4.	FAIR HOUSING PARTNER FORUM		
	FAIR HOUSING PARTNER FORUM <u>An analysis of impediments is required to be completed prior to the next five year Consolidated Plan. This is required for the agencies involved, (the cities of, Salinas, Monterey and Seaside, as well as Monterey County and the Housing Authority of Monterey County) to remain eligible for HUD funding. The first community outreach regarding the Fair Housing was hosted by the CDAC in the current meeting.</u> <u>Groups were created to discuss fair housing and protected groups and their tenant rights in regards to Fair Housing.</u>		
5.	ADJOURNMENT		
	The meeting adjourned at 8:33 p.m.		



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 4.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: June 20, 2018

**SUBJECT: UPDATE ON THE ANNUAL ACTION PLAN/SUBRECIPIENT
ALLOCATIONS FOR 2018-2019**

PURPOSE & RECOMMENDATION

The purpose of this item is to recap the subrecipient allocations directed by the City Council as well as the update of HUD/CDBG award funding and other program income and the status of the Annual Action Plan document including the updates, associated documents requested and the submittal process to HUD.

BACKGROUND

The City Council considered CDAC's recommendations for allocations of CDBG funding or 2018-2019 on April 5.

In the Public Services category, following public comment and Council deliberation, the Council recommended a variation of CDAC's Option B, raising the amount for ECHO to \$5,000 and lowering the five highest CDAC recommendations in an equal amount to bring the ECHO award to \$5,000. The Contingency was to adjust all equally to reflect funds actually available, but keep all awards between the \$5,000 and \$15,000 cap.

CDAC's project funding was accepted as presented with a notable exception. Instead of totally shifting the funding to the Veteran's Transition Center to the second year of the cycle, the remainder of the non-requested funding available from the other applicants, plus any unspent admin funding from the current cycle would be allocated to the Veterans Transition Center during the 2018-2019 year.

The Annual Action Plan was prepared and the public comment period ran from April 16-May 18. On May 1, HUD announced the entitlement grant awards. Seaside's grant award for 2018-2019 will be \$365,321. This amount is \$5,321 higher than anticipated. In addition, CDBG program income to the City of Seaside contained an unanticipated amount of \$48,309.04. All of this is good news.

On May 17, the City Council held a public hearing on the AAP. One comment was made from the public, and it was a representative from the Veterans Transition Center appreciating the funds that will enable their project to start during 2018-2019.

As a result, the Public Services sub-recipients will all receive an additional \$1,013.27 from the April 5 City Council recommendation. Project funding remained unchanged from CDAC's original recommendation, with the exception of the VTC, now scheduled to receive \$63,224.33.

The AAP was adjusted, the required certifications completed and submitted to HUD on June 11, 2018. HUD is allowed 45 days to review our AAP submission. Contracts will be sent to the sub recipients for execution once the City receives the approval of the AAP, making the funding available for reimbursement distribution.

Public Service applicants may start tracking the expenses and demographics on July 1 as the contract will be retroactive to that date and they will have an environmental clearance exemption. If projects do not already have environmental clearance documents on file, they should wait until the approval of the AAP is received by the City to proceed.

Current sub-recipients should continue their usual reporting to close out 2017-2018.

At present, the City does not have a 2018-2019 CDBG consultant contract in place for Sub-recipient coordination for the 2018-2019 cycle. 2018-2019 subrecipients will receive information on how to submit their reimbursement as information becomes available. Any questions regarding 2018-2019 subrecipients should be directed to CDBG/CDAC staff liaison Sharon Mikesell after July 1.

ATTACHMENTS

1. Actual Subrecipient Awards 2018-2019
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Public Services Funding 2018-2019

Organization	CDAC Option A	CDAC Option B	Total authorized by Council	Total with Available Funds
Action Council (Palenke)	\$ 8,912.00	\$10,207.00	\$10,168.00	\$11,181.29
CPY	\$ 8,912.00	\$10,207.00	\$10,168.00	\$11,181.29
Del Monte Manor-after school	withdrawn	withdrawn	withdrawn	withdrawn
ECHO	\$ 7,065.00	\$ 4,807.00	\$ 5,000.00	\$ 6,013.29
Food Bank for Monterey County	withdrawn	withdrawn	withdrawn	withdrawn
Girls Inc of Central Coast	\$ 8,912.00	\$ 6,804.00	\$ 6,804.00	\$ 7,817.29
Greater Victory Temple-Community Pgm	\$ 8,912.00	\$10,207.00	\$10,168.00	\$11,181.29
Legal Services for Seniors	\$ 8,912.00	\$10,207.00	\$10,168.00	\$11,181.29
Meals on Wheels of the Monterey Peninsula	\$ 8,912.00	\$ 6,804.00	\$ 6,804.00	\$ 7,817.29
The Village Project	\$ 8,912.00	\$10,207.00	\$10,168.00	\$11,181.29
Subtotal	\$69,449.00	\$69,450.00	\$69,448.00	\$77,554.32

Project Funding 2018-2019

Organization	2018-2019 REQUESTED	2018-2019 Recommended by CDAC	2018-2019 Authorized by Council	2018-2019 Funding Available
Boys and Girls-Clubhouse Improvements	\$ 71,507.00	\$ 71,507.00	\$ 71,507.00	\$ 71,507.00
Community Human Svcs-Genesis House Improvements	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Del Monte Manor-Playground	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
Del Monte Manor-Security	\$ 93,128.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Veterans' Transition Renovations	\$ 200,000.00		\$ 18,443.00	\$ 63,224.33
Seaside Engineering-Cutino Equipment	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Seaside Econ Dev-Microbusiness Assistance	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Seaside Engineering- Wanda Sidewalk	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Subtotal	\$ 560,635.00	\$ 282,507.00	\$ 300,950.00	\$ 345,731.33
Estimated available for Capital Projects	\$ 300,950.00	\$ 300,950.00	\$ 300,950.00	\$ 345,731.33
Estimated difference	\$ (259,685.00)	\$ 18,443.00	\$ -	



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2018- – June 2019

July CDAC Meeting	July 18, 2018
Orientation Presentation	
Elect Officers	
Status of AAP and Analysis of Impediments	
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
Last possible day AAP Due to HUD with appropriate attachments/certifications	August 16, 2018
Funding Approval Document received and contract documents to sub-recipients	upon HUD approval of AAP-TBD
August CDAC Meeting	August 15, 2018
- CAPER preview	
- Discuss 2018-2019 CDBG Subrecipient Monitoring Schedule	
- Fourth Quarter (Apr-Jun) and Annual Program Reports	
Annual Planning Notice & Notice of CAPER Publication	August 31 2017
- notice of community workshop	
Draft CAPER publication (15 day comment)	September 5, 2018
September CDAC Meeting and Community Workshop	September 19, 2018
- Annual Community Needs Assessment Workshop	
- There will not be an application process this year	
City Council public hearing CAPER	September 20, 2018
CAPER due to HUD	September 30, 2017
October CDAC Meeting	October 17, 2018
- Annual Priority Needs	
- Update of Affirmatively Furthering Fair Housing (Analysis of Impediments)/Countywide Collaboration efforts	
City Council	November 1, 2018
- Presentation of the needs identified at the September workshop and the annual process/two year cycle	(date may vary as no Council action is necessary)
NOFA announcement in Monterey County Weekly this year.	Not applicable
November CDAC Meeting/no proposal workshop this year	November 21, 2018
Also: First Quarter Program Report (Jul-Sep)	
Review Plans regarding public service monitoring	
December CDAC Meeting (if needed)	December 19, 2018
January CDAC Meeting	January 16, 2019
- Discuss mid-year re-allocation (if needed)	
February CDAC Meeting	February 20, 2019
Second Quarter Program Report (October-December)	
Review of 2019-2020 subrecipients	
Administrative draft Annual Action Plan to CDAC	March 15, 2019

March CDAC Meeting Review AAP and recommend to start Public Comment Period/City Council approval process 2019-ANNUAL WORK PLAN to present to City Council (must be approved by CDAC by April 1)-City Council will review/approve in May	March 20, 2019
City Council - present CDAC recommendations for annual Action Plan	March 21, 2019
Advertisement to run for Annual Action Plan/Public Hearing for AAP	March 28, 2019
Public Comment Period Annual Action Plan	April 1-May 2, 2019
April CDAC Meeting (likely to be cancelled)	April 17, 2019
City Council – public hearing - adopt annual Action Plan	May 2, 2019
Action Plan Due to HUD (subject to change by HUD)	May 15, 2019
May CDAC Meeting - 3rd Quarter sub recipient reports - Update on CDBG program	May 15, 2019
June CDAC Meeting (if needed) - Elections	June 19, 2019
Conditional notice of awards to Subrecipients	TBD