



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
Seaside Creates Office
656 Broadway Ave
Wednesday, August 21, 2019
6:30 PM

1. CALL TO ORDER

2. ROLL CALL

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Sue Hawthorne
Lanny Olis
David Pina

Chair
Co-Vice Chair
Co-Vice Chair

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. REGULAR MEETING MINUTES FROM JULY 17, 2019

5. OLD BUSINESS

6. NEW BUSINESS

A. FOURTH QUARTER REPORT AND PREVIEW OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

RECOMMENDATION: The CDAC will receive a presentation on the preparation of the CAPER report. It is recommended that the CDAC receive the presentation.

B. DISCUSS SEPTEMBER COMMUNITY NEEDS WORKSHOP INCLUDING STRATEGIC OUTREACH

RECOMMENDATION: The CDAC will discuss the workshop scheduled for September 18, 2019 and possible outreach strategies.

7. REVIEW LONG RANGE CALENDAR

A. REVIEW LONG RANGE CALENDAR AND MAKE ADJUSTMENTS IF NEEDED

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
September 18, 2019
6:30 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings. City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Live streamed meeting videos as well as videos of past meetings are available on the City's website at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

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

		MEETING MINUTES DRAFT	
CITY OF SEASIDE			SEASIDE CREATES 656 BROADWAY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE			JULY 17, 2019 REGULAR MEETING
			6:30 P.M.
1.	CALL TO ORDER AT – 6:31 p.m.		
2.	ROLL CALL – ESTABLISHMENT OF QUORUM		
	MEMBERS	Sue Hawthorne, Lanny Olis, David Prina	
	PRESENT:	Hawthorne, Olis, Prina	
	ABSENT:	None	
3.	PUBLIC COMMENT – No public comment at this time		
	APPROVAL OF MINUTES		
4.	N/A		
	OLD BUSINESS		
5.	None		
6.	NEW BUSINESS		
	A. ELECTION OF NEW OFFICERS		
	On motion by Member Olis and Seconded by Member Prina and carried by the following vote the CDAC voted Sue Hawthorne the CDAC Chairperson and Lanny Olis and David Prina Co-Vice Chairs		
	AYES	3	COMMITTEE MEMBERS Hawthorne, Olis, Prina
	NOES	0	COMMITTEE MEMBERS None
	ABSENT	0	COMMITTEE MEMBERS None
	RECUSED	0	COMMITTEE MEMBERS None
	B. UPDATE THE CDAC ON HUD ECONOMIC AND DEMOGRAPHIC REPORTS		

Sharon Mikesell, Staff Liason, reported the following to the CDAC:
The Community Development Block Grant program requires that funding be utilized to benefit low/moderate income persons.

In May 2019, The US Department of Housing and Urban Development released data that will be helpful in assisting the CDAC in determining priority areas for funding uses.

- All of Seaside has been determined a difficult development area
- Census tract 137 continues to be a Qualified Census Tract
- Many census tracts have been determined to have over 51% low/moderate residency

In July 2019, HUD released FY 2017 reports for all grantees accomplishments, expenditures and performance.

In March 2019, Seaside also received a report recapping the previous fiscal year.

HUD has concluded that the City of Seaside has complied with the listed requirements for the Community Development Block Grant program during program year 2017.

C. DISCUSS THE 2019-2020 YEAR AHEAD

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from formula block grant programs including the Community Development Block Grant (CDBG) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees such as Seaside report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER). The current fiscal year will conclude Seaside's current five year Consolidated plan. This year's Annual Action Plan is still under HUD review, the funding at a glance is for Public Services and Projects were presented to the Committee.

In previous cycles, Seaside utilized a consultant to prepare the Consolidated Plan and help with subrecipient monitoring. Last fiscal year, the City migrated

from a consultant to using City Data Services data management, staff took over all report reviewing and processing activities and the CDAC asked three subrecipients to make presentations regarding their CDBG programs during a CDAC meeting. The Consolidated Plan is expected to be prepared in-house. Some portions of Consolidated Plan preparation can be addressed by the CDAC.

	The Analysis of Impediments was completed jointly by the five agencies receiving HUD funds in Monterey County and has been approved by all five agencies governing bodies. This document was on a timeline to be completed by October 2019. Moving forward, grant cycle subrecipient applications will be accepted through the City Data portal using a similar process as used by Monterey County and the City of Salinas. This will cut down on time of preparation by the applicants and reproduction costs. City Data Services software interfaces with the HUD software used to prepare the annual reports so re-keying of data has already been greatly reduced. The CDAC is encouraged to consider which subrecipients they would like to monitor in the upcoming year. HUD considers monitoring important as “the American public wants accountability from government and assurance that Federal funds are spent effectively to accomplish their intended purpose” As far as the future of the CDBG program in general, the President’s budget proposal for 2020 eliminated the program. However, on May 23, 2019- the House appropriations subcommittee approved funding through September 30, 2022, so the program has not yet been eliminated as the federal budget process continues.												
7.	REVIEW LONG RANGE CALENDAR <u>No changes were made to the Long Range Calendar</u>												
8.	REPORTS BY COMMITTEE MEMBERS None												
9.	REPORTS BY STAFF <u>None</u>												
10.	ADJOURNMENT <u>On motion by Member Olis and Seconded by Member Prina and carried by the following vote the CDAC voted to adjourn the meeting at 7:12 p.m.</u> <table><tr><td>AYES</td><td>3</td><td>COMMITTEE MEMBERS</td><td>Hawthorne, Olis, Prina</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	3	COMMITTEE MEMBERS	Hawthorne, Olis, Prina	NOES	0	COMMITTEE MEMBERS	None	ABSENT	0	COMMITTEE MEMBERS	None
AYES	3	COMMITTEE MEMBERS	Hawthorne, Olis, Prina										
NOES	0	COMMITTEE MEMBERS	None										
ABSENT	0	COMMITTEE MEMBERS	None										

	RECUSED	0	COMMITTEE MEMBERS	None
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DRAFT



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 21, 2019

**SUBJECT: FOURTH QUARTER REPORT AND PREVIEW OF THE
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION
REPORT (CAPER)**

PURPOSE & RECOMMENDATION

The CDAC will receive a presentation on the preparation of the CAPER report. It is recommended that the CDAC receive the presentation.

BACKGROUND

Each year, all CDBG grant recipients are required to submit a CAPER report. The report must be submitted in the Integrated Disbursement and Information System (IDIS) using their mandated format. The report is a comprehensive review of all activities performed using CDBG funds over the past fiscal year. Subrecipient reporting interfaces with the IDIS system through their submittals in the City Data Services data management software contracted by the City of Seaside.

The CAPER is a way to celebrate the accomplishments of the previous year's program and document successes as well as progress and/or any challenges with activities not yet completed.

City staff members Sharon Mikesell and Julio Cisneros attended the HUD webinar "Best Practices for Setting Up and Completing the CAPER" on July 30, 2019. The final HUD drawdown for FY 2018-2019 to reimburse the City also took place on July 30, 2019.

All eight public service subrecipients completed their activities.

The Boys and Girls Club completed their renovations. The Del Monte Manor Playground and the Security System were installed and the projects are complete. The City of Seaside completed the microbusiness assistance project. Community Human Services

has started their plumbing project has taken a partial reimbursement for funds expended and plans to be complete during first quarter 2019-2020. The Cutino Park ADA equipment was partially installed, some of it was rejected for quality and sent back for replacement and expected to be installed first quarter 2019-2020. The Wanda Sidewalk project has not yet begun and has been flagged by HUD as being possible at risk as no funds have been drawn yet. Administration funds have been drawn to the cap amount. The City of Seaside's overall program has met timeliness guidelines.

The CAPER Report is currently being drafted and will be published for public review on September 9, 2019. The notice of the CAPER public review will be published in the Monterey County Weekly in both English and Spanish on September 5, 2019. The Public Hearing will be held during the City Council meeting on September 18 and the document and a summary of any public comments must be submitted electronically to HUD no later than September 30, 2019.

ATTACHMENTS

1. Drawdown Report PR05 FY 2018
-

REPORT FOR PROGRAM : CDBG
PGM YR : 2018
PROJECT : ALL
ACTIVITY : ALL

				EN										
Program Year/ Project				IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Year	Grant Number	Fund Type	Drawn Amount
2018	1	18-Action Council Monterey County-Palenke Arts	1312	Action Council of MC/Palenke Arts		6240381	2	Completed	3/1/2019	2018	B18MC060006	EN		\$11,181.29
													Activity Total	\$11,181.29
													Project Total	11,181.29
2018	2	18-Community Partnership for Youth	1313	CPY-Community Partnership for Youth		6232351	2	Completed	2/5/2019	2018	B18MC060006	EN		\$11,181.29
													Activity Total	\$11,181.29
													Project Total	11,181.29
2018	3	18-Eden Council for Hope & Opportunity	1314	18-3 ECHO		6232351	7	Completed	2/5/2019	2018	B18MC060006	EN		\$3,911.66
						6258256	5	Completed	4/23/2019	2018	B18MC060006	EN		\$854.62
					Y	6290530	3	Completed	7/30/2019	2018	B18MC060006	PI		\$1,247.01
													Activity Total	\$6,013.29
													Project Total	6,013.29
2018	4	18-Girls, Inc. of the Central Coast	1315	18-4 Girls Inc		6232351	5	Completed	2/5/2019	2018	B18MC060006	EN		\$7,817.29
													Activity Total	\$7,817.29
													Project Total	7,817.29
2018	5	18-Greater Victory Temple Community Program	1316	18-5 GVT Community Program		6232351	6	Completed	2/5/2019	2018	B18MC060006	EN		\$4,408.99
						6258256	4	Completed	4/23/2019	2018	B18MC060006	EN		\$4,268.79
					Y	6282077	1	Completed	7/3/2019	2018	B18MC060006	EN		\$2,499.90

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Drawdown Report by Project and Activity
SEASIDE , CA

				EN										
Program Year/ Project				IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Year	Grant Number	Fund Type	Drawn Amount
Activity Total														\$11,177.68
Project Total														11,177.68
2018	6	18-Legal Services for Seniors	1317	18-6 Legal Services for Seniors		6232351	3	Completed	2/5/2019	2018	B18MC060006	EN		\$5,590.63
						6258256	2	Completed	4/23/2019	2018	B18MC060006	EN		\$2,795.33
					Y	6290530	1	Completed	7/30/2019	2018	B18MC060006	EN		\$2,795.33
Activity Total														\$11,181.29
Project Total														11,181.29
2018	7	18-Meals on Wheels of the Monterey Peninsula	1318	18-7 Meals on Wheels		6232351	8	Completed	2/5/2019	2018	B18MC060006	EN		\$7,560.45
						6258256	6	Completed	4/23/2019	2018	B18MC060006	EN		\$256.84
Activity Total														\$7,817.29
Project Total														7,817.29
2018	8	18-The Village Project	1319	18-8 The Village Project		6232351	4	Completed	2/5/2019	2018	B18MC060006	EN		\$2,794.00
						6240381	1	Completed	3/1/2019	2018	B18MC060006	EN		\$2,794.50
						6258256	3	Completed	4/23/2019	2018	B18MC060006	EN		\$2,796.45
					Y	6290530	2	Completed	7/30/2019	2018	B18MC060006	EN		\$2,796.30
Activity Total														\$11,181.25
Project Total														11,181.25
2018	9	18-Boy's and Girls Club Flooring	1320	18-9 Boys and Girls club floor		6272995	3	Completed	6/6/2019	2018	B18MC060006	EN		\$42,202.35
						6278740	1	Completed	6/24/2019	2018	B18MC060006	EN		\$29,304.65
Activity Total														\$71,507.00
Project Total														71,507.00
2018	10	18-Community Human Services	1321	18-10 CHS Genesis House Plumbing										

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Drawdown Report by Project and Activity
SEASIDE , CA

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Program Year/ Project			IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Year	Grant Number	Fund Type	Drawn Amount
					Y	6282077	2	Completed	7/3/2019	2018	B18MC060006	EN	\$2,560.00
											Activity Total		\$2,560.00
											Project Total		2,560.00
2018	11	18-Del Monte Manor Security Equipment	1322	18-11 DelMonte Manor Security Equip		6260881	1	Completed	4/29/2019	2017	B17MC060006	PI	\$14,077.00
					Y	6290530	4	Completed	7/30/2019	2017	B17MC060006	PI	\$923.00
											Activity Total		\$15,000.00
											Project Total		15,000.00
2018	12	18-DelMonte Manor Playground Installation	1323	18-2 Del Monte Manor Playground Install		6240381	3	Completed	3/1/2019	2018	B18MC060006	EN	\$16,000.00
											Activity Total		\$16,000.00
											Project Total		16,000.00
2018	13	18-Veterans Transition Center	1324	18-13 VTC renovation for homeless vets		6251461	1	Completed	4/2/2019	2017	B17MC060006	EN	\$21,657.50
						6251461	2	Completed	4/2/2019	2018	B18MC060006	EN	\$22,780.46
						6251462	1	Completed	4/2/2019	2018	B18MC060006	EN	\$4,000.00
						6258256	7	Completed	4/23/2019	2018	B18MC060006	PI	\$7,569.99
						6278740	2	Completed	6/24/2019	2018	B18MC060006	PI	\$7,126.38
											Activity Total		\$63,134.33
											Project Total		63,134.33
2018	14	18-City of Seaside Microenterprise Assistance	1325	18-14 Seaside Microenterprise Assistance		6272995	1	Completed	6/6/2019	2017	B17MC060006	PI	\$11,522.54
						6272995	2	Completed	6/6/2019	2018	B18MC060006	EN	\$12,644.13
						6278740	3	Completed	6/24/2019	2017	B17MC060006	PI	\$833.33
											Activity Total		\$25,000.00
											Project Total		25,000.00

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Drawdown Report by Project and Activity
SEASIDE , CA

Program Year/ Project			IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Year	Grant Number	Fund Type	Drawn Amount
2018	15	18-City of Seaside Cutino Accessible Bleachers & Drinking Fountain	1326	18-15 Cutino accesibility equipment		6251461	3	Completed	4/2/2019	2018	B18MC060006	EN	\$4,886.47
Activity Total													\$4,886.47
Project Total													4,886.47
2018	17	CDBG Program Administration	1328	18-17 CDBG program administration		6232351	1	Completed	2/5/2019	2016	B16MC060006	PI	\$53,223.79
						6251354	1	Completed	4/2/2019	2016	B16MC060006	PI	\$5,475.71
						6251354	2	Completed	4/2/2019	2017	B17MC060006	PI	\$10,718.52
						6257262	1	Completed	4/18/2019	2017	B17MC060006	PI	\$24,326.18
Activity Total													\$93,744.20
Project Total													93,744.20
Program Year 2018 Total													369,382.67



CITY OF SEASIDE STAFF REPORT

Item No.: 6.B.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: August 21, 2019

**SUBJECT: DISCUSS SEPTEMBER COMMUNITY NEEDS WORKSHOP
INCLUDING STRATEGIC OUTREACH**

PURPOSE & RECOMMENDATION

The CDAC will discuss the workshop scheduled for September 18, 2019 and possible outreach strategies.

BACKGROUND

The annual Community Needs Assessment workshop is scheduled for September 18, 2019 at Seaside Creates during the regularly scheduled CDAC meeting.

The CDAC mentioned during the July meeting that they would like to take a more active role in the activities during the workshop as well as the outreach efforts.

The workshop will be noticed in the Monterey County Weekly in both English and Spanish on September 5, 2019

The CDAC is encouraged to discuss other methods of promoting the event as well as interactive activities for the participants which can include the brainstorming board, dot placement for ideas or areas on maps, etc.

Agencies that receive HUD funding are encouraged to promote information to prevent exposure to lead paint including the brochure available at https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf This should be part of our outreach efforts as we are required to annually update our efforts as part of

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j) in the CAPER report.

The City of Seaside does have a lead paint brochure available currently on the website.

ATTACHMENTS

None



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2019- – June 2020

July CDAC Meeting	July 17, 2019
Election of officers Discuss 2019-2020 CDBG Subrecipient Monitoring Schedule (possible site visits) Status of AAP /Analysis of Impediments/ CDBG program Discuss changes to application process for 2020-2022	
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
Last possible day AAP Due to HUD with appropriate attachments/certifications per Federal Statute	August 16, 2019 N/A
Funding Approval Document received and contract documents to sub recipients	upon HUD approval of AAP-TBD
August CDAC Meeting	August 21, 2019
- CAPER preview - Fourth Quarter (Apr-Jun) and Annual Program Reports (CAPER preparation) - Discuss workshop activities and strategic outreach	
Notice of CAPER Publication and Notice of Community Workshop in MCWeekly	September 5, 2019
CAPER publication (15 day comment period begins)	September 9, 2019
September CDAC Meeting and Community Workshop	September 18, 2019
- Annual Community Needs Assessment Workshop - Community Needs Topics targeted to Consolidated Plan Update research	
City Council public hearing CAPER	September 19, 2019
CAPER due to HUD	September 30, 2019
October CDAC Meeting	October 16, 2019
- Annual Priority Needs for 2020-2022 cycle and - Consolidated Plan preparation strategy (5 year plan) - July 2020-June 2025 priority needs & long range goals	
City Council	November 7, 2019
- Presentation of the needs identified at the September workshop and the upcoming annual process/two year cycle	
NOFA announcement in Monterey County Weekly	November 7, 2019
November CDAC Meeting/PROPOSAL WORKSHOP (mandatory for applicants)	November 20, 2019
Application packets available	
December CDAC Meeting	December 18, 2019
First Quarter Program Report (Jul-Sep) Monitoring update	

Consolidated Plan discussion	
2020	
PROPOSALS DUE FOR 2020-2022 PUBLIC SERVICE AND CITY/SUBRECIPIENT PROJECTS	January 10, 2020
January CDAC Meeting Proposals to CDAC to start review, Consolidated Plan preparation Monitoring Presentations	January 15, 2020
February CDAC Meeting Review of proposals/Funding Recommendation to Council	February 19, 2020
Possible special CDAC meeting if needed	To be determined
Deadline for City Council packet for March 19 meeting	March 2, 2020
Administrative draft Consolidated and Annual Action Plan to CDAC	March 2, 2020
March CDAC Meeting Second Quarter Program Report (October-December) Review Consolidated Plan and AAP Draft <i>2021-ANNUAL WORK PLAN to present to City Council (must be approved by CDAC by April 1)-City Council will review/approve in May</i>	March 18, 2020
City Council - Present CDAC recommendations for annual Action Plan	March 19, 2020
Advertisement to run for Annual Action Plan/Public Hearing for AAP/Con Plan	March 26, 2020
Public Comment Period Annual Action Plan/Consolidated Plan	April 6-May 7, 2020
April CDAC Meeting (likely to be cancelled)	April 15, 2010
City Council – public hearing - adopt Consolidated and Action Plan	May 7, 2020
City Council-review 2020-2021 Annual Work Plan	To Be Announced
Action Plan Due to HUD (likely to be adjusted by HUD)	May 15, 2020
May CDAC Meeting - 3rd Quarter sub recipient reports - Update on CDBG program	May 20, 2020
June CDAC Meeting (if needed) - Election of officers	June 17, 2020
<i>Conditional notice of awards to Subrecipients</i>	<i>TBD</i>