



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, December 19, 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. MINUTES OF OCTOBER 17, 2018

4. **OLD BUSINESS**
5. **NEW BUSINESS**

A. RECEIVE A REPORT ON FIRST QUARTER 2018-2019 CDBG ACTIVITIES

PURPOSE & RECOMMENDATION: The purpose of this report is to update the CDAC on the CDBG activities in the City of Seaside during the first quarter of the 2018-2019 funding cycle.

B. DETERMINE SUBRECIPIENT MONITORING EFFORTS FOR THE FISCAL YEAR 2018-2019

PURPOSE & RECOMMENDATION: The purpose of this item is for the CDAC to determine the subrecipient monitoring efforts to take place during Fiscal Year 2018-2019.

6. **REVIEW LONG RANGE CALENDAR**

A. REVIEW LONG RANGE CALENDAR AND MAKE ADJUSTMENTS AS NEEDED

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
January 16, 2019
6:30 PM

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<http://cyp.telvue.com/player?id=T01629&video=52314&noplaylists=1&width=400&height=300>

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		MEETING MINUTES DRAFT		
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE.
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				OCTOBER 17, 2018
				6:30 P.M.
1.	CALL TO ORDER AT – 6:33P.M.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	Sue Hawthorne, , Zeke Rivera, Clementine Bonner Klein, Angela Doerr		
	PRESENT:	Hawthorne, Rivera, Bonner-Klein, Doerr		
	ABSENT:	None		
3.	PUBLIC COMMENT – None			
4.	APPROVAL OF MINUTES			
	Meeting Minutes from September 2018 (Needs Workshop) were reviewed. A minor correction adding member Doerr to the approval to adjourn Motion was made by Rivera, seconded by Doerr to approve amended minutes			
	AYES	4	COMMITTEE MEMBERS	Hawthorne, Rivera, Doerr
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	0	COMMITTEE MEMBERS	None
	RECUSED	0	COMMITTEE MEMBERS	Bonner-Klein
5.	OLD BUSINESS			
	A. REVIEW INFORMATION GATHERED FROM SEPTEMBER COMMUNITY NEEDS WORKSHOP			
	Staff Liaison, Sharon Mikesell presented a recap of the information collected on the posters during the workshop to the CDAC Each poster was reviewed and passed around the room for further inspection. There were some items that sparked further discussion Many of the youth-based needs were indicated that improvement has been made, thanks to CDBG funding. It was noted that the improvement means the programs were working and should continue.			
	One of the items of note was the need for a one-stop service center. Monterey County used to have a one-stop center in Seaside that has closed. It was suggested that the closure be researched to determine why the County closed the center, as our outreach has indicated that there is a need.			
	First priority public service needs were noted as homeless programs and health			

	And it should be noted that all categories had a significant showing as a need. As far as public facilities, the greatest need as a first priority was indicated as homeless facilities with a secondary need for streets and sidewalks. : This information will be used to update the Analysis of Impediments and as a start to the next Consolidated Plan that will be submitted in 2020. No action from CDAC was needed at this time.
7.	NEW BUSINESS
	A. UPDATE ON THE STATUS OF THE 2018-2018 CDBG GRANT AND ASSOCIATED ACTIVITIES. Sharon Mikesell indicated that the Action Plan was approved, the migration to City Data services for information, contract preparation and reporting has occurred. Environmental clearance documents have been prepared for all but VTC. VTC has a unique situation as they are rehabilitating duplexes on the former Fort Ord and have funding from three CDBG sources. First quarter reporting is now due from the Public Services recipients and a report on that will be given at the December meeting (November meeting is cancelled),. B. UPDATE ON THE JOINT ANALYSIS OF IMPEDIMENTS The public outreach portion of the project has been completed and the document was presented to CDAC. The consultant is updating the existing AI documents from each agency. Seaside does not have a current AI to update so the information from the last few years of Community Needs workshops, General Plan Update activities and other CDAC outreach will be utilized to show how the City has been addressing challenges. The draft AI is expected to be available in coordination with next year's Annual Action Plan and should be included in a Joint Public Hearing in the spring of 2019.
8.	<u>LONG RANGE CALENDAR</u> The City Council presentation regarding the Needs Assessment workshop will be deferred until the spring as the information will be part of the AI, the CDAC considered scheduling a special meeting in December since the December meeting is close to the holidays. The CDAC determined there was no suitable date for a special meeting in December. No changes were made to scheduled meetings in the Long Range Calendar
9.	<u>REPORTS FROM COMMITTEE MEMBERS</u>
	<u>Chair Hawthorne indicated she was looking forward to the Boards and</u>

	<u>Commissions event coming up on October 25 and asked the attendees if there was any events of note coming up for them. Mel Mason indicated that the Village Project had mental health events coming up the Second Saturday of each month and next month would be featuring Native American participants. Shari Hastey indicated that CPY enjoyed PARK-ing Day and Rob Rapp mentioned that CHS was appreciative of receiving Environmental Documents from the City in a timely manner.</u>		
10.	<u>REPORTS FROM STAFF</u>		
	<u>Sharon Mikesell, mentioned that Zombie Prom was October 26 and that the Seaside Certified Farmer's Market is now year-round on Broadway.</u>		
11.	<u>ADJOURNMENT 7:14p.m.</u>		
	<u>On motion by Member Bonner Klein and Seconded by Member Rivera and carried by the following vote the CDAC adjourned the regular meeting at 7:14 p.m.</u>		
	AYES	4	COMMITTEE MEMBERS Hawthorne, Rivera, Bonner Klein, Doerr
	NOES	0	COMMITTEE MEMBERS None
	ABSENT	0	COMMITTEE MEMBERS None
	RECUSED	0	COMMITTEE MEMBERS None



CITY OF SEASIDE STAFF REPORT

Item No.: 5.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: December 19, 2018

**SUBJECT: RECEIVE A REPORT ON FIRST QUARTER 2018-2019 CDBG
ACTIVITIES**

PURPOSE & RECOMMENDATION

The purpose of this report is to update the CDAC on the CDBG activities in the City of Seaside during the first quarter of the 2018-2019 funding cycle.

BACKGROUND

The Seaside CDBG program fiscal year 2018-2019 contains a record number of activities. All activities as well as the CDBG program administration costs must be tracked in the Integrated Disbursement and Information System (IDIS). IDIS is the online system HUD uses to track and draw down grant funds and program income as well as record the performance and demographic results of all activities.

New this fiscal year is the introduction of City Data Services software to make a smooth and uniform interface between the funding recipients/subrecipients and HUD. Seaside has joined the City of Salinas and the County of Monterey to standardize the reporting procedures, eliminating duplication of data entry activities and standardizing the reporting process in a manner to interface directly with the IDIS.

Once the Annual Action Plan is approved by HUD, the grant award paperwork is forwarded to the City for execution. Once the form is executed, it must be sent back to HUD. Once HUD has processed the fully executed document, the activities may be input into IDIS and subrecipient contracts and environmental documents may be prepared. This took place in late September

The environmental documentation for the activities are attached to this staff report. The VTC environmental documentation will be prepared by the City of Monterey and shared with the other jurisdictions funding the transitional housing duplex rehabilitation project.

Contracts were prepared through the City Data portal and were emailed to the subrecipients for signature and return to the city with appropriate insurance documentation. The Contracts are

submitted with the routing documentation to the City Clerk. The documents then are reviewed by the Risk Manager and once approved, sent to the City Manager for full execution and entry into the completed contracts database.

Once the executed contracts are on file with the City, reimbursements can be processed after submittal and review.

The public services subrecipients generally submit their reimbursement requests quarterly. The projects and other non-public services activities submit reimbursement requests as the projects progress. All funding is expected to be spent in a timely manner by June 30, 2019. As of December 1, Seaside has not yet taken a 2018-2019 drawdown of funds. The official dashboard report is attached. We anticipate making the initial drawdown for this fiscal year during December.

The Cutino Park ADA project from 2017-2018 has carried over into this year. It is the only CDBG carry over project this year. Some of the funding was utilized for pre-construction activities. Groundbreaking was held on November 15, 2018 on Cutino Park and ADA activities were contracted to be done as a priority.

ATTACHMENTS

1. 2018-2019 CDBG Funds at a Glance
 2. Env Clearance Boys and Girls Club
 3. Env Clearance DelMonte Playground
 4. Env Clearance DelMonte Security
 5. Env Clearance Genesis House
 6. Env Clearance Microbusiness
 7. Env Clearance Wanda Sidewalk
 8. Public Services Environmental Exemption
 9. AG 18-10 Determination of Exemption Cutino Park Project
 10. 1st Qtr PS
 11. CPD_Funding_Granttee_Dash_SEAS-CA_CA_20181201
 12. CPD_Funding_Granttee_Matrix_SEAS-CA_CA_20181201
-

2018-2019 Seaside CDBG Funding at a Glance

	IDIS Program Year	Idis Project #	IDIS Activity #	Organization	Total with Available Funds	Serving	Summary
Public Services	2018	1	1312	Action Council (Palenke)	\$ 11,181.29	100 students	Multicultural Arts program for Seaside youth
	2018	2	1313	CPY	\$ 11,181.29	415 students including 15 HS tutors	Youth gang and violence prevention program. High school leadership and life skills program.
	2018	3	1314	ECHO	\$ 6,013.29	45 households	Fair Housing and Tenant-Landlord services with goal to prevent homelessness, end discrimination and illegal housing practices.
	2018	4	1315	Girls Inc of Central Coast	\$ 7,817.29	100 girls plus 35 mother daughter pairs	Four programs focusing on girls in 4th grade through high school
	2018	5	1316	Greater Victory Temple-Community Pgm	\$ 11,181.29	100 persons	Expand after school community program that includes tutoring and food. Partners with MPUSD, Shelter Outreach Plus and the Village Project
	2018	6	1317	Legal Services for Seniors	\$ 11,181.29	300 seniors	No cost legal services to Seaside seniors age 62+ and workshops
	2018	7	1318	Meals on Wheels of the Monterey Peninsula	\$ 7,817.29	120 homebound persons	A portion of the food costs for homebound Seaside residents. Over 60% of the deliveries are to persons over 75 years old.
	2018	8	1319	The Village Project	\$ 11,181.29	38 Seaside at risk students	Mae C.Johnson Education and Enrichment Academy. After school program with tutoring, technology and enrichment activities for low income, at-risk students.
Projects/Activities (not public services)	2018	9	1320	Boys and Girls-Clubhouse Improvements	\$ 71,507.00	870 Youth	New flooring 18-19, Community room upgrades 19-20
	2018	10	1321	Community Human Svcs-Genesis House Improvements	\$ 30,000.00	130 persons	18-19 plumbing improvements, 19-10 electrical improvements
	2018	11	1322	Del Monte Manor-Playground	\$ 16,000.00	192 families	installation of playground equip
	2018	12	1323	Del Monte Manor-Security	\$ 15,000.00	192 families	security equipment (guards not eligible)
	2018	13	1324	Veterans' Transition Renovations	\$ 63,224.33	8-16 homeless/at risk veterans at a time (64-128 annually)	renovate 8 bedroom duplex for emergency shelter (other funding from City and County of Monterey CDBG funds and Home Depot grant)
	2018	14	1325	Seaside Engineering-Cutino Equipment	\$ 65,000.00	over 900 ADA	ADA bleachers and drinking fountain at Cutino Park
	2018	15	1326	Seaside Econ Dev-Microbusiness Assistance	\$ 25,000.00	3 microbusinesses	compete for rent subsidies
	2018	16	1327	Seaside Engineering- Wanda Sidewalk	\$ 60,000.00	62% low mod area	sidewalk replacement/ADA ramp 1600 block Wanda, eliminate trip hazards
Other	2018	17	1328	2018-2019 CDBG Program Administration	\$ 93,744.20	N/A Program Admin costs	Capped at 20% of grant + current year program income. Includes AI consultant fees, legal noticing, data management software and program staffing
Previous	2017	1	1310	Cutino Park Accessibility Improvements	\$ 218,088.00	This project is carried over from last fiscal year. \$69,809.89 has been drawn as of end of FY 2017	Not completed by 6/20/18 ADA improvements to entrances, restrooms and playground/spectator seating



U.S. Department of Housing and Urban
Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

AG 18-119

Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5

Pursuant to 24 CFR 58.35(a)

Project Information

Project Name: Boys & Girls Club Seaside Clubhouse Facility Improvements Project

Responsible Entity: City of Seaside (Boys and Girls Club/subrecipient)

Grant Recipient (if different than Responsible Entity): N/A

State/Local Identifier: B-18-MC-06-0006

Preparer: Sharon Mikesell, City of Seaside Administrative Analyst

Certifying Officer Name and Title: Craig Malin, City Manager

Grant Recipient (if different than Responsible Entity): N/A

Consultant (if applicable): N/A

Direct Comments to: Sharon Mikesell
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
831-899-6734
smikesell@ci.seaside.ca.us

Project Location: 1332 La Salle Avenue, Seaside, CA 93955

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

The Boys & Girls the Boys & Girls Clubs of Monterey County Seaside Clubhouse, a 24,000 square foot facility located at 1332 La Salle Avenue, Seaside, CA 93955. The project site is entirely developed with the Clubhouse and associated parking and landscaping. The Clubhouse was constructed between 1991 and 1994 and includes an activity center (game room), learning center, technology center, gymnasium, science center, teen center, commercial kitchen, community room, and arts center.

This project will install stained, polished concrete is an attractive, low maintenance and safe solution to the flooring needs. Approximate 4,500 square foot area includes the Community Room, main entrance, lobby and main walkway.

The project site is in an urbanized area; no ground disturbance will occur. The project does not involve new construction or conversion of land use, nor will it increase the size or capacity of the Clubhouse.

The purpose and intent of the project is to create a healthy learning environment for the youth served there.

Level of Environmental Review Determination: Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5: 24 CFR Part 58.35(a) (3) Rehabilitation of buildings and improvements when the following conditions are met: (iii) In the case of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-MC-06-0006	CDBG	\$71.507

Estimated Total HUD Funded Amount: \$71.507

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$71,507

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No ☐ ☒	HUD Guidance regarding compliance with 24 CFR Part 51 Subpart D states that additional information is necessary if a project site is within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The closest military airport to the project site is Travis

		Air Force Base, located approximately 113 miles (599,605 feet) to the northeast. Therefore, the project site is not within 15,000 feet of a military airport and no further information is necessary per HUD Guidance. Airports designated by the Federal Aviation Administration as commercial airports in the National Plan of Integrated Airports are considered civilian airports subject to HUD Regulation 24 CFR 51D. The closest commercial airport to the project site is the Monterey Peninsula Airport, located over 10,540 feet (2 miles) to the south of the project site. Therefore, the project site is not within 2,500 feet of a civilian airport and no further information is necessary per HUD Guidance. <u>Documentation:</u> Federal Aviation Administration. September 30, 2014. <i>Report to Congress, National Plan of Integrated Airport Systems 2015-2019</i>. (Appendix A, pg. A-21; Appendix B, pg. B-10). Google Inc. 2016. Imagery Dated 2013 and 2015. Google Earth Version 7.1.5.1557 (Software). Available from http://earth.google.com/. U.S. Department of Housing and Urban Development. HUD Exchange. Airport Hazards. https://www.hudexchange.info/environmental-review/airport-hazards/ (accessed September 24, 2018).
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	There are no Coastal Barrier Resources Act (COBRA) zones in California. Therefore, the Program will not affect or be affected by any coastal barrier resources. <u>Documentation:</u> U.S. Fish and Wildlife Service. Coastal Barrier Resource System. http://www.fws.gov/cbra/Maps/Mapper.html (accessed September 24, 2018).
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and that are located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). According to the FEMA Flood Insurance Rate Map (FIRM) Community Panel Number 06053C0327G, the project site is not within a SFHA. <u>Documentation:</u> Federal Emergency Management Agency. April 2,

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5

Clean Air

Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93

Yes No
☐ ☒

According to HUD Guidance, if a project does not involve new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units, it can be assumed that its emissions are below de minimis levels and the project is in compliance with the Clean Air Act. The project consists of interior electrical improvements to an existing Clubhouse/recreation facility and is intended to increase energy efficiency and access to healthy facilities for the general public, specifically for the benefit of the youth of the community. The project does not involve new construction or conversion of land use. Therefore, project emissions are assumed to be below de minimis levels and the project is in compliance with the Clean Air Act.

In addition, the project will not disturb more than 260 linear feet, 160 square feet, or 35 cubic feet of building material and therefore does not require permitting pursuant to the National Emission Standards for Hazardous Air Pollutants (NESHAP).

Documentation: See Air Quality Worksheet.

U.S. Department of Housing and Urban Development. HUD Exchange. Air Quality. <https://www.hudexchange.info/environmental-review/air-quality> (accessed September 24, 2018).

U.S. Environmental Protection Agency. Asbestos NESHAP. <http://www2.epa.gov/asbestos/asbestos-neshap> (accessed September 24, 2018).

Coastal Zone Management

Coastal Zone Management Act, sections 307(c) & (d)

Yes No
☐ ☒

The California Coastal Commission (CCC) implements the federal Coastal Zone Management Act as it applies to federal activities and development projects in California. In the City of Seaside, the coastal development permits are issued by the CCC, in compliance with the City's Local Coastal Program (LCP), for all proposed development that occurs within the City's Coastal Zone boundaries.

The City of Seaside Coastal Zone encompasses approximately 90 acres of land that extend from the Pacific Ocean to the terminus of the Canyon Del Rey Creek on the southeastern portion of Laguna Grande. The project site is not within the designated Coastal Zone and does not involve the placement, erection or removal of materials, or an increase in the intensity of use, in the designated coastal zone.

		<u>Documentation:</u> City of Seaside. Adopted June 20, 2013. <i>Local Coastal Program Land Use Plan</i> . (Page 2.1)
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes No ☐ ☒	The site is currently developed with the Clubhouse and associated parking and landscaping. No on-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. The Clubhouse has been in use as a recreation facility since 1996 (20 years). There is no record of previous uses of the project site that could affect the health or safety of occupants or conflict with the intended use of the project site. Databases maintained by the U.S. EPA (Cleanups in My Community) and the California Department of Toxic Substances Control (DTSC)(Envirostor) were reviewed for contaminated sites/facilities located within the ASTM minimum search distances of the project site. The database searches confirmed that the project site is not on or within the ASTM minimum search distances of a property listed on an EPA Superfund, National Priorities List, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) list, or equivalent State list. Furthermore, the project site is not located within 3,000 feet of a current or past toxic or solid waste landfill site. Based on the long term use of the project site as a recreation facility (20 years), as well as review of U.S. EPA and state databases, it is determined that the project site and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the project site. <u>Documentation:</u> California Department of Toxic Substances Control. Envirostor. http://www.envirostor.dtsc.ca.gov/public/ (accessed September 24, 2018). U.S. Environmental Protection Agency. Cleanups in My Community. http://www2.epa.gov/cleanups (accessed September 24, 2018).
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes No ☐ ☒	The project consists of interior electrical improvements to the existing Clubhouse/recreation facility and is intended to increase energy efficiency and create a healthy learning environment. The project site is in a highly urbanized area and contains no natural vegetation; furthermore all project improvements will take place on the interior of the Clubhouse and no ground disturbance will occur. The project does not involve new construction or

		conversion of land use, nor will it increase the size or capacity of the Clubhouse. According to the U.S. Fish and Wildlife Service Critical Habitat for Threatened & Endangered Species online mapper, there is no critical habitat within or in the vicinity of the project site. The project will have No Effect on any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), and will not adversely modify their critical habitats. This determination is based on the fact that none of the activities involved in the project have potential to affect species or habitats (solely interior improvements), as well as the fact that there is no potential habitat in the project area as described above. <u>Documentation:</u> United States Fish & Wildlife Service. Critical Habitat Map. http://ecos.fws.gov/ecp/report/table/critical-habitat.html (accessed September 24, 2018).
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes No ☐ ☒	<u>Aboveground Stationary Storage Tanks</u> According to HUD Guidance, if a project does not involve development, construction, and/or rehabilitation that will increase residential densities, or conversion, then no further compliance or documentation pertaining to aboveground stationary storage tanks is necessary. The project consists of interior electrical improvements to the existing Clubhouse/recreation facility and is intended to increase energy efficiency and create a healthy learning environment. The project does not include development, construction, and/or rehabilitation that will increase residential densities, or result in land use conversion. <u>Hazardous Facilities Included in the project</u> As previously stated, the project consists of interior improvements to the existing Clubhouse/recreation facility. The project does not include a facility that stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries. <u>Documentation:</u> See Explosive and Flammable-Facilities Worksheet. U.S. Department of Housing and Urban Development. HUD Exchange. Explosive and Flammable Facilities. https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities (accessed

Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No ☐ ☒	September 24, 2018). Federal projects are subject to Farmland Protection Policy Act (FPPA) requirements if they may irreversibly convert farmland to a non-agricultural use. The project does not include any activities, including new construction, acquisition of undeveloped land, or conversion, which could potentially convert one land use to another. Furthermore, the project site and surrounding area is designated as Urban and Built Up Land by the California Department of Conservation. The project site is not on or adjacent to prime or unique farmland, or other farmland of statewide or local importance as identified by the United States Department of Agriculture, Natural Resources Conservation Service. <u>Documentation:</u> California Department of Conservation. January 2015. <i>Monterey County Important Farmland, 2012. Sheet 1 of 2.</i>
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes No ☐ ☒	FEMA FIRM Panel Number 06053C0327G identifies the project site as being located in the 500-year floodplain (Zone X). Compliance with Executive Order 11988, Floodplain Management, is required if a project involves property acquisition, land management, construction or improvement within a 100-year floodplain or a "critical action" within a 500-year floodplain. A critical action is defined in 24 CFR 55.2(b)(2) as "any activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property", including "activities that create, maintain or extend the useful life of those structures or facilities that: Produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials; Provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events; or are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. The Boys and Girls Clubhouse provides recreation services to children of the area's financially challenged families. The Clubhouse does not house mobility-impaired occupants, nor is it a hazardous material or essential facility. The project consists of interior improvements to the Clubhouse. Therefore, implementation of the project will not create, maintain or extend the useful life of hazardous material facilities, essential facilities, or facilities with

		mobility-impaired occupants and the proposed project is not considered a critical action. The project complies with Executive Order 11988 and the 8-step process is not required. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No ☐ ☒	The existing Clubhouse/recreation facility on the project site was constructed in 1991 through 1994 and has not been modified substantially since construction. The facility is less than 50 years old and is not currently listed on the National Register of Historic Places (NRHP). The facility does not appear to embody the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic values, or represent a significant and distinguishable entity whose components lack individual distinction as required by the NRHP.. Therefore, the project does not have the potential to adversely affect any historic or potentially historic properties and a finding of "no historic properties affected" is appropriate. <u>Documentation:</u> California Office of Historic Preservation. California Historical Resources. http://ohp.parks.ca.gov/listedresources/?view=all (accessed September 24, 2018).
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No ☐ ☒	The project site is not adjacent to any transportation corridors considered to be major noise sources in the City; the project site is outside of the 65 dB noise contour for surrounding roadways. In addition, the project site is outside of the noise contours for the Monterey Peninsula Airport. Therefore, the noise level is considered <i>Acceptable</i> (at or below 65 DNL) and no noise abatement or control is required per 24 CFR 51B. <u>Documentation:</u> City of Seaside. August 2004. <i>Seaside General Plan</i>. (Figure N-1 and Figure N-2)
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No ☐ ☒	The project site is not located on a sole source aquifer or within a designated sole source aquifer watershed area per the United States Environmental Protection Agency (EPA) Region 9 Ground Water Office. <u>Documentation:</u> U.S. Environmental Protection Agency. Sole Source Aquifer Program. http://www.epa.gov/region9/water/groundwater/ssa.html (accessed September 24, 2018).
Wetlands Protection Executive Order 11990,	Yes No ☐ ☒	The project consists of improvements to the existing Clubhouse/recreation facility and is intended to create a healthy learning environment. The project site is in a highly urbanized area; furthermore no ground

particularly sections 2 and 5		disturbance will occur. The project does not involve new construction or conversion of land use, nor will it increase the size or capacity of the Clubhouse. Additionally, according to the U.S. Fish and Wildlife Service National Wetlands Inventory, there are no wetlands or other riparian features within or adjacent to the project site. Therefore, the project will not impact on- or off-site wetlands, marshes, wet meadows, mud flats or natural ponds. <u>Documentation:</u> U.S. Department of the Interior, Fish & Wildlife Service. National Wetlands Inventory. Wetlands Mapper. http://www.fws.gov/wetlands/data/Mapper.html (accessed September 24, 2018).
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No ☐ ☒	The project site is not within proximity of any National Wild and Scenic Rivers System (NWSRS) river, including designated Wild and Scenic Rivers, study rivers, and Nationwide Rivers Inventory (NRI) river segments. <u>Documentation:</u> National Wild and Scenic Rivers System. http://www.rivers.gov/california.php (accessed September 24, 2018). United States Department of the Interior, National Park Service. Nationwide Rivers Inventory. http://www.nps.gov/ncrc/programs/rtrca/nri/index.html (accessed September 24, 2018). USDA, BLM, FWS, NPS. 2009. <i>National Wild and Scenic Rivers System, September, 2009</i>. Washington D.C.
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No ☐ ☒	As documented in this Worksheet, the project site and surrounding neighborhood does not suffer from adverse environmental conditions. Furthermore, the project will not result in adverse health or environmental effects. Therefore, the project will not result in disproportionately high and adverse human health or environmental effects on minority populations and/or low-income populations.

Field Inspection (Date and completed by): Rick Medina, Senior Planner

Rick Medina 9/25/18

Summary of Findings and Conclusions:

The project does not negatively impact the surrounding environment and will not have an adverse environmental or health effect on end users. The project complies with NEPA and other related Federal and state environmental laws and does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.

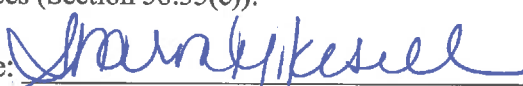
Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
None required.	None required.

Determination:

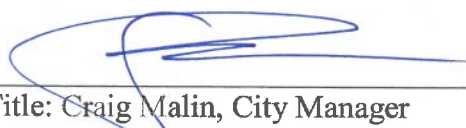
- ☒ This categorically excluded activity/project converts to **EXEMPT** per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain "Authority to Use Grant Funds"** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
- ☐ This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: 

Date: September 24, 2018

Name/Title/Organization: Sharon Mikesell, Administrative Analyst, City of Seaside, CA

Responsible Entity Agency Official Signature:



Date: 9/26/18

Name/Title: Craig Malin, City Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



U.S. Department of Housing and Urban
Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

AG 18-117

Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5

Pursuant to 24 CFR 58.35(a)

Project Information

Project Name: Del Monte Manor Playground Installation

Responsible Entity: City of Seaside (Del Monte Manor/subrecipient)

Grant Recipient (if different than Responsible Entity): N/A

State/Local Identifier: B-18-MC-06-0006

Preparer: Sharon Mikesell, City of Seaside Administrative Analyst

Certifying Officer Name and Title: Craig Malin, City Manager

Grant Recipient (if different than Responsible Entity): N/A

Consultant (if applicable): N/A

Direct Comments to: Sharon Mikesell
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
831-899-6734
smikesell@ci.seaside.ca.us

Project Location: 1466 Yosemite Street, Seaside, CA 93955

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Installation of new playground equipment on the same site where a playground with over 30 year old equipment exists. (the equipment was purchased using a variety of fundraising, not CDBG funds). Del Monte manor is a nonprofit public benefit corporation promoting the social welfare of the community through the provision of affordable housing.

The purpose and intent of the project is to create a healthy play area environment for the youth served there.

Level of Environmental Review Determination: Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5: 24 CFR Part 58.35(a) (3) Rehabilitation of buildings

and improvements when the following conditions are met: (iii) In the case of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-MC-06-0006	CDBG	\$16,000

Estimated Total HUD Funded Amount: \$16,000

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$16,000

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No ☐ ☒	HUD Guidance regarding compliance with 24 CFR Part 51 Subpart D states that additional information is necessary if a project site is within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The closest military airport to the project site is Travis Air Force Base, located approximately 113 miles (599,605 feet) to the northeast. Therefore, the project site is not within 15,000 feet of a military airport and no further information is necessary per HUD Guidance. Airports designated by the Federal Aviation Administration as commercial airports in the National Plan of Integrated Airports are considered civilian airports subject to HUD Regulation 24 CFR 51D. The closest commercial airport to the project site is the Monterey Peninsula Airport, located over 10,540 feet

		(2 miles) to the south of the project site. Therefore, the project site is not within 2,500 feet of a civilian airport and no further information is necessary per HUD Guidance. <u>Documentation:</u> Federal Aviation Administration. September 30, 2014. <i>Report to Congress, National Plan of Integrated Airport Systems 2015-2019</i>. (Appendix A, pg. A-21; Appendix B, pg. B-10). Google Inc. 2016. Imagery Dated 2013 and 2015. Google Earth Version 7.1.5.1557 (Software). Available from http://earth.google.com/. U.S. Department of Housing and Urban Development. HUD Exchange. Airport Hazards. https://www.hudexchange.info/environmental-review/airport-hazards/ (accessed January 31, 2016).
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	There are no Coastal Barrier Resources Act (COBRA) zones in California. Therefore, the Program will not affect or be affected by any coastal barrier resources. <u>Documentation:</u> U.S. Fish and Wildlife Service. Coastal Barrier Resource System. http://www.fws.gov/cbra/Maps/Mapper.html (accessed February 2, 2016).
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and that are located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). According to the FEMA Flood Insurance Rate Map (FIRM) Community Panel Number 06053C0327G, the project site is not within a SFHA. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	Yes No ☐ ☒	According to HUD Guidance, if a project does not involve new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units, it can be assumed that its emissions are below de minimis levels and the project is in compliance with the Clean Air Act. The project consists of installation of playground equipment on an existing recreation

		facility and is intended to increase and access to healthy facilities for the neighborhood and the general public, specifically for the benefit of the youth of the community. The project does not involve conversion of land use. Therefore, project emissions are assumed to be below de minimis levels and the project is in compliance with the Clean Air Act. In addition, the project will not disturb more than 260 linear feet, 160 square feet, or 35 cubic feet of building material and therefore does not require permitting pursuant to the National Emission Standards for Hazardous Air Pollutants (NESHAP). <u>Documentation:</u> See Air Quality Worksheet. U.S. Department of Housing and Urban Development. HUD Exchange. Air Quality. https://www.hudexchange.info/environmental-review/air-quality (accessed September 24, 2018). U.S. Environmental Protection Agency. Asbestos NESHAP. http://www2.epa.gov/asbestos/asbestos-neshap (accessed September 24, 2018).
Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)	Yes No ☐ ☒	The California Coastal Commission (CCC) implements the federal Coastal Zone Management Act as it applies to federal activities and development projects in California. In the City of Seaside, the coastal development permits are issued by the CCC, in compliance with the City's Local Coastal Program (LCP), for all proposed development that occurs within the City's Coastal Zone boundaries. The City of Seaside Coastal Zone encompasses approximately 90 acres of land that extend from the Pacific Ocean to the terminus of the Canyon Del Rey Creek on the southeastern portion of Laguna Grande. The project site is not within the designated Coastal Zone and does not involve the placement, erection or removal of materials, or an increase in the intensity of use, in the designated coastal zone. <u>Documentation:</u> City of Seaside. Adopted June 20, 2013. <i>Local Coastal Program Land Use Plan</i>. (Page 2.1)
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes No ☐ ☒	The site is currently used for a playground. No on-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. There is no record of previous uses of the project site that could affect the health or safety of occupants or conflict with the intended use of the project site. Databases maintained by the U.S. EPA (Cleanups in My Community) and the California Department of

		Toxic Substances Control (DTSC)(Envirostor) were reviewed for contaminated sites/facilities located within the ASTM minimum search distances of the project site. The database searches confirmed that the project site is not on or within the ASTM minimum search distances of a property listed on an EPA Superfund, National Priorities List, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) list, or equivalent State list. Furthermore, the project site is not located within 3,000 feet of a current or past toxic or solid waste landfill site. Based on the long term use of the project site as a recreation facility as well as review of U.S. EPA and state databases, it is determined that the project site and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the project site. <u>Documentation:</u> California Department of Toxic Substances Control. Envirostor. http://www.envirostor.dtsc.ca.gov/public/ (accessed September 24, 2018). U.S. Environmental Protection Agency. Cleanups in My Community. http://www2.epa.gov/cleanups (accessed September 24, 2018).
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes No ☐ ☒	The project consists of installation of upgraded playground equipment and create a healthier playground environment. The project site is in a highly urbanized area and contains no natural vegetation; furthermore all project improvements will take place on the interior of the Clubhouse and no ground disturbance will occur. The project does not involve conversion of land use, nor will it increase the size or capacity of the playground. According to the U.S. Fish and Wildlife Service Critical Habitat for Threatened & Endangered Species online mapper, there is no critical habitat within or in the vicinity of the project site. The project will have No Effect on any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), and will not adversely modify their critical habitats. This determination is based on the fact that none of the activities involved in the project have potential to affect species or habitats (solely interior improvements), as well as the fact that there is no potential habitat in the project area as described above.

		<u>Documentation:</u> United States Fish & Wildlife Service. Critical Habitat Map. http://ecos.fws.gov/ecp/report/table/critical-habitat.html (accessed September 24, 2018).
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes No ☐ ☒	<u>Aboveground Stationary Storage Tanks</u> According to HUD Guidance, if a project does not involve development, construction, and/or rehabilitation that will increase residential densities, or conversion, then no further compliance or documentation pertaining to aboveground stationary storage tanks is necessary. The project consists of improvements to the existing playground area and is intended to create a healthy learning environment. The project does not include development, construction, and/or rehabilitation that will increase residential densities, or result in land use conversion. <u>Hazardous Facilities Included in the project</u> The project does not include a facility that stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries. <u>Documentation:</u> See Explosive and Flammable-Facilities Worksheet . U.S. Department of Housing and Urban Development. HUD Exchange. Explosive and Flammable Facilities. https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities (accessed September 24, 2018).
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No ☐ ☒	Federal projects are subject to Farmland Protection Policy Act (FPPA) requirements if they may irreversibly convert farmland to a non-agricultural use. The project does not include any activities, including new construction, acquisition of undeveloped land, or conversion, which could potentially convert one land use to another. Furthermore, the project site and surrounding area is designated as Urban and Built Up Land by the California Department of Conservation. The project site is not on or adjacent to prime or unique farmland, or other farmland of statewide or local importance as identified by the United States Department of Agriculture, Natural Resources Conservation Service. <u>Documentation:</u> California Department of Conservation. January 2015. <i>Monterey County Important Farmland, 2012. Sheet 1 of 2.</i>
Floodplain Management	Yes No	FEMA FIRM Panel Number 06053C0327G identifies the project site as being located in the 500-year

Executive Order 11988, particularly section 2(a); 24 CFR Part 55	☐ ☒	floodplain (Zone X). Compliance with Executive Order 11988, Floodplain Management, is required if a project involves property acquisition, land management, construction or improvement within a 100-year floodplain or a "critical action" within a 500-year floodplain. A critical action is defined in 24 CFR 55.2(b)(2) as "any activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property", including "activities that create, maintain or extend the useful life of those structures or facilities that: Produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials; Provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events; or are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. The DelMonte Manor playground provides recreation services to children of the area's financially challenged families. Implementation of the project will not create, maintain or extend the useful life of hazardous material facilities, essential facilities, or facilities with mobility-impaired occupants and the proposed project is not considered a critical action. The project complies with Executive Order 11988 and the 8-step process is not required. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No ☐ ☒	The existing playground area has not been modified substantially since construction. The facility is less than 50 years old and is not currently listed on the National Register of Historic Places (NRHP). The facility does not appear to embody the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic values, or represent a significant and distinguishable entity whose components lack individual distinction as required by the NRHP.. Therefore, the project does not have the potential to adversely affect any historic or potentially historic properties and a finding of "no historic properties affected" is appropriate. <u>Documentation:</u> California Office of Historic Preservation. California Historical Resources.

		http://ohp.parks.ca.gov/listedresources/?view=all (accessed September 24, 2018).
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No ☐ ☒	The project site is not adjacent to any transportation corridors considered to be major noise sources in the City; the project site is outside of the 65 dB noise contour for surrounding roadways. In addition, the project site is outside of the noise contours for the Monterey Peninsula Airport. Therefore, the noise level is considered <i>Acceptable</i> (at or below 65 DNL) and no noise abatement or control is required per 24 CFR 51B. <u>Documentation:</u> City of Seaside. August 2004. <i>Seaside General Plan</i> . (Figure N-1 and Figure N-2)
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No ☐ ☒	The project site is not located on a sole source aquifer or within a designated sole source aquifer watershed area per the United States Environmental Protection Agency (EPA) Region 9 Ground Water Office. <u>Documentation:</u> U.S. Environmental Protection Agency. Sole Source Aquifer Program. http://www.epa.gov/region9/water/groundwater/ssa.html (accessed September 24, 2018).
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes No ☐ ☒	The project site is in a highly urbanized area. The project does not involve conversion of land use, nor will it increase the size or capacity of the playground. Additionally, according to the U.S. Fish and Wildlife Service National Wetlands Inventory, there are no wetlands or other riparian features within or adjacent to the project site. Therefore, the project will not impact on- or off-site wetlands, marshes, wet meadows, mud flats or natural ponds. <u>Documentation:</u> U.S. Department of the Interior, Fish & Wildlife Service. National Wetlands Inventory. Wetlands Mapper. http://www.fws.gov/wetlands/data/Mapper.html (accessed September 24, 2018).
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No ☐ ☒	The project site is not within proximity of any National Wild and Scenic Rivers System (NWSRS) river, including designated Wild and Scenic Rivers, study rivers, and Nationwide Rivers Inventory (NRI) river segments. <u>Documentation:</u> National Wild and Scenic Rivers System. http://www.rivers.gov/california.php (accessed September 24, 2018). United States Department of the Interior, National Park Service. Nationwide Rivers Inventory. http://www.nps.gov/ncrc/programs/rca/nri/index.html (accessed September 24, 2018).

		USDA, BLM, FWS, NPS. 2009. <i>National Wild and Scenic Rivers System, September, 2009</i> . Washington D.C.
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No ☐ ☒	As documented in this Worksheet, the project site and surrounding neighborhood does not suffer from adverse environmental conditions. Furthermore, the project will not result in adverse health or environmental effects. Therefore, the project will not result in disproportionately high and adverse human health or environmental effects on minority populations and/or low-income populations.

Field Inspection (Date and completed by): Rick Medina, Senior Planner

Rick Medina 9-25-18

Summary of Findings and Conclusions:

The project does not negatively impact the surrounding environment and will not have an adverse environmental or health effect on end users. The project complies with NEPA and other related Federal and state environmental laws and does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.

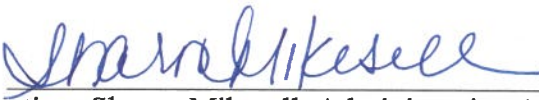
Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

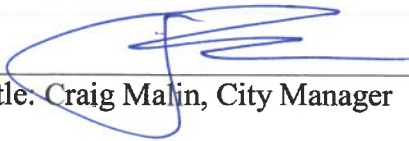
Law, Authority, or Factor	Mitigation Measure
None required.	None required.

Determination:

- ☒ This categorically excluded activity/project converts to **EXEMPT** per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain "Authority to Use Grant Funds"** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
- ☐ This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature:  Date: September 24, 2018
Name/Title/Organization: Sharon Mikesell, Administrative Analyst, City of Seaside, CA

Responsible Entity Agency Official Signature:

 Date: 9/24/18
Name/Title: Craig Malin, City Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



MEMORANDUM TO: Environmental Review Record

FROM: Sharon Mikesell, Administrative Analyst

SUBJECT: Exempt Activity in Community Development Block Grant Program (CDBG)

GRANT NUMBER: B-18-MC-06-0006

The purpose of this memorandum is to document that the City of Seaside has determined, in accordance with the citation from 24 CFR 58.34(a) referenced below, that the following activity is exempt from National Environmental Policy Act requirements and other provisions of law or authorities cited in 24 CFR 58.5.

Activity
Purchase of a security system
(Del Monte Manor)

Budgeted Amount \$15,000

Total: \$15,000

See below regarding compliance with the requirements of 24 CFR 58.6 for the listed activities.

Concurrence of the Responsible Entity:

Title: City Manager Signature
(Certifying Officer)

Date 5/20/18

Per "Guidance on Completing the CDBG Environmental Review Requirements", Certain activities are by their nature highly unlikely to have any direct impact on the environment ...purchase of tools". If the activity is exempt, the Recipient is only required to document in writing that the activity is exempt and meets the conditions for exemptions. The documentation must be maintained in the Recipient's Environmental Review Requirements file.



Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5

Pursuant to 24 CFR 58.35(a)

Project Information

Project Name: Genesis House Plumbing Improvements Project

Responsible Entity: City of Seaside

Grant Recipient (if different than Responsible Entity): N/A (Community Human Services, subrecipient)

State/Local Identifier: B-18-MC-06-0006

Preparer: Sharon Mikesell, Administrative Analyst

Certifying Officer Name and Title: Craig Malin, City Manager

Grant Recipient (if different than Responsible Entity): N/A

Consultant (if applicable): N/A

Direct Comments to: Sharon Mikesell, Administrative Analyst
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
831-899-6734 (T)
smikesell@ci.seaside.ca.us

Project Location: 1152 Sonoma Avenue, Seaside, CA 93955

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

The Genesis House Plumbing Improvements Project Improvements Project ("the project") consists of repairs to the plumbing of the residential substance abuse treatment program facility.

The project site is entirely developed with the three 2-story, 4-unit apartment buildings that comprise the Genesis House facility and associated parking and landscaping. The three 2-story apartment buildings are located at 1152, 1146 and 1140 Sonoma Street; project improvements will take place within the existing building. The project site is in an urbanized area and all project improvements will take place within the building; no new ground disturbance will occur.

The project does not involve new construction or conversion of land use, nor will it increase the size or capacity of the Genesis House facility or any paved areas.

Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. The intent of the project is to improve conditions.

Level of Environmental Review Determination: Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5: 24 CFR Part 58.35(a) (3) Rehabilitation of buildings and improvements when the following conditions are met: (ii) (ii) In the case of multifamily residential buildings: (A) Unit density is not changed more than 20 percent; (B) The project does not involve changes in land use from residential to non-residential; and (C) The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-MC-06-0006	CDBG	\$30,000

Estimated Total HUD Funded Amount: \$30,000

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$30,000

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No ☐ ☒	HUD Guidance regarding compliance with 24 CFR Part 51 Subpart D states that additional information is necessary if a project site is within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The closest military airport to the project site is Travis Air Force Base, located approximately 604,907 feet (114 miles) to the northeast. Therefore, the project

		site is not within 15,000 feet of a military airport and no further information is necessary per HUD Guidance. Airports designated by the Federal Aviation Administration as commercial airports in the National Plan of Integrated Airports are considered civilian airports subject to HUD Regulation 24 CFR 51D. The closest commercial airport to the project site is the Monterey Peninsula Airport, located over 6,320 feet (1.2 miles) to the south of the project site. Therefore, the project site is not within 2,500 feet of a civilian airport and no further information is necessary per HUD Guidance. <u>Documentation:</u> Federal Aviation Administration. September 30, 2014. <i>Report to Congress, National Plan of Integrated Airport Systems 2015-2019</i>. (Appendix A, pg. A-21; Appendix B, pg. B-10). Google Inc. 2016. Imagery Dated 2013 and 2015. Google Earth Version 7.1.5.1557 (Software). Available from http://earth.google.com/. U.S. Department of Housing and Urban Development. HUD Exchange. Airport Hazards. https://www.hudexchange.info/environmental-review/airport-hazards/ (accessed September 24, 2018).
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	There are no Coastal Barrier Resources Act (COBRA) zones in California. Therefore, the Program will not affect or be affected by any coastal barrier resources. <u>Documentation:</u> U.S. Fish and Wildlife Service. Coastal Barrier Resource System. http://www.fws.gov/cbra/Maps/Mapper.html (accessed September 24, 2018)
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and that are located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). According to the FEMA Flood Insurance Rate Map (FIRM) Community Panel Number 06053C0327G, the project site is not within a SFHA. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5

Clean Air

Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93

Yes No
☐ ☒

According to HUD Guidance, if a project does not involve new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units, it can be assumed that its emissions are below de minimis levels and the project is in compliance with the Clean Air Act. The project consists of replacing and/or repairing damaged asphalt the existing Genesis House site to improve ADA accessibility and safety. The project does not involve new construction or conversion of land use. Therefore, project emissions are assumed to be below de minimis levels and the project is in compliance with the Clean Air Act.

In addition, the project does not require permitting pursuant to the National Emission Standards for Hazardous Air Pollutants (NESHAP) as the project does not include any stationary sources of hazardous air pollutants regulated by the standards and the project will not disturb asbestos-containing building material.

Documentation: See Air Quality Worksheet.

U.S. Department of Housing and Urban Development. HUD Exchange. Air Quality. <https://www.hudexchange.info/environmental-review/air-quality> (accessed February 1, 2016).

U.S. Environmental Protection Agency. Asbestos NESHAP. <http://www2.epa.gov/asbestos/asbestos-neshap> (accessed September 24, 2018).

Coastal Zone Management

Coastal Zone Management Act, sections 307(c) & (d)

Yes No
☐ ☒

The California Coastal Commission (CCC) implements the federal Coastal Zone Management Act as it applies to federal activities and development projects in California. In the City of Seaside, the coastal development permits are issued by the CCC, in compliance with the City's Local Coastal Program (LCP), for all proposed development that occurs within the City's Coastal Zone boundaries.

The City of Seaside Coastal Zone encompasses approximately 90 acres of land that extend from the Pacific Ocean to the terminus of the Canyon Del Rey Creek on the southeastern portion of Laguna Grande. The project site is not within the designated Coastal Zone and does not involve the placement, erection or removal of materials, or an increase in the intensity of use, in the designated coastal zone.

Documentation:

City of Seaside. Adopted June 20, 2013. *Local Coastal Program Land Use Plan*. (Page 2.1)

Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes No ☐ ☒	A field visit conducted by Rick Medina, Senior Planner on February 3, 2016 determined that is currently developed with the Genesis House apartment buildings and associated parking and minimal landscaping. The apartment buildings were well maintained, painted gray with blue trim. The asphalt parking area was in fair condition, with some damage evident, including cracks. The field visit did not identify any on-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property. The apartment buildings on the project site were constructed in 1963 and have been used for residential or residential care type uses for over 50 years (53 years). There is no record of previous uses of the project site that could affect the health or safety of occupants or conflict with the intended use of the project site. Databases maintained by the U.S. EPA (Cleanups in My Community) and the California Department of Toxic Substances Control (DTSC)(Envirostor) were reviewed for contaminated sites/facilities located within the ASTM minimum search distances of the project site. The database searches confirmed that the project site is not on or within the ASTM minimum search distances of a property listed on an EPA Superfund, National Priorities List, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) list, or equivalent State list. Furthermore, the project site is not located within 3,000 feet of a current or past toxic or solid waste landfill site. Based on the long term use of the project site for residential uses (53 years), as well as review of U.S. EPA and state databases, it is determined that the project site and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the project site. <u>Documentation:</u> California Department of Toxic Substances Control. Envirostor. http://www.envirostor.dtsc.ca.gov/public/ (accessed September 24, 2018). U.S. Environmental Protection Agency. Cleanups in My Community. http://www2.epa.gov/cleanups (accessed September 24,2018).
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR	Yes No ☐ ☒	The project consists of replacing and/or repairing damaged asphalt the existing Genesis House site to improve ADA accessibility and safety. The project site is in a highly urbanized area and contains no natural vegetation; furthermore all project

Part 402		improvements will take place on the previously paved areas; no new ground disturbance will occur. No excavation will occur beyond the depth of previous excavation for the existing asphalt. The project does not involve new construction or conversion of land use, nor will it increase the size or capacity of the Genesis House or any paved areas. According to the U.S. Fish and Wildlife Service Critical Habitat for Threatened & Endangered Species online mapper, there is no critical habitat within or in the vicinity of the project site. The project will have No Effect on any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), and will not adversely modify their critical habitats. This determination is based on the fact that none of the activities involved in the project have potential to affect species or habitats (no new ground disturbance), as well as the fact that there is no potential habitat in the project area as described above. <u>Documentation:</u> United States Fish & Wildlife Service. Critical Habitat Map. http://ecos.fws.gov/ecp/report/table/critical-habitat.html (accessed September 24, 2018).
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes No ☐ ☒	<u>Aboveground Stationary Storage Tanks</u> According to HUD Guidance, if a project does not involve development, construction, and/or rehabilitation that will increase residential densities, or conversion, then no further compliance or documentation pertaining to aboveground stationary storage tanks is necessary. The project consists of replacing and/or repairing damaged asphalt the existing Genesis House site. The project does not include development, construction, and/or rehabilitation that will increase residential densities, or result in land use conversion. <u>Hazardous Facilities Included in the project</u> As previously stated, the project consists of replacing and/or repairing damaged asphalt the existing Genesis House site. The project does not include a facility that stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries. <u>Documentation:</u> See Explosive and Flammable-Facilities Worksheet. U.S. Department of Housing and Urban Development. HUD Exchange. Explosive and Flammable Facilities.

		https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities (accessed September 24, 2018).
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No ☐ ☒	Federal projects are subject to Farmland Protection Policy Act (FPPA) requirements if they may irreversibly convert farmland to a non-agricultural use. The project does not include any activities, including new construction, acquisition of undeveloped land, or conversion, which could potentially convert one land use to another. Furthermore, the project site and surrounding area is designated as Urban and Built Up Land by the California Department of Conservation. The project site is not on or adjacent to prime or unique farmland, or other farmland of statewide or local importance as identified by the United States Department of Agriculture, Natural Resources Conservation Service. <u>Documentation:</u> California Department of Conservation. January 2015. <i>Monterey County Important Farmland, 2012. Sheet 1 of 2.</i>
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes No ☐ ☒	FEMA FIRM Panel Number 06053C0327G identifies the project site as being located in the 500-year floodplain (Zone X). Compliance with Executive Order 11988, Floodplain Management, is required if a project involves property acquisition, land management, construction or improvement within a 100-year floodplain or a "critical action" within a 500-year floodplain. A critical action is defined in 24 CFR 55.2(b)(2) as "any activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property", including "activities that create, maintain or extend the useful life of those structures or facilities that: Produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials; Provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events; or are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. Genesis House is a state-licensed, residential substance abuse treatment program for adults 18 years of age and older. Genesis House does not house mobility-impaired occupants, nor is it a hazardous material or essential facility. The project consists of removal and replacement of damaged asphalt within

		the Genesis House parking lot area. . Therefore, implementation of the project will not create, maintain or extend the useful life of hazardous material facilities, essential facilities, or facilities with mobility-impaired occupants and the proposed project is not considered a critical action. The project complies with Executive Order 11988 and the 8-step process is not required. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G.</i>
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No ☐ ☒	The Genesis House apartment buildings were constructed in 1963 and are over 50 years old (approximately 52 years old). The buildings are not listed on the National Register of Historic Places (NRHP) and do not appear to embody the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic values, or represent a significant and distinguishable entity whose components lack individual distinction as required by the NRHP. On March 3, 2015, the State Historic Preservation Officer (SHPO) concurred with the City's determination that the no historic properties are present on the project site. Furthermore, the project consists of removal and replacement of damaged asphalt within the parking lot area, which will not affect the exterior of the apartment buildings on the project site. For these reasons, and in accordance with 36 CFR Part 800.4 (d), the City has determined that the undertaking does not have the potential to adversely affect any historic or potentially historic properties and a finding of "no historic properties affected" is appropriate. <u>Documentation:</u> Letter. Lucinda Woodward for the State Historic Preservation Officer. Dated March 3, 2015.
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No ☐ ☒	The project site is not adjacent to any transportation corridors considered to be major noise sources in the City; the project site is well outside of the 65 dB noise contour for surrounding roadways. In addition, the project site is outside of the noise contours for the Monterey Peninsula Airport. Therefore, the noise level is considered <i>Acceptable</i> (at or below 65 DNL) and no noise abatement or control is required per 24 CFR 51B. <u>Documentation:</u> City of Seaside. August 2004. <i>Seaside General Plan.</i> (Figure N-1 and Figure N-2)

Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No ☐ ☒	The project site is not located on a sole source aquifer or within a designated sole source aquifer watershed area per the United States Environmental Protection Agency (EPA) Region 9 Ground Water Office. <u>Documentation:</u> U.S. Environmental Protection Agency. Sole Source Aquifer Program. http://www.epa.gov/region9/water/groundwater/ssa.html (accessed September 24, 2018).
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes No ☐ ☒	The project consists of replacing and/or repairing damaged asphalt the existing Genesis House site to improve ADA accessibility and safety. The project site is in a highly urbanized area and all project improvements will take place on the previously paved areas; no new ground disturbance will occur. No excavation will occur beyond the depth of previous excavation for the existing asphalt. The project does not involve new construction or conversion of land use, nor will it increase the size or capacity of the Genesis House or any paved areas. Additionally, according to the U.S. Fish and Wildlife Service National Wetlands Inventory, there are no wetlands or other riparian features within or adjacent to the project site. Therefore, the project will not impact on- or off-site wetlands, marshes, wet meadows, mud flats or natural ponds. <u>Documentation:</u> U.S. Department of the Interior, Fish & Wildlife Service. National Wetlands Inventory. Wetlands Mapper. http://www.fws.gov/wetlands/data/Mapper.html (accessed September 24, 2018).
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No ☐ ☒	The project site is not within proximity of any National Wild and Scenic Rivers System (NWSRS) river, including designated Wild and Scenic Rivers, study rivers, and Nationwide Rivers Inventory (NRI) river segments. <u>Documentation:</u> National Wild and Scenic Rivers System. http://www.rivers.gov/california.php (accessed September 24, 2018). United States Department of the Interior, National Park Service. Nationwide Rivers Inventory. http://www.nps.gov/ncrc/programs/rta/nri/index.html (accessed September 24, 2018). USDA, BLM, FWS, NPS. 2009. <i>National Wild and Scenic Rivers System, September, 2009</i> . Washington D.C.

ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No ☐ ☒	As documented in this Worksheet, the project site and surrounding neighborhood does not suffer from adverse environmental conditions. Furthermore, the project will not result in adverse health or environmental effects. Therefore, the project will not result in disproportionately high and adverse human health or environmental effects on minority populations and/or low-income populations.

Field Inspection (Date and completed by): by Rick Medina, Senior Planner

Rick Medina 9-25-18

Summary of Findings and Conclusions:

The project does not negatively impact the surrounding environment and will not have an adverse environmental or health effect on end users. The project complies with NEPA and other related Federal and state environmental laws and does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
None required.	None required.

Determination:

- ☒ This categorically excluded activity/project converts to **EXEMPT** per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain "Authority to Use Grant Funds"** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
- ☐ This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: Sharon Mikesell Date: September 25, 2018

Name/Title/Organization: Sharon Mikesell, Administrative Analyst, City of Seaside

Responsible Entity Agency Official Signature:

 Date: 9/29/18

Name/Title: Craig Malin, City Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



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AG 18-115

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: MicroBusiness Assistance

Responsible Entity: City of Seaside

Grant Recipient (if different than Responsible Entity): N/A

State/Local Identifier: B-18-MC-06-0006

Preparer: Sharon Mikesell, Administrative Analyst

Certifying Officer Name and Title: Craig Malin, City Manager

Consultant (if applicable): N/A

Project Location: Seaside Creates, 656 Broadway, Seaside, CA

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

Business plan competition for microbusiness owners of low/moderate income to retain and diversity small businesses in Seaside. Prizes will subsidize rent for the microbusiness.

Level of Environmental Review Determination:

- ☐ Activity/Project is Exempt per 24 CFR 58.34(a):
- ☒ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-MC-06-0006	CDBG-City of Seaside	\$25,000

Estimated Total HUD Funded Amount: \$25,000 for this project

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): N/A

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$25,000

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No ☐ ☒	HUD Guidance regarding compliance with 24 CFR Part 51 Subpart D states that additional information is necessary if a project site is within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The closest military airport to the project site is Travis Air Force Base, located approximately 113 miles (599,605 feet) to the northeast. Therefore, the project site is not within 15,000 feet of a military airport and no further information is necessary per HUD Guidance. Airports designated by the Federal Aviation Administration as commercial airports in the National Plan of Integrated Airports are considered civilian airports subject to HUD Regulation 24 CFR 51D. The closest commercial airport to the project site is the Monterey Peninsula Airport, located over 10,540 feet (2 miles) to the south of the

		project site. Therefore, the project site is not within 2,500 feet of a civilian airport and no further information is necessary per HUD Guidance. Documentation: Federal Aviation Administration. September 30, 2014. Report to Congress, National Plan of Integrated Airport Systems 2015-2019. (Appendix A, pg. A-21; Appendix B, pg. B-10). Google Inc. 2016. Imagery Dated 2013 and 2015. Google Earth Version 7.1.5.1557 (Software). Available from http://earth.google.com/. U.S. Department of Housing and Urban Development. HUD Exchange. Airport Hazards. https://www.hudexchange.info/environmental-review/airport-hazards/ (accessed September 24, 2018)
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	There are no Coastal Barrier Resources Act (COBRA) zones in California. Therefore, the Program will not affect or be affected by any coastal barrier resources. Documentation: U.S. Fish and Wildlife Service. Coastal Barrier Resource System. http://www.fws.gov/cbra/Maps/Mapper.html (accessed September 24, 2018).
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and that are located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). According to the

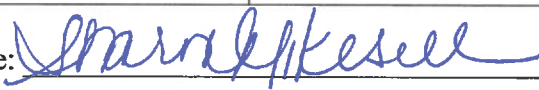
		FEMA Flood Insurance Rate Map (FIRM) Community Panel Number 06053C0327G, the project site is not within a SFHA. Documentation: Federal Emergency Management Agency. April 2, 2009. FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G.
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Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
None required	N/A

Preparer Signature:



Date:

9/24/18

Name/Title/Organization:

Sharon Mikesell, Administrative Analyst

City of Seaside

Responsible Entity Agency Official Signature:



Date:

5/29/12

Name/Title:

Craig Malin, City Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



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AG 18-116

**Environmental Review for Activity/Project that is Categorically
Excluded Subject to Section 58.5
Pursuant to 24 CFR 58.35(a)**

Project Information

Project Name: Wanda Sidewalk Accessibility Improvements

Responsible Entity: City of Seaside

Grant Recipient (if different than Responsible Entity): N/A

State/Local Identifier: B-18-MC-06-0006

Preparer: Sharon Mikesell, City of Seaside Administrative Analyst

Certifying Officer Name and Title: Craig Malin, City Manager

Grant Recipient (if different than Responsible Entity): N/A

Consultant (if applicable): N/A

Direct Comments to: Sharon Mikesell
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
831-899-6734
smikesell@ci.seaside.ca.us

Project Location: 1466 Yosemite Street, Seaside, CA 93955

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Installation of sidewalk, and ADA accessible ramp

The purpose and intent of the project is to create eliminate trip hazards and improve accessibility in a low/mod area near a school.

Level of Environmental Review Determination: Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5: 24 CFR Part 58.35(a) (3) Rehabilitation of buildings and improvements when the following conditions are met: (iii) In the case of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent;

and (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-MC-06-0006	CDBG	\$65,000

Estimated Total HUD Funded Amount: \$65,000

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$65,000

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No ☐ ☒	HUD Guidance regarding compliance with 24 CFR Part 51 Subpart D states that additional information is necessary if a project site is within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The closest military airport to the project site is Travis Air Force Base, located approximately 113 miles (599,605 feet) to the northeast. Therefore, the project site is not within 15,000 feet of a military airport and no further information is necessary per HUD Guidance. Airports designated by the Federal Aviation Administration as commercial airports in the National Plan of Integrated Airports are considered civilian airports subject to HUD Regulation 24 CFR 51D. The closest commercial airport to the project site is the Monterey Peninsula Airport, located over 10,540 feet (2 miles) to the south of the project site. Therefore, the project site is not within 2,500 feet of a civilian airport and no further information is necessary per

		HUD Guidance. <u>Documentation:</u> Federal Aviation Administration. September 30, 2014. <i>Report to Congress, National Plan of Integrated Airport Systems 2015-2019</i>. (Appendix A, pg. A-21; Appendix B, pg. B-10). Google Inc. 2016. Imagery Dated 2013 and 2015. Google Earth Version 7.1.5.1557 (Software). Available from http://earth.google.com/. U.S. Department of Housing and Urban Development. HUD Exchange. Airport Hazards. https://www.hudexchange.info/environmental-review/airport-hazards/ (accessed January 31, 2016).
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	There are no Coastal Barrier Resources Act (COBRA) zones in California. Therefore, the Program will not affect or be affected by any coastal barrier resources. <u>Documentation:</u> U.S. Fish and Wildlife Service. Coastal Barrier Resource System. http://www.fws.gov/cbra/Maps/Mapper.html (accessed February 2, 2016).
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and that are located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). According to the FEMA Flood Insurance Rate Map (FIRM) Community Panel Number 06053C0327G, the project site is not within a SFHA. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	Yes No ☐ ☒	According to HUD Guidance, if a project does not involve new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units, it can be assumed that its emissions are below de minimis levels and the project is in compliance with the Clean Air Act. The project does not involve conversion of land use. Therefore, project emissions are assumed to be below de minimis levels and the project is in compliance with the Clean Air Act.

		<u>Documentation:</u> See Air Quality Worksheet. U.S. Department of Housing and Urban Development. HUD Exchange. Air Quality. https://www.hudexchange.info/environmental-review/air-quality (accessed September 24, 2018). U.S. Environmental Protection Agency. Asbestos NESHAP. http://www2.epa.gov/asbestos/asbestos-neshap (accessed September 24, 2018).
Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)	Yes No ☐ ☒	The California Coastal Commission (CCC) implements the federal Coastal Zone Management Act as it applies to federal activities and development projects in California. In the City of Seaside, the coastal development permits are issued by the CCC, in compliance with the City's Local Coastal Program (LCP), for all proposed development that occurs within the City's Coastal Zone boundaries. The City of Seaside Coastal Zone encompasses approximately 90 acres of land that extend from the Pacific Ocean to the terminus of the Canyon Del Rey Creek on the southeastern portion of Laguna Grande. The project site is not within the designated Coastal Zone and does not involve the placement, erection or removal of materials, or an increase in the intensity of use, in the designated coastal zone. <u>Documentation:</u> City of Seaside. Adopted June 20, 2013. <i>Local Coastal Program Land Use Plan</i>. (Page 2.1)
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes No ☐ ☒	The site is currently used for a playground. No on-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. There is no record of previous uses of the project site that could affect the health or safety of occupants or conflict with the intended use of the project site. Databases maintained by the U.S. EPA (Cleanups in My Community) and the California Department of Toxic Substances Control (DTSC)(Envirostor) were reviewed for contaminated sites/facilities located within the ASTM minimum search distances of the project site. The database searches confirmed that the project site is not on or within the ASTM minimum search distances of a property listed on an EPA Superfund, National Priorities List, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) list, or equivalent State list. Furthermore, the project site is not located within 3,000 feet of a current or past toxic or solid waste landfill site.

		Based on the long term use of the project site as a recreation facility as well as review of U.S. EPA and state databases, it is determined that the project site and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the project site. <u>Documentation:</u> California Department of Toxic Substances Control. Envirostor. http://www.envirostor.dtsc.ca.gov/public/ (accessed September 24, 2018). U.S. Environmental Protection Agency. Cleanups in My Community. http://www2.epa.gov/cleanups (accessed September 24, 2018).
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes No ☐ ☒	The project site is in a highly urbanized area and contains no natural vegetation; furthermore all project improvements will take place on the interior of the Clubhouse and no ground disturbance will occur. The project does not involve conversion of land use, nor will it increase the size or capacity of the playground. According to the U.S. Fish and Wildlife Service Critical Habitat for Threatened & Endangered Species online mapper, there is no critical habitat within or in the vicinity of the project site. The project will have No Effect on any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), and will not adversely modify their critical habitats. This determination is based on the fact that none of the activities involved in the project have potential to affect species or habitats (solely interior improvements), as well as the fact that there is no potential habitat in the project area as described above. <u>Documentation:</u> United States Fish & Wildlife Service. Critical Habitat Map. http://ecos.fws.gov/ecp/report/table/critical-habitat.html (accessed September 24, 2018).
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes No ☐ ☒	<u>Aboveground Stationary Storage Tanks</u> According to HUD Guidance, if a project does not involve development, construction, and/or rehabilitation that will increase residential densities, or conversion, then no further compliance or documentation pertaining to aboveground stationary storage tanks is necessary. The project does not include development, construction, and/or rehabilitation that will increase residential densities, or result in land use conversion.

		<u>Hazardous Facilities Included in the project</u> The project does not include a facility that stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries. <u>Documentation:</u> See Explosive and Flammable-Facilities Worksheet. U.S. Department of Housing and Urban Development. HUD Exchange. Explosive and Flammable Facilities. https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities (accessed September 24, 2018).
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No ☐ ☒	Federal projects are subject to Farmland Protection Policy Act (FPPA) requirements if they may irreversibly convert farmland to a non-agricultural use. The project does not include any activities, including new construction, acquisition of undeveloped land, or conversion, which could potentially convert one land use to another. Furthermore, the project site and surrounding area is designated as Urban and Built Up Land by the California Department of Conservation. The project site is not on or adjacent to prime or unique farmland, or other farmland of statewide or local importance as identified by the United States Department of Agriculture, Natural Resources Conservation Service. <u>Documentation:</u> California Department of Conservation. January 2015. <i>Monterey County Important Farmland, 2012. Sheet 1 of 2.</i>
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes No ☐ ☒	FEMA FIRM Panel Number 06053C0327G identifies the project site as being located in the 500-year floodplain (Zone X). Compliance with Executive Order 11988, Floodplain Management, is required if a project involves property acquisition, land management, construction or improvement within a 100-year floodplain or a "critical action" within a 500-year floodplain. A critical action is defined in 24 CFR 55.2(b)(2) as "any activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property", including "activities that create, maintain or extend the useful life of those structures or facilities that: Produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials; Provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events; or are

		likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. Implementation of the project will not create, maintain or extend the useful life of hazardous material facilities, essential facilities, or facilities with mobility-impaired occupants and the proposed project is not considered a critical action. The project complies with Executive Order 11988 and the 8-step process is not required. <u>Documentation:</u> Federal Emergency Management Agency. April 2, 2009. <i>FIRM Flood Insurance Rate Map Community Panel Number 06053C0327G</i>.
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No ☐ ☒	The project does not have the potential to adversely affect any historic or potentially historic properties and a finding of "no historic properties affected" is appropriate. <u>Documentation:</u> California Office of Historic Preservation. California Historical Resources. http://ohp.parks.ca.gov/listedresources/?view=all (accessed September 24, 2018).
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No ☐ ☒	The project site is not adjacent to any transportation corridors considered to be major noise sources in the City; the project site is outside of the 65 dB noise contour for surrounding roadways. In addition, the project site is outside of the noise contours for the Monterey Peninsula Airport. Therefore, the noise level is considered <i>Acceptable</i> (at or below 65 DNL) and no noise abatement or control is required per 24 CFR 51B. <u>Documentation:</u> City of Seaside. August 2004. <i>Seaside General Plan</i>. (Figure N-1 and Figure N-2)
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No ☐ ☒	The project site is not located on a sole source aquifer or within a designated sole source aquifer watershed area per the United States Environmental Protection Agency (EPA) Region 9 Ground Water Office. <u>Documentation:</u> U.S. Environmental Protection Agency. Sole Source Aquifer Program. http://www.epa.gov/region9/water/groundwater/ssa.html (accessed September 24, 2018).
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes No ☐ ☒	The project site is in a highly urbanized area. The project does not involve conversion of land use, nor will it increase the size or capacity of the playground. Additionally, according to the U.S. Fish and Wildlife Service National Wetlands Inventory, there are no wetlands or other riparian features within or adjacent

		to the project site. Therefore, the project will not impact on- or off-site wetlands, marshes, wet meadows, mud flats or natural ponds. <u>Documentation:</u> U.S. Department of the Interior, Fish & Wildlife Service. National Wetlands Inventory. Wetlands Mapper. http://www.fws.gov/wetlands/data/Mapper.html (accessed September 24, 2018).
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No ☐ ☒	The project site is not within proximity of any National Wild and Scenic Rivers System (NWSRS) river, including designated Wild and Scenic Rivers, study rivers, and Nationwide Rivers Inventory (NRI) river segments. <u>Documentation:</u> National Wild and Scenic Rivers System. http://www.rivers.gov/california.php (accessed September 24, 2018). United States Department of the Interior, National Park Service. Nationwide Rivers Inventory. http://www.nps.gov/ncrc/programs/rtca/nri/index.html (accessed September 24, 2018). USDA, BLM, FWS, NPS. 2009. <i>National Wild and Scenic Rivers System, September, 2009</i>. Washington D.C.
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes No ☐ ☒	As documented in this Worksheet, the project site and surrounding neighborhood does not suffer from adverse environmental conditions. Furthermore, the project will not result in adverse health or environmental effects. Therefore, the project will not result in disproportionately high and adverse human health or environmental effects on minority populations and/or low-income populations.

Field Inspection (Date and completed by): Rick Medina, Senior Planner

Rick Medina 9-25-18

Summary of Findings and Conclusions:

The project does not negatively impact the surrounding environment and will not have an adverse environmental or health effect on end users. The project complies with NEPA and other related Federal and state environmental laws and does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible

for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
None required.	None required.

Determination:

- ☒ This categorically excluded activity/project converts to **EXEMPT** per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain "Authority to Use Grant Funds"** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
- ☐ This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

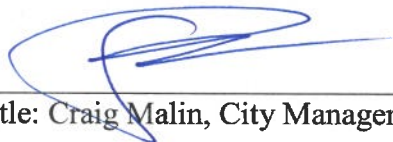
Preparer Signature:



Date: September 24, 2018

Name/Title/Organization: Sharon Mikesell, Administrative Analyst, City of Seaside, CA

Responsible Entity Agency Official Signature:



Name/Title: Craig Malin, City Manager

Date: 5/26/12

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



MEMORANDUM TO: Environmental Review Record

FROM: Sharon Mikesell, Administrative Analyst

SUBJECT: Exempt Activities in Community Development Block Grant Program (CDBG)

GRANT NUMBER: B-18-MC-06-0006

The purpose of this memorandum is to document that the City of Seaside has determined, in accordance with the citation from 24 CFR 58.34(a) referenced below, that the following activities are exempt from National Environmental Policy Act requirements and other provisions of law or authorities cited in 24 CFR 58.5.

<u>Activity</u>	<u>Budgeted Amount</u>
Public services that will not have a physical impact or result in any physical changes	\$77,532
Total:	\$77,532

See below regarding compliance with the requirements of 24 CFR 58.6 for the listed activities.

Concurrence of the Responsible Entity:

Title: City Manager Signature _____
(Certifying Officer)

Date 9/24/18

Per "Guidance on Completing the CDBG Environmental Review Requirements", exempt activities include public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs and eligible administrative costs. If the activity is exempt, the Recipient is only required to document in writing that the activity is exempt and meets the conditions for exemptions. The documentation must be maintained in the Recipient's Environmental Review Requirements file.

Determination of Categorical Exclusion (subject to Section 58.5)

Determination of activities per 24 CFR 58.35(a)

Project Names(s) and Grant Number(s): Cutino Park Improvements, CDBG B-17-MC-06-0006 (HUD ID No. 2017-1)

Address: Cutino Park is located between San Pablo Avenue and La Salle Avenue east of Noche Buena Street in the City of Seaside, Monterey County

Project Description, including all contemplated actions which logically are either geographically or functionally part of the project:

The proposed project is the renovation of an existing 6.62-acre neighborhood public park, Cutino Park, located on Noche Buena Street between La Salle Avenue and San Pablo Avenue in the City of Seaside, California. Existing facilities at the site include a lighted youth baseball field, spectator seating, concession and restroom building, storage building, basketball court, handball court, playground area, concrete fountain, picnic area and paved pathways.

The proposed improvements include:

- Renovate the natural grass multi-use athletic field with synthetic turf,
- Replace an existing playground with a new inclusive playground area,
- Install a skate park,
- Upgrade the restroom building, concession stand, and storage facility to accommodate Americans with Disability Act (ADA) requirements,
- Add a 14-space surface parking lot accessed from Noche Buena Street,
- Add lighting, communications, and security upgrades,
- Update spectator seating,
- Integrate accessible circulation throughout the site, and
- Create an overall theme and entry features.

Estimated cost: \$200,000 for Accessibility Improvements. Total project cost is estimated at \$7.8 million.

Funding Source: CDBG

The project falls into the category below, which is listed at 24 CFR 58.35(a) as a Categorical Excluded activity subject to Section 58.5.

1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity for more than 20 percent

The determination of the category listed above is supported by the following information:

The proposed project consists of repairs, maintenance, and minor alterations to an existing public park facility and reorganizing and renovating existing on-site amenities to increase ADA accessibility and provide increased security. The proposed project does not increase the size of the park. Improved seating areas enhance passive recreational uses on the site. Other improvements relocate existing park features such as an existing basketball court, office building, and seating areas. The proposed restroom facility renovation and security improvements consist of interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances. The project includes upgrading utility systems in conjunction with renovating the restroom and concession buildings, relocating a modular office building, and installing lighting and security improvements; however, these improvements would not affect park capacity. The proposed ADA access and facility improvements consist of restoration and rehabilitation of deteriorated or damaged structures, facilities, and mechanical equipment to meet current standards for public health and safety. As such, the proposed improvements do not increase building floor area on the site. The proposed skate park, children's playground structure, new landscaping, and ADA accessibility improvements replace existing landscaping, pathways, sidewalks, and similar recreational features on the project site. Adding the on-site parking spaces will enhance existing access to the site. Therefore, the upgraded park would have the same purpose and similar capacity as the existing park facility. All improvements are located on the existing park property, and operations of the renovated park are considered negligible for the evaluation of impacts to environmental resources.

You must complete the compliance checklist for 24 CFR 58.6 and the Statutory Worksheet on the following pages.

Compliance Checklist for the "Other Requirements" in 24 CFR 58.6

Project Name: Cutino Park Improvements, CDBG B-17-MC-06-0006 (HUD ID No. 2017-1)

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes? <i>YES</i>	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? <i>NO</i> <i>Identify FEMA flood map used to make this determination:</i> <i>Seaside CA 060203</i> <i>Community Name and Number</i> <i>Map panel number and date</i> <i>06053C0327G, effective on 04/02/2009</i>	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)? <i>N/A</i>	Yes-Document and follow instructions below.	No- Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property? <i>NO</i>	Yes Continue	No—Proceed to Section 3—regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield? <i>N/A</i>	Yes Continue	No—Document and proceed to Section 3—regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones? <i>N/A</i>	Yes Continue	No—Document and proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airport hazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

The project site is not subject to the Coastal Barrier Resources Act.

STATUTORY WORKSHEET

Use this worksheet only for projects which are Categorically Excluded per 24 CFR Section 58.35(a).

PROJECT NAME and Grant Number:

Cutino Park Improvements, CDBG B-17-MC-06-0006 (HUD ID No. 2017-1)

Compliance documentation must contain verifiable source documents and relevant base data.

Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5	Status A/B	Compliance Documentation
Historic Preservation [36 CFR Part 800]	A	The project site does not contain historic resources, historic-era buildings, and is not located in an archaeologically sensitive area (City of Seaside General Plan).
Floodplain Management [24 CFR 55, Executive Order 11988]	A	The project site is not located in a flood plain identified by FEMA (City of Seaside General Plan) (FEMA Map Panel 06053C0327G, effective on 04/02/2009).
Wetland Protection [Executive Order 11990]	A	The project site is not located within or adjacent to a wetland. There are no wetlands on or adjacent to the project site (City of Seaside General Plan and GoogleEarth).
Coastal Zone Management Act [Sections 307(c), (d)]	A	The project site is not located in the City's Coastal Zone (City of Seaside General Plan)
Sole Source Aquifers [40 CFR 149]	A	The project is not located within a U.S. EPA-designated sole source aquifer watershed area (https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=9ebb047ba3ec41ada1877155fe31356b).
Endangered Species Act [50 CFR 402]	A	The project site is an existing park located in an established urban area of the city with no federally protected endangered, threatened or candidate species on the project site (California Natural Diversity Data Base, accessed November 21, 2017).
Wild and Scenic Rivers Act [Sections 7(b), and (c)]	A	There are no wild and scenic rivers within one mile of the project site or in the City of Seaside (City of Seaside General Plan; National Park Service https://www.nps.gov/orgs/1912/plan-your-visit.htm).
Clean Air Act - [Sections 176(c), (d), and 40 CFR 6, 51, 93]	A	Construction of the improvements are subject to compliance with Monterey Bay Air Resources District best management practices for dust control as conditions of project approval identified in the following Seaside Municipal Code Sections: 17.30.080, Performance Standards; 15.32.170 Design standards – Drainage and terraces; and, 15.32.180 J & K Design standards – Erosion and sediment control.
Farmland Protection Policy Act [7 CFR 658]	A	There is no farmland in the City of Seaside (City of Seaside General Plan).
Environmental Justice [Executive Order 12898]	A	The proposed project upgrades an existing park, which will enhance recreational opportunities for the city's population. A public outreach effort to ensure inclusivity has been conducted for the project (City of Seaside, Cutino Park Improvement Project webpage accessed November 16, 2017. https://www.ci.seaside.ca.us/627/Cutino-Park-Improvement-Project). Therefore, the proposed site is suitable for its proposed use and will NOT have a disproportionate environmental impact on low income or minority populations.
HUD ENVIRONMENTAL STANDARDS Noise Abatement and Control [24 CFR 51B]	A	The proposed project is renovation of an existing park and does not involve the development of noise sensitive uses. (https://www.hud.gov/sites/documents/NOISEABATEMENT.PDF).
Explosive and Flammable Operations [24 CFR 51C]	A	The project site is located in an established residential neighborhood and there are no industrial or commercial facilities on or near the park that store more than 100 gallons of hazardous liquids or gases (https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities/). The project site is not located on a hazardous waste site. A Cortese List (Section 65962.5 (a)) database search using the Department of Toxic Substances Control online search tool Envirostor (http://www.envirostor.dtsc.ca.gov) reveals two records of hazardous substances found in the City of

		Seaside. One is located at the Embassy Suites Hotel site, on Canyon Del Rey Boulevard, and the second at the site of the Seaside Resort located at 1 McClure Way in former Fort Ord. Each of these sites is greater than one mile distant from the project site.
Toxic Chemicals and Radioactive Materials [24 CFR 58.5(i)(2)]	A	The project site is not located on a hazardous waste site. A Cortese List (Section 65962.5 (a)) database search using the Department of Toxic Substances Control online search tool Envirostor (http://www.envirostor.dtsc.ca.gov) reveals only two records of hazardous substances found in the City of Seaside, both of which are located greater than one mile distant from the project site. Therefore the proposed project does not increase risks of exposure to hazardous materials, contamination, toxic chemicals and gasses, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.
Airport Clear Zones and Accident Potential Zones [24 CFR 51D]	A	The project site is not located within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The nearest airport to the project site is the Monterey Regional Airport located on 200 Fred Kane Drive in the City of Monterey, about ¾ of one mile south of the project site. The project site is not located in any accidental potential or clear zones identified in the Comprehensive Land Use Plan for Monterey Peninsula Airport (http://www.co.monterey.ca.us/home/showdocument?id=37935).

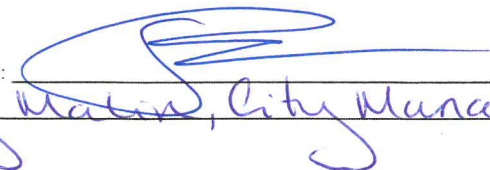
DETERMINATION:

- ☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **This** (now) EXEMPT project may now be initiated; OR
- ☐ This project cannot convert to Exempt because one or more statutes/authorities require consultation or mitigation. Complete consultation/mitigation requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before initiating the project; OR
- ☐ The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

Conditions for Approval: (List all mitigation measures adopted by the responsible entity to eliminate or minimize adverse environmental impacts. These conditions must be included in project contracts and other relevant documents as requirements).

As conditions of project approval compliance with the following City of Seaside, Municipal Code Sections is required:

- 17.30.080 - Performance Standards for all Development including standards for the control of construction equipment and dust emissions, noise, water efficient landscapes;
- 15.32.170 - Design standards – Drainage and terraces, for limitations on post-construction storm water runoff;
- 13.11.016 - Water Conservation regulations, for installation of new water fixtures and landscape irrigation equipment;
- 8.46.130 - Requirement to Prevent, Control and Reduce Storm Water Pollutants; and,
- 5.32.180 - Design Standards for Erosion and Sediment Control (during construction).

CERTIFICATION:PREPARER SIGNATURE: NAME, TITLE: SALLY RIDEOUT, PRINCIPAL PLANNER DATE: 12/12/17
EMC PLANNING GROUP, CONSULTANT TO CITY OF SEASIDERESPONSIBLE ENTITY SIGNATURE: NAME, TITLE: Craig Martin, City Manager DATE: 1/23/18

INSTRUCTIONS for completing the STATUTORY WORKSHEET

For HUD funded projects that are categorically excluded per 24 CFR §58.35(a), the Responsible Entity (RE) must determine whether the proposal achieves compliance with each applicable statute, Executive Order or regulation with or without requiring formal consultation, mitigation, permits or having adverse effects on the resources protected by the statute. These instructions are a brief description of the essential findings needed to establish compliance. Please see Northwest Region Checklist Tools for further guidance on these laws and authorities. These instructions are not intended to replace the applicable regulations and applicable regulations take precedence.

The Preparer of the Statutory Worksheet must DOCUMENT AND ATTACH THE SOURCES OF THE DETERMINATION.

Record the finding status on the STATUTORY WORKSHEET for each listed Federal statute, regulation, authority as follows:

Status "A" applies when compliance with the authority is achieved without adverse effects on the protected resource, without necessary mitigation or attenuation AND when no formal consultation, permit or agreement is required to establish compliance. In these situations, enter "A" in the STATUTORY WORKSHEET status column.

Status "B" applies when project compliance with the authority requires formal consultation, a permit or agreement, OR when the proposal may have an adverse effect on the protected resources. Part B summarizes what additional steps or formal procedures must be completed prior to submitting a Request for Release of Funds (RROF) to HUD or to the State. Evidence of completion and implementation of the required procedures or mitigation must be retained in the project Environmental Review Record (ERR).

Historic Properties (including archeology): **A)** The RE and SHPO agree that there are No Historic Properties Affected per 36 CFR 800.4(d)(1) **OR** SHPO has not objected within 30 days to such a fully documented determination. **B)** The proposal will have an affect on historic properties per §800.4(d)(2). This includes no adverse effect on historic properties §800.5.

Floodplain Management: **A)** The project does not require compliance with 8-step decision-making at 24 CFR Part 55.20 or the 5-step decision-making at 24 CFR 55.12(a). **B)** The project requires compliance with the 8-step decision-making process at 24 CFR Part 55.20 or the 5-step decision-making process at 24 CFR 55.12(a).

Wetlands Protection: **A)** The project does not require compliance with 8-step decision-making at 24 CFR Part 55.20 or the 5-step decision-making at 24 CFR 55.12(a). **B)** The project requires compliance with the 8-step decision-making process at 24 CFR Part 55.20 or the 5-step decision-making process at 24 CFR 55.12(a).

Coastal Zone Management: **A)** The project is not located in the coastal zone, **OR** the project does not include new construction or major rehabilitation of existing structures, **OR** the State Department of Ecology has accepted the RE's certification that the project is consistent with the Coastal Zone Management Program. **B)** State Department of Ecology does not accept consistency determination and/or requires mitigation.

Sole Source Aquifers (Safe Drinking Water Act): **A)** The project is not located within a U.S. EPA-designated sole source aquifer watershed area (including stream flow source areas), **OR** the project need not be referred to EPA for evaluation according to an EPA approved MOU or checklist, **OR** EPA has concurred that the project is "not likely to affect Sole Source Aquifer quality" in an informal consultation. **B)** EPA does not concur with "not likely to affect Sole Source Aquifer quality" determination and/or requires mitigation.

Endangered Species: **A)** The RE determines that the proposal will have "no effect" on federally protected (listed or proposed) Threatened or Endangered Species **B)** US Fish and Wildlife Service (USFWS) and/or National Marine Fisheries Service (NMFS) concur the project "is not likely to adversely affect" any federally protected (listed or proposed) Threatened or Endangered Species (i.e., plants or animals, fish, or invertebrates), nor adversely modify critical habitats **OR** USFWS and/or NMFS do not concur the project "is not likely to adversely affect" federally protected species or adversely modify critical habitats **OR** the proposal is "likely to adversely affect" any federally protected (listed or proposed) Threatened or Endangered Species.

Wild and Scenic Rivers: **A)** The project is not located within one mile of a listed Wild and Scenic River, **OR** the project will have no effects on the natural, free flowing or scenic qualities of a river in the National Wild and Scenic Rivers system. **B)** Impact resolution and/or mitigation required.

Air Quality: **A)** The project is located within an "attainment" area, **OR**, if within a "non-attainment" area, conforms with the EPA-approved State Implementation Plan (SIP), per contact with a regional Clean Air Agency, **AND** the project requires no individual NESHAP permit or notification; **B)** Negotiate suitable mitigation measures with the relevant regional Clean Air Agency, obtain necessary permits, issue required notices. (For example, 40 CFR §61.145 requires 10-day prior notification to the Air Quality District Administrator whenever either 260 linear ft., 160 sq. ft., or 35 cubic ft., of asbestos containing material is to be disturbed).

Farmland Protection: **A)** The project site does not include prime or unique farmland, or other farmland of statewide or local importance as identified by the U.S. Department of Agriculture, Natural Resources Conservation Service NRCS (formerly the Soil Conservation Service), **OR** the project site includes prime or unique farmland, but is located in an area committed to urban uses; **B)** Project site includes prime or unique farmland as identified by NRCS.

Noise Abatement and Control: **A)** The project does not involve development of noise sensitive uses, **OR** the project is not within 15 miles of a civil airport or military airfield, within 1000 feet of major highways or busy roads, or with 3000 feet of a railroad, **OR** ambient noise level is documented to be 65 LDN (CNEL) or less, based upon the HUD Noise Assessment Guidelines (NAG); **B)** Development project requires mitigation to meet HUD's noise standards at 24 CFR 51B.

Explosive or Flammable Operations: **A)** The project is located at an Acceptable Separation Distance (ASD) from any above-ground explosive or flammable fuels or chemicals containers according to 24 CFR 51C, **OR** the project will expose neither people nor buildings to such hazards; **B)** Project requires mitigation to meet Acceptable Separation Distance.

Toxic Chemicals and Radioactive Materials: **A)** The subject and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the subject property. **B)** Project requires mitigation to meet HUD's toxic standards.

Environmental Justice: **A)** The proposed site is suitable for its proposed use and will NOT have a disproportionate environmental impact on low income or minority populations; **B)** Site suitability is a concern; the proposal is adversely affected by environmental conditions disproportionately impacting low income or minority populations.

Airport Clear Zones and Accident Potential Zones: **A)** The project is not located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones, **OR** the project involves only minor rehabilitation, **OR** the project involves only the sale or purchase of an existing property in the RCZ or CZ; **B)** It is HUD policy not to provide any development assistance, subsidy or insurance in RCZs or CZs unless the project will not be frequently used or occupied by people and the airport operator provides written assurances that there are no plans to purchase the project site.

City of Seaside FY2018 CDBG Funds															
	Unduplicated clients served							Expenditures							
Agency/Program	1Q	2Q	3Q	4Q	Total	Goal	%of Goal	Budget	1Q	2Q	3Q	4Q	Total Spent	Balance	%of Budget Spent
Action Council of Mo-Palenke Arts						100	%	\$11,181	\$				\$	\$11,181	%
Community Partnershi-High School Leadership,	32				32	400	8%	\$11,181	\$11,181				\$11,181	\$0.00	100%
Eden Council for Hop-Fair Housing and Tenant/L	3				3	30	10%	\$6,013	\$2,076				\$2,076	\$3,938	35%
Girls Inc. of the Ce-After School Program	36				36	100	36%	\$7,817	\$3,910				\$3,910	\$3,907	50%
Greater Victory Temp-Afternoon Community Pro	28				28	100	28%	\$11,181	\$1,422				\$1,422	\$9,760	13%
Legal Services for S-Legal Services for Seniors	65				65	100	65%	\$11,181	\$2,795				\$2,795	\$8,386	25%
Meals on Wheels Mont-Home Delivered Meals	89				89	120	74%	\$7,817	\$2,106				\$2,106	\$5,712	37%
Village Project Inc.-Afterschool Program	44				44	38	116%	\$11,181	\$2,794				\$2,794	\$11,181	25%
Total	297				297	988		\$77,554	\$26,284	\$	\$	\$	\$26,284	\$54,064	



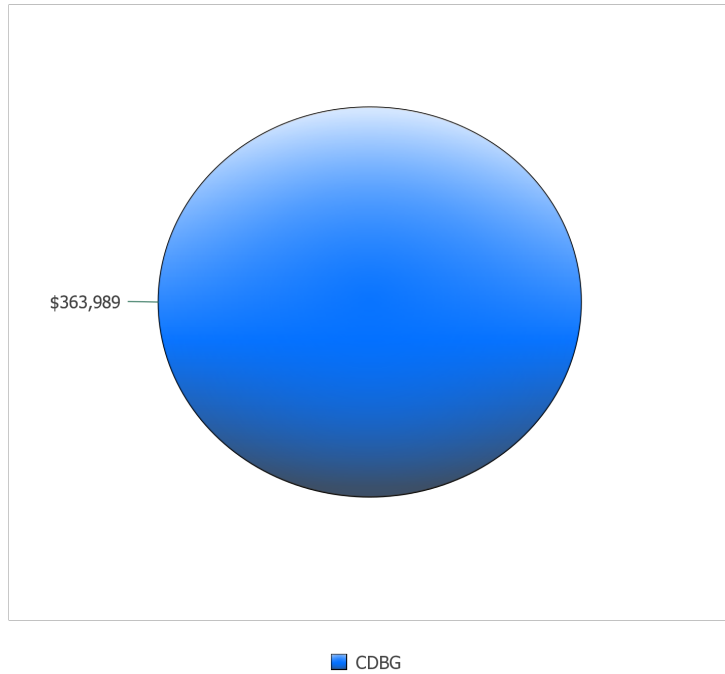
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
CPD Cross Program Funding Dashboard
SEASIDE, CA



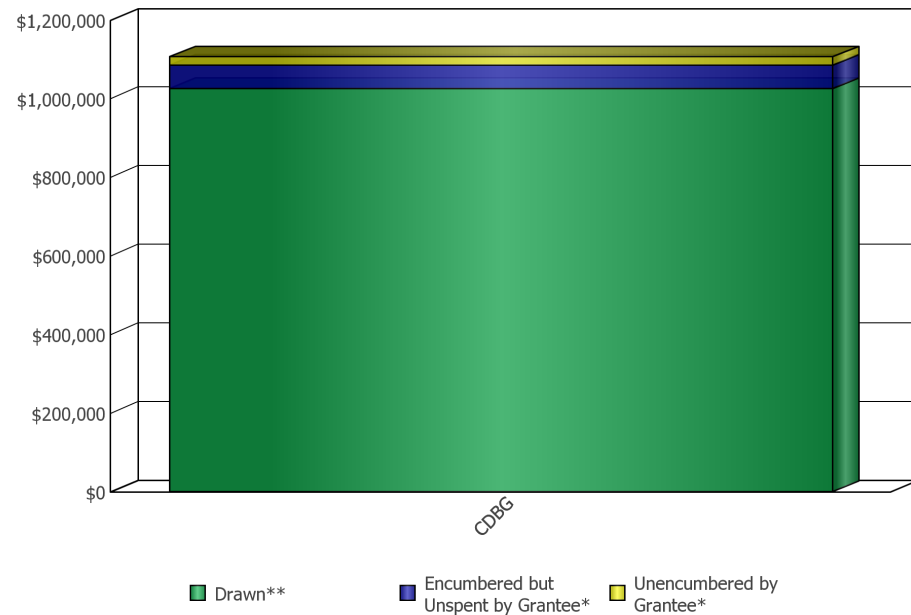
Year:

2017

Funding by Program



Program Funds Status



Drawdown amounts displayed are for the last 3 fiscal years.

Program Area	Drawn**	Encumbered but Unspent by Grantee*	Unencumbered by Grantee*
CDBG	\$1,025,542.86	\$59,121.64	\$21,657.50

* Numbers reflect the information entered by the grantee into IDIS, DRGR, and other HUD reporting systems. Numbers are as of the date this matrix was published and change on a regular basis.

** Drawdown amounts displayed are for the last 3 fiscal years.

DATE: 12/01/2018



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
CPD Cross Program Funding Matrix



SEASIDE, CA

Mayor Ralph Rubio

Program Area	Grant Type	Funding Year	Amount Awarded	Encumbered but Unspent by Grantee*	Unencumbered by Grantee*	Recapture Risk*	Eligible Activities	Performance Measures				
Formula Programs												
<u>Community Development</u> <u>Block Grant (CDBG)</u>	Formula							Top 5 Activities: 2016 2015 2014				
								Section 108	304,427	54.8%	38.2%	39.2%
								Public Improvmts	87,281	15.7%	38.3%	36.1%
								Admin/Planning	81,783	14.7%	11.1%	10.2%
								Public Services	81,572	14.7%	9.5%	11.3%
								Economic Dev.	0	0.0%	3.0%	1.7%
								Total	555,063	100.0 %	100.0 %	98.5 %
									FY 2016 %Spent Under 80% AMI: 99.4%			
									%Spent Under 50% AMI: 73.4%			
									2016	2015	2014	
									Persons Assisted Directly:	1,445	5,469	1,517
									Services Avail. for Persons:	0	20,147	6,790
									Leveraged Funds:	\$535,316		
									Program Income:	\$146,879		
		Total				\$269,378	\$21,658	(\$254,948)				

Statutory/Reg Requirement for Obligations & Expenditures

CDBG	Obligations:	CDBG tracks funds associated with an activity rather than obligations.
	Expenditures:	An entitlement must have no more than 1.5 times its annual award prior to the end of its grant year.State CDBG requirement is for timely distribution of funds to local governments, not timely expenditure.Per CDBG regs, older funds are exhausted prior to spending new funding.
HOME	Under 24 CFR 92.500(d)(1):	
	Commitments:	requirement waived.
	CHDO reservation:	Last day of month 24 months after notification of grant agreement execution.
	Expenditures:	Last day of the month five years after notification of grant agreement execution for FY 1992-2014 HOME grants; and September 30 nine years after the beginning of the federal fiscal year for FY 2015 and later HOME grants
	Local Account Funds -Last 5 years*:	Last 5 Completed Program Years
ESG	Under 24 CFR 576.203	
	Obligations (for State):	within 60 days from the date HUD signs the grant agreement.
	Obligations (State Sub-Recpt):	within 120 days from the date the state obligates funds to subrecipients.
	Obligations (local gov and territory):	within 180 days from the date HUD signs the grant agreement.
	Expenditures (all recipients):	within 24 months from the date HUD signs the grant agreement.
HOPWA	Under 24 CFR 574.540:	

* Numbers reflect the information entered by the grantee into IDIS, DRGR, and other HUD reporting systems. Numbers are as of the date this matrix was published and change on a regular basis.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
CPD Cross Program Funding Matrix



	Expenditures:	within 3 years of the date the grant agreement is signed.
	Performance Measure:	* Data from grantee's annual HOPWA CAPER due during the federal FY2017. Includes HOPWA funds spent during the grantee's operating year regardless of allocation year. Additional HOPWA performance reporting data can be found at https://www.hudexchange.info/programs/hopwa/hopwa-performance-profiles/
		** Facility-Based Units being developed with capital funding but not yet opened (# units of housing planned)
		***Some households may be counted under multiple Activity Types if they received 2 or more HOPWA-funded services during the operating year.
HTF	Under 24 CFR 93.400(d):	
	Commitments:	24 months after the date of grant agreement execution.
	Expenditures:	5 years after the date of grant agreement execution.
	Local Account Funds -Last 5 years*:	Last 5 Completed Program Years
CoC	Obligations:	within 2 years of award.
	Expenditures:	within 7 years of award.
CDBG-R	Under ARRA:	
	Obligations:	CDBG tracks funds associated with an activity rather than obligations.
	Expenditures:	100% by 09/30/12.
NSP1	Under HERA:	
	Obligations:	18 months (9/2010).
NSP2	Under ARRA:	
	Expenditures:	50% by 2/11/12 100% by 2/11/13
NSP3	Under Frank-Dodd:	
	Expenditures:	50% by 2/11/13 100% by 2/11/14
HPRP	Under ARRA:	
	Commitments:	9/30/09
	Expenditures:	60% by 2 yrs after date HUD signed grant agreement 100% by 3 years after date HUD signed grant agreement (90 extra days to draw costs incurred before 3-year deadline)
DR	Dependent on language in appropriation.	
Section 108	Grantee can borrow up to 5 times annual CDBG award.Loan repayment period of up to 20 years.	

* Numbers reflect the information entered by the grantee into IDIS, DRGR, and other HUD reporting systems. Numbers are as of the date this matrix was published and change on a regular basis.



CITY OF SEASIDE STAFF REPORT

Item No.: 5.B.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: December 19, 2018

SUBJECT: DETERMINE SUBRECIPIENT MONITORING EFFORTS FOR THE FISCAL YEAR 2018-2019

PURPOSE & RECOMMENDATION

The purpose of this item is for the CDAC to determine the subrecipient monitoring efforts to take place during Fiscal Year 2018-2019.

BACKGROUND

HUD requires recipients of CDBG funds to monitor subrecipients to ensure compliance with the program.

Seaside's CDBG Program Policies and Procedures address this issue:

The City will monitor subrecipients for performance and program compliance. The City will monitor subrecipients to ensure activities are being carried out in a timely manner, in accordance with federal and other regulations, to ensure productivity, and to ensure the subrecipient continues to have the capacity to administer the project or program successfully. Subrecipients can be monitored through desk reviews or on-site reviews.

Desk Reviews

The desk review is a key component of monitoring a subrecipient's performance on a regular basis without conducting an on-site review. Desk monitoring will include the review of:

- Progress reports.
- Compliance reports.
- Financial information.
- Information and material submitted by the subrecipient regarding the funded grantee.

Desk monitoring is an efficient and effective way to gather additional information regarding any questions, concerns, or identified potential problem areas without having to spend staff time with on-site visits. However, on-site visits may be performed as a result of desk review findings.

On-Site Reviews

The on-site review allows the City to monitor subrecipient performance and make sure record retention requirements are being followed. It also allows the City to identify and address areas of concern with property or subrecipient facilities. On-site monitoring will include review of the

following

- Progress reports
- Environmental review documents
- Labor standards documentation
- Requests for payments
- Bid documents
- Contract agreements
- Facilities and project sites
- Other project-related documentation

The City will also conduct project-specific monitoring related to schedule, accomplishments, and compliance with national objectives.

The City's goal is to monitor subrecipients once a year. With limited staffing, annual monitoring is not always possible. In general, subrecipients who have received funding for the first time will be monitored in the first year. Subrecipients who have had a history of "clean" monitoring visits and are usually found to be in compliance with the regulations will be candidates for less frequent monitoring. Reports and progress will be regularly reviewed throughout the program year for signs of noncompliance or difficulty making progress.

Subrecipients who consistently provide complete, well-organized reports, adhere to performance goals and schedules, expend funds in a timely manner, and have a history of compliance are candidates for desk review.

Subrecipients who show the following signs of "distress" will be monitored more closely and more frequently:

- Incomplete, incorrect, or late beneficiary reports
- Incomplete, incorrect, or late disbursement requests
- Falling short of goals or performance timelines

Subrecipients who exhibit these "symptoms" will require immediate intervention:

- Expenditure of funds on other than the approved scope of work
- Failure or refusal to document low- and moderate-income household benefit
- Failure to make progress and/or request funds more than 6 months after award of funds

Past Monitoring

2017-2018	2016-2017	2015-2016
The Village Project	Community Human Services	Boys & Girls Club
Salvation Army	Food Bank of Monterey Co.	Greater Victory Temple
	Girls, Inc.	Central Coast HIV/AIDS**
	Meals on Wheels/Monterey Pen.	

**Central Coast HIV-AIDS ceased operation prior to the monitoring effort. Their records were not available for review and the agency was subsequently de-barred from receiving CDBG funds from the City of Seaside, should they re-apply.

Staff Recommendation

Since the CDAC is currently comprised of members unavailable for site visits during what is considered "normal business hours", staff recommends that the CDAC select up to three subrecipients that have not received monitoring in the past three years and ask them to prepare a short presentation for the January or February CDAC meeting (CDAC to decide) to update the CDAC on achievement of the performance objectives. This monitoring process will emphasize positive feedback as well as possibly point out areas for improvement. This process will provide an opportunity for dialogue to understand both their needs and the overall goals of the program.

Should the CDAC decide that a subrecipient warrants an on-site follow up review to look at the program more in-depth in addition to or instead of a presentation, the CDAC has this opportunity to direct staff to do so, prior to the completion of the first year of the two year cycle.

ATTACHMENTS

None



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

July CDAC Meeting	July 18, 2018
Orientation Presentation	
Discuss 2018-2019 CDBG Subrecipient Monitoring Schedule (possible site visits)	
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	
- Fourth Quarter (Apr-Jun) and Annual Program Reports (CAPER preparation)	
Notice of CAPER Publication	August 31 2017
CAPER publication (15 day comment period begins)	September 5, 2018
Annual Planning Notice-notice of Community Workshop in MCWeekly	September 6, 2018
September CDAC Meeting and Community Workshop	September 19, 2018
- Annual Community Needs Assessment Workshop	
- There will not be an application process this year	
- Community Needs Topics targeted more to Consolidated Plan Update research	
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 Analysis of Impediments/Countywide Collaboration efforts	
City Council	
- Presentation of the needs identified at the September workshop and the annual process/two year cycle	Deferred- no Council action is necessary (information submitted for AI inclusion)
NOFA announcement in Monterey County Weekly Not applicable this year.	XXX
November CDAC Meeting/no proposal workshop this year	November 21, 2018
Meeting cancelled (is evening before Thanksgiving)	CANCELLED
December CDAC Meeting	December 19, 2018
First Quarter Program Report (Jul-Sep)	
Revisit possible monitoring/presentations to CDAC	
2019	
January CDAC Meeting	January 16, 2019
- Discuss mid-year re-allocation (if needed) Monitoring Presentations if scheduled	

February CDAC Meeting Second Quarter Program Report (October-December) Review of 2019-2020 projects & subrecipients & revise recommendations if necessary Monitoring Presentations if scheduled	February 20, 2019
Administrative draft Annual Action Plan to CDAC	March 15, 2019
March CDAC Meeting Review AAP 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/Draft AI	March 28, 2019
Public Comment Period Annual Action Plan/Draft AI	April 1-May 2, 2019
April CDAC Meeting (likely to be cancelled)	April 17, 2019
City Council – public hearing - adopt annual Action Plan Draft AI to Council	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) - Election of officers	June 19, 2019
Conditional notice of awards to Subrecipients	TBD