



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
City Hall Conference Room
440 Harcourt Avenue
Wednesday, January 15, 2020
6:30 PM

1. CALL TO ORDER

2. ROLL CALL

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Sue Hawthorne

Chair

Lanny Olis

Vice Chair

David Prina

Vice Chair

Hamish Tyler

Committee Member

Illona Cooper

Committee Member

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

5. OLD BUSINESS

6. NEW BUSINESS

A. FIRST QUARTER REPORT FOR SEASIDE CDBG PROGRAM FOR FY 2019-2020

RECOMMENDATION: The purpose of this item is to update the CDAC on the progress of the current year's CDBG program from July 1 to September 30, 2019. It is recommended that the CDAC receive the report.

B. THE CDAC WILL RECEIVE THE 2020-2022 CDBG APPLICATIONS VIA CITY DATA SERVICES

RECOMMENDATION: The CDAC will receive instructions from City Data Services regarding access to the applications submitted through their portal.

7. REVIEW LONG RANGE CALENDAR

A. REVIEW LONG RANGE CALENDAR AND DETERMINE IF SPECIAL MEETINGS WILL BE NEEDED TO MEET RECOMMENDATION DEADLINE

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
February 19, 2019
6:30 p.m.

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>

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CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Sharon Mikesell, Administrative Analyst

DATE: January 15, 2020

**SUBJECT: FIRST QUARTER REPORT FOR SEASIDE CDBG PROGRAM FOR
FY 2019-2020**

PURPOSE & RECOMMENDATION

The purpose of this item is to update the CDAC on the progress of the current year's CDBG program from July 1 to September 30, 2019. It is recommended that the CDAC receive the report.

BACKGROUND

The first quarter of FY 2019-2020 marked the beginning of a busy year for the CDBG program.

The 2019-2020 CDBG funded activities include:
Eight Public Services subrecipients
Capital Projects from three subrecipients
Microenterprise assistance coordinated by City of Seaside

Holdover activities from 2018-2019 include
Cutino Park accessibility improvements (in progress)
Community Human Services Plumbing Improvements (in progress)
Wanda Sidewalk (City of Seaside-not started)

Two of the three holdover activities were completed in first quarter. HUD requested an update on the Wanda Sidewalk project and the City Engineer provided an update stating that the project is scheduled for completion in the spring of 2020.

Outside agencies utilizing CDBG funding must enter into a contract with the City of Seaside and provide insurance. The contracts cannot be processed by the City until after HUD fully processes the Annual Action Plan and shows the award of grant fund

availability in the IDIS software. As a result, contract documents were not prepared until the end of September. Due to this timing, some of our Public Services subrecipients were able to receive reimbursements immediately following full contract execution. The first quarter ended September 30.

Once the contracts are fully executed, the Public Service funded activities can be reimbursed back to July 1. Capital projects may not proceed until contracts are signed and environmental documents prepared.

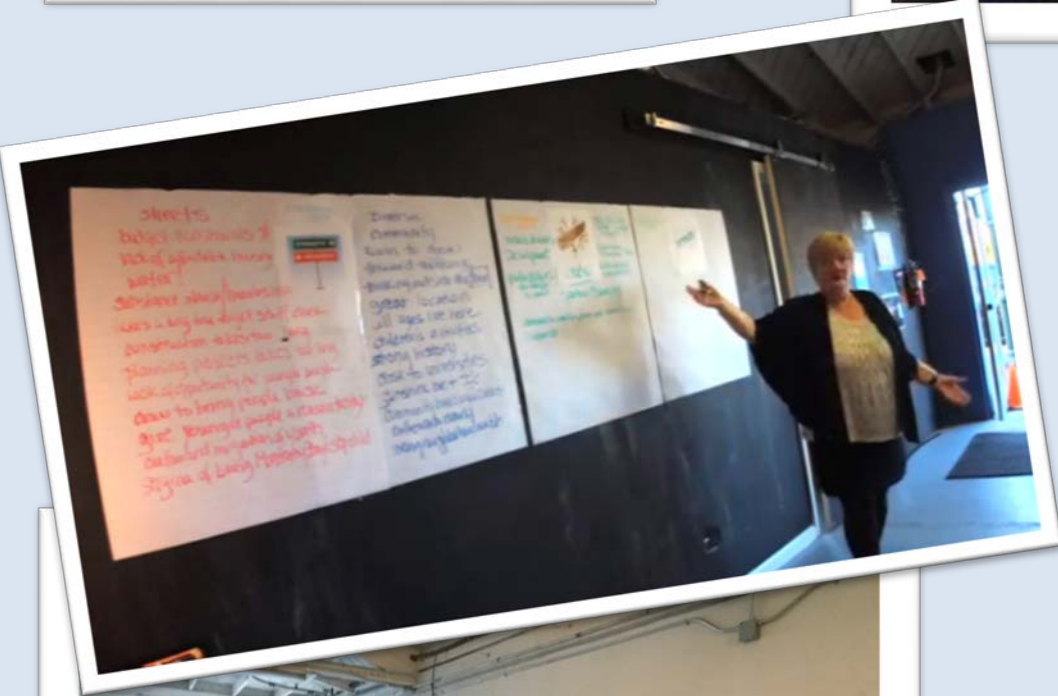
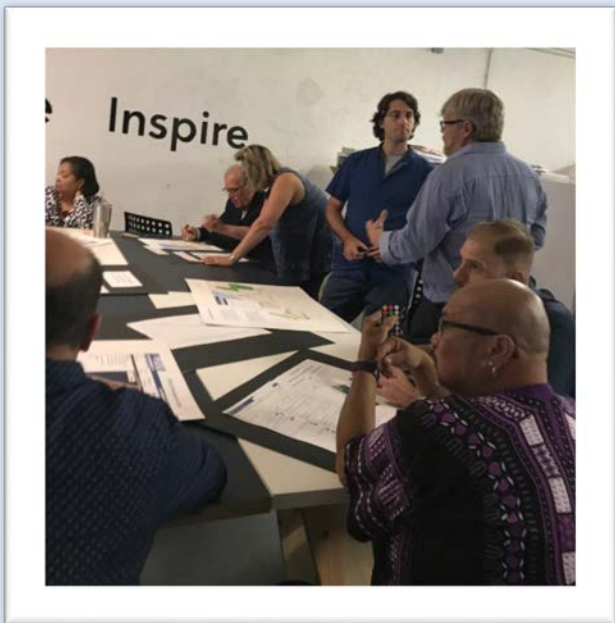
Action Council of Monterey County/Palenke Arts submitted their contract for full execution on December 20.

As indicated in the attached spreadsheet, the CDBG program has already helped 829 persons via public services in the first quarter with over \$25,000 reimbursed to participating agencies.

ATTACHMENTS

1. 1stQ report
 2. Photos from 2019 Community Needs Workshop
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City of Seaside FY2019 CDBG Funds									
Public Services	Unduplicated clients served				Expenditures				
Agency/Program	1Q	Total	Goal	%of Goal	Budget	1Q	Total Spent	Balance	%of Budget Spent
Community Partnershi-High School Leaders Job	557	557	700	80%	\$9,812	\$9,812	\$9,812	\$	100%
Eden Council for Hop-Fair Housing and Tenant/L			25	%	\$5,000	\$2,412	\$2,412	\$2,588	48%
Girls Inc. of the Ce-After School Program	38	38	60	63%	\$6,804	\$3,903	\$3,903	\$2,901	57%
Greater Victory Temp-Afternoon Community Pro	23	23	100	23%	\$9,812	\$1,944	\$1,944	\$7,868	20%
Legal Services for S-Legal Services for Seniors	65	65	300	22%	\$9,812	\$2,453	\$2,453	\$7,359	25%
Meals on Wheels Mont-Home Delivered Meals	93	93	120	78%	\$6,804	\$2,485	\$2,485	\$4,319	37%
Village Project Inc.-Afterschool Program	53	53	40	133%	\$9,812	\$2,175	\$2,175	\$7,637	22%
Total	829	829	1,345	133%	\$57,856	\$25,185	\$25,185	\$32,671	44%
Action Council/Palenke Arts did not have an executed contract by December 1, 2019 and cannot submit for reimbursement.									
The carry-over projects of Cutino Park and CHS Plumbing at Genesis House were completed in 1st Qtr									
The carry-over project Wanda Sidewalk is in the design phase and is expected to be completed in 2020.									
The 2019-2020 Capital Projects and Microbusiness assistance projects are expected to get underway in early 2020.									
Unlike the Public Services projects, the CIP/other activities must wait to begin until contracts and environmental documents are complete.									
All contracts and environmental documents are now in place for all projects for this fiscal year.									



Community
Needs
Workshop
9/18/2019





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 5, 2019
September CDAC Meeting and Community Workshop	September 18, 2019
- Annual Community Needs Assessment Workshop	Special meeting time
- Community Needs Topics targeted to Consolidated Plan Update research	6pm
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 information available	
December CDAC Meeting	December 18, 2019
CANCELLED	
2020	

PROPOSALS DUE FOR 2020-2022 PUBLIC SERVICE AND CITY / SUBRECIPIENT PROJECTS	January 10, 2020
January CDAC Meeting Proposals to CDAC to start review First Quarter Program Report (Jul-Sep) Determine Monitoring Presentations—for future meeting	January 15, 2020
February CDAC Meeting Review of proposals/Funding Recommendation to Council	February 19, 2020
Possible special CDAC meeting (s) 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 Monitoring Presentations <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 and Consolidated 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>