



## AGENDA

CITY OF SEASIDE  
COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE

REGULAR MEETING  
OLDEMEYER CENTER  
986 Hilby Avenue  
Wednesday, August 19, 2015  
6:30 PM

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*PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING*

1. **CALL TO ORDER**

2. **ROLL CALL**

- John Francis
- Sue Hawthorne
- Sharrline Napoleon
- Jessica Piombo

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

*June 17, 2015 and July 15, 2015*

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **Election of CDAC Officers**

**PURPOSE:** The CDAC will nominate and elect officers for the 2015-2016 fiscal year. The Chairperson will conduct meetings. The Vice Chairperson will conduct meetings in the chair's absence.

**RECOMMENDATION:** It is recommended that the CDAC elect the committee members of their choice as Chair and Vice Chair.

B. **Orientation Presentation on the CDAC and its purpose/duties**

**PURPOSE:** This is the first meeting for two newly appointed CDAC members. A brief orientation presentation has been prepared regarding the committee and the duties.

**RECOMMENDATION:** It is recommended that the CDAC receive the presentation.

**C. Consideration of the 2015-2016 CDAC Long Range Calendar**

**PURPOSE:** The CDAC will review their projected long range calendar for the 2015-2016 Fiscal Year. The calendar provides a timeline to ensure activities stay on schedule for review/submission to City Council and to HUD. The calendar is subject to change.

**RECOMMENDATION:** It is recommended that the CDAC review the Long Range Calendar and adopt the calendar. The calendar is subject to change.

**D. Report on 4th quarter 2014-2015 Public Service subrecipient activities.**

**PURPOSE:** Reports regarding activities for the Public Service subrecipients have been submitted and the CDAC will hear an update.

**RECOMMENDATION:** It is recommended that the CDAC receive the report.

**E. Report on the preparation of the 2014-2015 Consolidated Annual Performance Evaluation Report (CAPER)**

**PURPOSE:** HUD requires that the City prepare an annual performance report regarding the CDBG program each year. The report is due on September 30. The CDAC will hear an update on the report status.

**RECOMMENDATION:** It is recommended that the CDAC receive the update on the report preparation and make any suggestions they feel are appropriate.

**7. REPORTS FROM COMMITTEE MEMBERS**

**8. REPORTS BY STAFF**

**9. ADJOURNMENT (Oldemeyer)**

Next Regularly Scheduled Meeting:  
September 16, 2015  
6:30 PM

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# CDAC Orientation August 19, 2015

CDBG Program



# Presentation Outline

- Opening/Introductions
- CDBG Program
- Role of CDAC
- Binder
- Wrap- Up



# CDBG Program

- Basic HUD Requirements
  - National Objectives
  - Consolidated Plan
  - Action Plan



# CDBG Program

- National Objectives
  - Elimination of Slum and Blight Benefit
  - Urgent Need Benefit
  - Low/Moderate Income Benefit



# Eligible Activities

- Housing
- Real Property Acquisition
- Public Facilities
- Public Service (15%)
- Economic Development
- Community Based Development Organizations
- Other – i.e. Repayment of Section 108 loans
- Planning & Administration (20%)



# Ineligible Activities

- General Rule – That not specifically stated
- General Government Expenses & Buildings
- Financing Political Activities
- New Housing, with certain exceptions
- Income Payments, with certain exceptions
- Purchase of Equipment & Operating Expenses, with certain exceptions
- Activities not primarily benefiting LMI, except with Slum and Blight objective

# Community Needs & Brainstorming

- Citizen Participation
- Homeless Coalition 10 Year Plan
- Brainstorming Session
  - Housing
  - Homeless
  - Senior &/ Disabled Community
  - Youth & Single Head of Household/Youth
  - General Supportive Services



# Role of CDAC

- Serve as the **Citizen's Voice**
- Key Responsibilities
  - Solicit Opinions and Comments
  - Work with CDBG Staff in Planning
  - Review the use and effectiveness of CDBG dollars



# Binders

- List of Contents:
  - Slide Presentation
  - Seaside Citizen Participation Plan
  - CDBG Policies and Procedures



# Contact Information

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**CITY OF SEASIDE**  
**Community Development Advisory Committee (CDAC)**  
**Long Range Calendar**  
**July 2015 – June 2016**

|                                                                                                                                                                                                                                                  |                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>July CDAC Meeting (July 15, 2015)</b>                                                                                                                                                                                                         | <b>Regular meeting cancelled</b> |
| Two new CDAC members approved by City Council                                                                                                                                                                                                    | July 16, 2015                    |
| Staff revise CON plan and Annual Action plan in coordination with HUD                                                                                                                                                                            | July                             |
| <b>July Special CDAC meeting –non substantial revisions to CON/Annual Plan</b>                                                                                                                                                                   | <b>July 22, 2015</b>             |
| Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)                                                                                                                                                                          | July and August                  |
| CAPER and Annual Community Assessment (ACA) Workshop Notice                                                                                                                                                                                      | August 6, 2015                   |
| City Council approve non-substantial revisions to CON/Annual Plan                                                                                                                                                                                | August 6, 2015                   |
| Notification of award and contract documents to sub recipients                                                                                                                                                                                   | August-upon HUD approval         |
| <b>August CDAC Meeting</b>                                                                                                                                                                                                                       | <b>August 19, 2015</b>           |
| <ul style="list-style-type: none"> <li>- Recruitment &amp; Appointment of CDAC members/Elect officers</li> <li>- Fourth Quarter (Apr-Jun) and Annual Program Reports</li> <li>- CAPER preview</li> <li>- Long-term calendar 2015-2016</li> </ul> |                                  |
| Annual Planning Notice                                                                                                                                                                                                                           | August 27, 2015                  |
| <ul style="list-style-type: none"> <li>- initiate planning process</li> <li>- notice of community workshop</li> <li>- publish application dates and deadlines</li> </ul>                                                                         |                                  |
| Draft CAPER publication                                                                                                                                                                                                                          | September 3, 2015                |
| <b>September CDAC Meeting and Community Workshop</b>                                                                                                                                                                                             | <b>September 16, 2015</b>        |
| <ul style="list-style-type: none"> <li>- Annual Community Needs Assessment Workshop</li> <li>- CDBG application form/process review</li> <li>- Discuss 2014-15 CDBG Subrecipient Monitoring Schedule</li> </ul>                                  |                                  |
| City Council public hearing                                                                                                                                                                                                                      | September 17, 2015               |
| CAPER due to HUD                                                                                                                                                                                                                                 | September 30, 2015               |
| <b>October CDAC Meeting</b>                                                                                                                                                                                                                      | <b>October 21, 2015</b>          |
| <ul style="list-style-type: none"> <li>- Annual Priority Needs</li> <li>- CDBG application form/process draft</li> </ul>                                                                                                                         |                                  |
| City Council                                                                                                                                                                                                                                     | November 5, 2015                 |
| <ul style="list-style-type: none"> <li>- informational item to present the needs identified at the September workshop and discuss the five-year and annual process</li> </ul>                                                                    |                                  |
| NOFA and Applications Released                                                                                                                                                                                                                   | November 12, 2015                |
| <b>November CDAC Meeting and Proposal Workshop</b>                                                                                                                                                                                               | <b>November 18, 2015</b>         |
| <ul style="list-style-type: none"> <li>- Mandatory for all interested applicants</li> <li>- First Quarter Program Report (Jul-Sep)</li> </ul>                                                                                                    |                                  |
| <b>December CDAC Meeting</b>                                                                                                                                                                                                                     | <b>December 16, 2015</b>         |
| <ul style="list-style-type: none"> <li>- Mid-year re-allocation</li> <li>- 2014-15 public service monitoring letters</li> </ul>                                                                                                                  |                                  |
| Applications due                                                                                                                                                                                                                                 | January 15, 2016                 |
| <b>January CDAC Meeting</b>                                                                                                                                                                                                                      | <b>January 20, 2016</b>          |
| <ul style="list-style-type: none"> <li>- summary of applications received</li> <li>- mid-year re-allocation</li> </ul>                                                                                                                           |                                  |
| Staff reading of applications received, check threshold requirements, review background materials, questions for applicants.                                                                                                                     | January 20-30, 2016              |

|                                                                                                                                                                                                                                                        |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Special CDAC Meeting</b><br>- Staff transmits applications to CDAC with summary review, questions and responses.<br>- Staff provides instructions for review and ranking of applications.<br>- Mid-year re-allocation<br>- Multi-year funding cycle | <b>February 3, 2016</b>             |
| CDAC reading applications                                                                                                                                                                                                                              | February 5 – 24, 2016               |
| <b>February CDAC Meeting (no meeting)</b>                                                                                                                                                                                                              | <b>February 17, 2016</b>            |
| <b>Special CDAC Meeting</b><br>- Second Quarter Program Report (Oct-Dec)<br>- CDAC to report out on individual review and ranking of applications.                                                                                                     | <b>February 24, 2016</b>            |
| <b>CDAC Work Sessions</b><br>- interviews, ranking and recommendations                                                                                                                                                                                 | <b>February 25 – March 17, 2016</b> |
| <b>March CDAC Meeting</b><br>- CDAC recommendations on annual funding                                                                                                                                                                                  | <b>March 16, 2016</b>               |
| Administrative draft annual Action Plan to CDAC                                                                                                                                                                                                        | March 25, 2016                      |
| <b>Special CDAC Meeting</b><br>- CDAC recommendations on annual funding<br>- Review draft Action Plan                                                                                                                                                  | <b>April 6, 2016</b>                |
| Publish annual Action Plan for comment and open 30-day public comment period                                                                                                                                                                           | April 7, 2016                       |
| <b>April CDAC Meeting</b><br>- if needed                                                                                                                                                                                                               | <b>April 20, 2016</b>               |
| City Council - present CDAC recommendations and annual Action Plan                                                                                                                                                                                     | April 21, 2016                      |
| City Council – public hearing<br>- adopt annual Action Plan                                                                                                                                                                                            | May 5, 2016                         |
| Public comment period closes                                                                                                                                                                                                                           | May 7, 2016                         |
| Action plan due to HUD                                                                                                                                                                                                                                 | May 15, 2016                        |
| <b>May CDAC Meeting</b><br>- Update on Annual Action Plan submitted to HUD<br>- Elections                                                                                                                                                              | <b>May 18, 2016</b>                 |
| <i>Conditional notice of awards to Subrecipients</i>                                                                                                                                                                                                   | <i>May</i>                          |
| <b>June CDAC Meeting</b><br>- if needed                                                                                                                                                                                                                | <b>June 15, 2016</b>                |