



SEASIDE CALIFORNIA

2017-2018

Consolidated Annual Performance and Evaluation Report (CAPER)

City of Seaside

Monterey County, CA

Submitted to HUD September 27, 2018

This document is a review of the Community Development Block Grant activities undertaken by the City of Seaside during Fiscal Year 2017-2018 and is required to be submitted to the US Department of Housing and Urban Development (HUD) on or before September 30, 2018

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

During FY 2017-2018 CDBG funding was utilized for four capital improvement projects: energy efficiency upgrades were completed at the Boys and Girls Clubhouse, all single pane windows were replaced with energy efficient windows at the Community Human Services, Genesis House substance abuse treatment facility as well as the City of Seaside's second and third phases of ADA improvements to the Seaside Library were completed and ADA improvements at Cutino Park were started (will carry over into 2018-2019 for completion). Five public service subrecipients received CDBG funding for transitional housing program (Salvation Army of the Monterey Peninsula), comprehensive youth enrichment programs (Girls, Inc. of the Central Coast, The Village Project and Community Partnership for Youth) and legal assistance for our senior population (Legal Services for Seniors).

In 2012, the Community Development Advisory Committee (CDAC) was formed as part of the City's Citizen Participation Plan. The CDAC has regularly scheduled monthly meetings, and is an active and viable part of the planning and management for CDBG funds. The CDAC provides valuable feedback to staff and ensures citizen participation. The CDAC held the annual community assessment workshop on September 20, 2017, to review CDBG program accomplishments and discuss program performance and needs. This was the second year of a two year program cycle, applications were received and reviewed for grantee's projects for 2019-2020 during this fiscal year (two subrecipient projects and five public service subrecipient programs were already approved by the CDAC for 2017-2018). The application process for the 2018-2020 two year application cycle saw a record number of applicants for both public services and activity/project funding.

Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror the Integrated Disbursement and Information System (IDIS) and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Address Blight and Nuisance	Affordable Housing Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%			
Address Blight and Nuisance	Affordable Housing Non-Housing Community Development		Facade treatment/business building rehabilitation	Business	10	0	0.00%			
Construct or Upgrade Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	951	38.04%	1200	823	68.58%
Construct or Upgrade Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		130	128	98.46%

Enhance Access to Social Services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6625	977	14.75%	702	872	124.22%
Enhance Access to Social Services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		38	0	0.00%
Improve Accessibility for Persons w/ Disabilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	500	10.00%	951	500	52.58%
Provide Quality Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	52500	0	0.00%			
Rehabilitate Existing Housing	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	15	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As an entitlement grantee for the US Department of Housing and Urban Development (HUD) formula CDBG program, the City of Seaside is required to prepare a CAPER to analyze and summarize program accomplishments of the preceding program year.

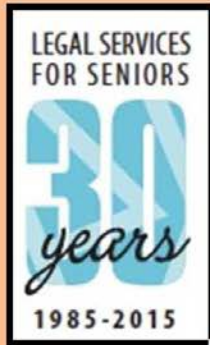
This CAPER assesses the City's progress toward completing activities identified in the 2017-2018 Action Plan, which covers the period from July 1, 2017, through June 30, 2018. The CAPER also reports progress in meeting overall five-year Consolidated Plan goals and priorities (July 1, 2015- June 30, 2020), and identifies areas for improvement as a result of annual self-evaluations and HUD performance reviews.

Since 1975, the City of Seaside has been an entitlement recipient of CDBG funds. In 2017-2018, the City completed Section 108 loan repayments. The City of Seaside thoughtfully allocates the limited grant funding to be as inclusive as possible to the requests received.

During 2017-2018, in accordance with the City's Citizen Participation Plan, the limited amount of CDBG funds available were allocated to a variety of public service activities critical needs of low income youth (after school programs and counseling), seniors (legal services), facility improvements to a residential substance abuse recovery facility and to the Boys and Girls Club's Clubhouse. Accessibility improvements to the Seaside library were carried over from the previous year because the project included concrete work to the front entrance. Construction work was scheduled for the December shutdown period to minimize impact to Library operations. The numbers used in this section utilize the actual reporting of the subrecipients and estimated LMC library clientele. CDBG funding is also being utilized for ADA improvements to one of the City's most used parks for team sports, Cutino park with that project still underway.



Community Workshop 9-20-17



**2017-2018
City of Seaside's
CDBG funding helped**



2017-2017 Seaside CDBG Funding

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,603
Black or African American	170
Asian	74
American Indian or American Native	11
Native Hawaiian or Other Pacific Islander	16
Total	1,874
Hispanic	1,263
Not Hispanic	611

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City of Seaside has been able to assist close to one thousand people through the CDBG program during 2017-2018. There is a significant mix of racial and ethnic families assisted by the program with a majority noted as Hispanic.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	510,868	479,638
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

During Fiscal Year 2017-2018, the City of Seaside's entitlement award was \$363,989, Program Income from the ground lease at Embassy Suites was slightly over one-hundred thousand dollars and there was an unexpected payment on a deferred loan that added to the program income. There were some funds carried forward from projects that were underway from previous year's funding, but not yet completed at the close of 2016-2017. See the PR 26 Activity Summary by Selected Grant report in the appendices for a breakdown of grant funds and drawn amounts.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The CDBG program had obligatory expenditures of \$15,218 as the final payment to the Section 108 Loan. \$93,418 was allocated for program administration (20% per HUD cap) and this amount includes the City's participation in the joint analysis of impediments activities with the other HUD funded recipients in Monterey County. \$76,630 was allocated and fully spent for public services.

The City provided public services on a citywide basis. During 2017-2018, Boys and Girls Club completed the installation of skylights, locks and windows as energy efficiency improvements their clubhouse on LaSalle Avenue. Funding for a complete upgrade of energy efficiency windows for Community Human Services' Genesis House finished construction. and the 2016-2017 project by Community Human Services to fund kitchen upgrades was completed in the late summer of 2017.

Substantial Amendment #1 in the 2015-2016 year reallocated funds previously allocated for Seaside Library roof replacement (found to be ineligible) to an additional phase of Seaside Library accessibility improvements . The first set of CDBG funded improvements, including a new accessibility ramp for the main entrance was funded in 2014-2015. The amendment was approved by the City Council in April 2016 and submitted to HUD. The substantial amendment was approved in 2016-2017 by HUD. In order to coordinate with the library staff for minimal disruption, the construction on the library accessibility improvements started construction in December 2017 and was completed in early 2018. A new City of Seaside project for accessibility improvements for Cutino Park began during 2017-2018 and will carry over for expected completion during 2018-2019.

Five public service agencies received CDBG funding from the City of Seaside: Community Partnership for Youth, Girls, Inc. of the Central Coast, The Salvation Army (for transitional housing admin expenses), Legal Services for Seniors and The Village Project. The complete year end reports from these agencies are attached to this CAPER report.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Seaside's CDBG Program Policies and Procedures requires entities applying for CDBG program funds to identify leveraging resources and contributions of matching funds for all proposed projects, programs and activities as part of their CDBG funding application reviewed by the Community Development Advisory Committee during the process in accordance with the City of Seaside Citizen Participation Plan.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Community and Economic Development Services staff is responsible for the administration of the (now inactive) housing rehabilitation program, along with the administration of public service activities and project oversight. Staff is charged with the continuing responsibility to forge new partnerships with other public agencies at the federal, state, and local level as well as with private housing developers and nonprofit organizations. The successes of many strategies and objectives detailed within the CAPER are the result of energy and creative efforts.

The City works regularly with the U.S. Department of Housing and Urban Development's programs to help meet its housing and community development priorities. Additionally, the City works closely with a diverse group of nonprofit organizations to provide CDBG public service subrecipient funding. .

The City's affordable housing efforts have centered on implementing a modified housing rehabilitation program that focuses on assistance to the city's low- to moderate-income residents. The City previously contracted with Rebuilding Together Monterey/Salinas (RTMS), a nonprofit organization, to implement a residential façade improvement program., RTMS identified several homes as potential projects. Two projects were completed in 2013–14. The contract for funding RTMS expired in June 2014. Subsequently, creative partnerships have and will continue to yield the City access to resources, which may not otherwise be available. The City of Seaside did not obtain any other grant funding sources for housing activities in 2016-2017.

Discuss how these outcomes will impact future annual action plans.

Seaside will be continuing its association with the regional agencies and their projects, which include services serving Seaside. The primary public organization for affordable housing and supportive services in the City and County is the Housing Authority of Monterey County, a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. The Housing Authority manages the Section 8 Housing and Family Self-Sufficiency Programs, essential to meet the City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of community non-profits, city and county agencies, and state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation. The Development Corporation works with a broad network of partners to facilitate local zoning agreements and finance affordable housing projects.

The City has always been concerned about poverty and has recognized the need of its citizens to live in safe and sanitary housing in decent neighborhoods. The City's first three redevelopment projects

Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved by the State of California, this funding is no longer available. Without the support provided by redevelopment, and specifically without

housing set-aside funds, funding for housing programs is very limited. Moving forward, the City will focus on the highest priority needs with the limited funds available.

Seaside is looking forward to using CDBG funding to assist DelMonte Manor in 2018-2019 for playground installation and security upgrades.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

Seaside is not a participant in HOME funding. Seaside is sensitive to the needs of residents with physical disabilities. Even though the City is not currently funding affordable housing activity, the Community Development Advisory Committee has noted that accessibility issues are important to receive project funding priority. Accessibility to the Seaside library is also of primary importance as the library provides a variety of services including internet access to persons of limited income and the homeless who may have "worst case needs" Project funding for Community Human Services' Genesis House substance abuse housing and the Boys and Girls club has also helped provide services to their targeted L/M income and L/M limited clientele populations, which include homeless individuals. Public service funding was provided to the Salvation Army for administration of their transitional housing program in Seaside.

The Housing Authority joined in an MOU executed April 27, 2017 with the County of Monterey as well as the Cities of Salinas, Seaside and Monterey to jointly prepare an Assessment of Fair Housing which has subsequently transitioned to an Analysis of Impediments per HUD directive. The AI is scheduled to be completed prior to processing the next round of Consolidated Plans. The City of Seaside continues to participate in regional discussions including the CDAC hosting a Partner Forum on May 16, 2018 to discuss housing challenges.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The primary nonprofit organization for homeless support in Monterey and San Benito counties is the Coalition of Homeless Services Providers, a coalition of 11 service provider agencies for homeless persons, persons with AIDS/HIV, and other persons with special needs. The Coalition is the County's designated Continuum of Care (CoC) Coordinator.

A census of local homeless is conducted every two years. The most recent census was conducted in Monterey County on January 24, 2017. A survey was administered to 654 unsheltered and sheltered homeless individuals. The executive summary is attached.

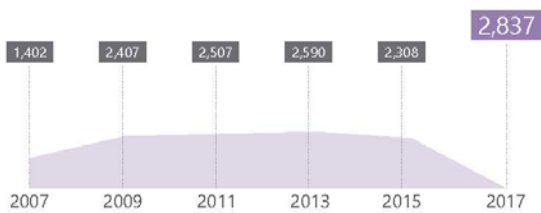
The City of Seaside has created a committee during 2017-2018 to concentrate Homelessness issues.

MONTEREY COUNTY 2017 HOMELESS CENSUS & SURVEY EXECUTIVE SUMMARY

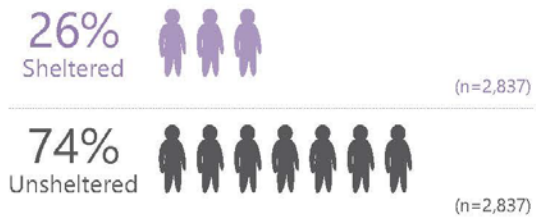
Every two years, during the last 10 days of January, communities across the country conduct comprehensive counts of the local homeless populations in order to measure the prevalence of homelessness in each local Continuum of Care.

The 2017 Monterey County Point-in-Time Count was a community-wide effort conducted on January 24, 2017. In the weeks following the street count, a survey was administered to 654 unsheltered and sheltered homeless individuals, in order to profile their experience and characteristics.

Census Population: Longitudinal Trend



2017 Sheltered/Unsheltered Population



Age



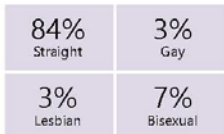
Gender

(Top 3 Responses)



Sexual Orientation

(Top 4 Responses)



Race/Ethnicity

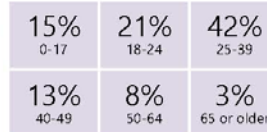
(Top 4 Responses)



First Homelessness Episode



Age at First Episode of Homelessness



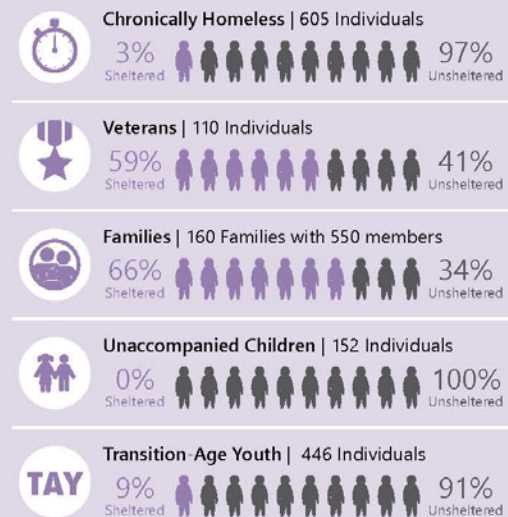
Parents With Children Under Age 18



Foster Care



Subpopulation Data*



Residence Prior to Homelessness



Length of Time in Monterey County

(of those living in Monterey County prior to becoming homelessness)



Government Services Living & Visiting Business How Do I...

SEASIDE CALIFORNIA

Homeless Committee

Homeless Outreach

Meetings

- 6:30 p.m.
- 4th Thursday of the month
- Conference Room at City Hall
440 Harcourt Avenue
Seaside, CA 93955

Members

The Homeless Committee consists of seven members appointed to a three-year term of office.

About the Commission

To plan, advocate, support and collaborate with those effected by homelessness




Screenshot of Homeless Committee webpage

Addressing the emergency shelter and transitional housing needs of homeless persons

The Coalition of Homeless Services Providers reviewed applications which represented transitional housing programs, rental assistance programs and permanent housing programs. The Coalition identified application deficiencies and worked with applicants to perform corrective action to ensure proposals met HUD guidelines and thresholds. The Coalition received and validated documentation of Certification of Consistency with Consolidated Plans and as submitted by various jurisdictions. The Coalition worked extensively with the regional HUD field office to transfer a permanent housing program from an agency going out of business to another homeless service agency. Contract transfer was found to be a complicated and time consuming activity.

Technical assistance from HUD helped the continuum assess current homeless program inventory, examine Housing First models and position the community to implement Coordinated Entry. The Coalition worked with HPRP Committee and Supportive Services for Veterans Families (SSVF) grantees to implement a manual pilot Coordinated Entry system.

Like most agencies around the nation, our community lacks the resources needed to meet all of the

needs of people experiencing homelessness. Coordinated Entry will help prioritize assistance based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Salinas/Monterey, Sn Benito Counties CoC CA-506

Project Name: Multiple Projects (see attached list)

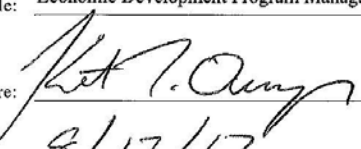
Location of the Project: Projects provide services county-wide

Name of the Federal Program to which the applicant is applying: U.S. Department of HUD, Continuum of Care Program

Name of Certifying Jurisdiction: City of Seaside

Certifying Official of the Jurisdiction Name: Kurt Overmeyer

Title: Economic Development Program Manager

Signature: 

Date: 8/17/17

Certification of Housing Authority consistency with CON Plan

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Sharon mikesell, the Administrative Analyst
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the County of Monterey
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the

City of Seaside
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

all statements are consistent with city of
seaside's consolidated plan

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <u>Sharon mikesell</u>	Title <u>Administrative Analyst</u>
Signature <u>Sharon mikesell</u>	Date <u>march 6, 2017</u>

Certification of Salinas Monterey, San Benito Counties CoC CA-506 Consistency

Helping low-income individuals and families avoid becoming homeless, especially extremely

low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Seaside certified that The Coalition of Homeless Services Providers' application to HUD's Homeless Assistance Programs for 2017 was consistent with Seaside's Consolidated Plan: New Projects (through Bonus) Mid Pen Housing permanent supportive housing Soledad Street (81 units in Salinas). Renewal projects with Community Human Services transitional housing program Safe Passages located in Monterey (available County-wide), Community Homeless Solutions, aka Shelter Outreach Plus, 3 transitional programs located in Marina and available Countywide--Homeward Bound ,MOST/Lexington Court, Men in Transition and Caza De Paz (HIV/AIDS housing assistance); Housing Authority of Monterey County , renewal funding for Pueblo Del Mar in Marina with Countywide availability. Interim, Inc.'s three permanent housing support programs, MCHOPE, Shelter Plus Care and Sandy Shores (all available countywide. San Benito Health and Human Services renewal funding for Helping Hands apartments scattered through San Benito County and the Veterans Transition Center's Coming Home transitional housing for Veterans in both Monterey and San Benito Counties. CA-506 Planning Grant focuses on HEARTH Act priorities.

The Salvation Army's transitional housing programs in Seaside were a public services CDBG subrecipient during 2017-2018. Their year end report and subrecipient monitoring report is attached to this CAPER document.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

CDBG funding during 2017-2018 was used to replace all the single pane windows at Community Human Services' Genesis House residential facility (substance abuse transitional housing) improving the transitional living conditions for its residents by increasing the energy efficiency.



CDBG Funds used to replace windows at Genesis House/Community Human Services

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

City staff is charged with the continuing responsibility to forge new partnerships with other public agencies at the federal, state, and local level as well as with private housing developers and nonprofit organizations. The successes of many strategies and objectives detailed within the CAPER are the result of the energy and creative efforts of these staff members. Seaside works regularly with the U.S. Department of Housing and Urban Development's programs to help meet its housing and community development priorities. Additionally, the City works closely with a variety nonprofit organizations through CSBG public service activity funding. The Seaside Police Department has volunteered frequently to assist the Del Monte Manor residents create an updated recreational area for their residents.

As available funding decreased, Seaside's affordable housing efforts centered on implementing a modified housing rehabilitation program focused on assistance to the city's low- to moderate-income residents. Rebuilding Together Monterey/Salinas (RTMS), a nonprofit organization, was contracted to implement a residential façade improvement program. RTMS identified several homes as potential projects. The contract for funding with RTMS expired in June 2014. Creative partnerships have and will continue to yield the City access to resources, which may not otherwise be available. The City of Seaside did not obtain any other grant funding sources for housing activities in 2017-2018.



Seaside Fire&Police @Seaside_Safety · Jun 18

Fast Break: Seaside Police Department staff (personally) paid for and put together a new basketball hoop for the kids at Del Monte Manor. The kids were stoked! Play hard, kids.



1 2 9

Police providing basketball hoop for Del Monte Manor

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City's Housing Element is part of the General Plan Update currently in process. Many meetings have been and will be continue to be scheduled during the course of the General Plan Update process. During the 2017-2018 time period covered by this document, Seaside's updated Housing Element was submitted to the State of California Housing and Community Development for Review.

The Family Self Sufficiency Program is designed to help families become financially independent of cash aid assistance by obtaining employment. Successful participating families are rewarded with a savings account that is established by the HACM. Additionally, the HACM's commitment to its program participants is solidified by the HACM partnering and collaborating with a variety of local service providers that are equally interested in helping families reach their goal of self sufficiency. Services may include career counseling, education (GED and beyond), financial literacy, job training and parenting

skills.

Actions taken to provide assistance to troubled PHAs

The Housing Authority of Monterey County (HAMC) is a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. HAMC is the primary public organization for affordable housing and supportive services in the area and manages the Section 8 Housing and Family Self-Sufficiency Programs. Both programs are essential to meeting the City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of community non-profits, city and county agencies as well as state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation which relies upon a broad network of partners to complete all of its developments. The Development Corporation works to facilitate local zoning agreements and finance affordable housing projects.

The City's first three redevelopment projects, Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment. Seaside residents are concerned about poverty and the City of Seaside has recognized the need for its citizens to live in safe and sanitary neighborhood housing.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City will focus on the highest priority needs with the limited funds available.

The City has not directly received any housing discrimination complaints in 2017-2018 nor has it received court orders or HUD-imposed or state-imposed sanctions affecting the provisions of fair housing laws. The City's priorities in affirmatively furthering fair housing and the analysis of impediments remain focused on educating the general public on fair housing issues and policies to keep individuals aware of their rights and remedies under state and federal laws, and keeping housing providers and real estate persons knowledgeable on housing discriminatory practices and consequences. Seaside did not allocate CDBG funds to directly to housing activities. As a result of the lack of resources available to the City, and the lack of staffing to oversee or implement housing programs, there are no non-CDBG housing activities to report.

Likewise, Seaside took no actions to produce affordable housing (for special needs or otherwise)

through activities that provide rental assistance, the production of new units, the rehabilitation of existing units, or the acquisition of existing units. There are no such actions to report during 2017-2018. However, it should be noted that the upcoming institution of short term rentals will establish funding for the future. A transient occupancy tax to begin in the second half of 2018 requires 50% of the funds generated to go into a dedicated fund to assist affordable housing programs and activities with the direction of the City Council.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The city of Seaside is in the process of updating the General Plan and conducted community workshops, task force meetings, bi-weekly staff meetings and City Advisory team meetings as needed. As a result of the updating process, Zoning ordinance changes and review of all policies and procedures will be necessary to determine items that should be updated, removed or otherwise amended. During 2017-2018, General Plan update activities included a public comment period for the draft document and preparation of the EIR document.

Every year, the CDAC hosts a Community Needs Workshop in September to get community feedback. The feedback is helpful not only for the Annual Action Plan, but is also a good indicator of community perception of the quality of life.

TALLER DE CDBG SOBRE LA EVALUACIÓN DE NECESIDADES DE LA COMUNIDAD

El Comité Consultivo de Desarrollo Comunitario de la Ciudad de Seaside le invita al taller comunitario anual de planificación para el Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG).

Fecha: **MIÉRCOLES,
20 DE SEPTIEMBRE, 2017**

Hora: **6:30 PM**

Lugar: **OLDEMEYER CENTER
BLACKHORSE ROOM
986 HILBY AVENUE**

Se les invita a todos los ciudadanos y agencias interesadas a asistir.

EN ESTE TALLER, VAMOS A:

- Analizar los usos elegibles de los fondos de CDBG.
- Describir el proceso de planificación anual.
- Describir los usos en años anteriores.
- Explicar las necesidades prioritarias de cinco-años.
- Establecer las necesidades prioritarias que dirigirán los fondos CDBG del 2018–19 y 2019–2020.

Fondos del programa de CDBG son proporcionados a la Ciudad a través del Departamento de Vivienda y Desarrollo Urbano (HUD).

Este taller forma parte del proceso de planificación anual de fondos CDBG.



¡ Venga a ayudarle a su Ciudad a planear para el futuro!



En cumplimiento con la Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA, en inglés), la Ciudad de Seaside no discrimina contra las personas con discapacidad y es una instalación accesible. Cualquier persona con una discapacidad que requiera una modificación o adaptación para poder participar en este taller se le pide que se ponga en contacto con la oficina de la Secretaría de la Ciudad al imilton@ci.seaside.ca.us o 899-6707, no menos de dos días hábiles de anticipación a la sesión para dar tiempo a hacer arreglos razonables. Escrituras relacionadas con el programa o documentos aportados al Comité Consultivo de Desarrollo Comunitario están disponibles para inspección del público durante la reunión, o pueden ser solicitados por la oficina de Secretaría de la Ciudad.

Si desea obtener más información acerca del taller, por favor póngase en contacto con Sharon Mikesell al 831-899-6734 o vía correo electrónico a SMikesell@ci.seaside.ca.us.

City of Seaside, 440 Harcourt Ave, Seaside, CA 93955 www.ci.seaside.ca.us

Community workshop flyer in Spanish

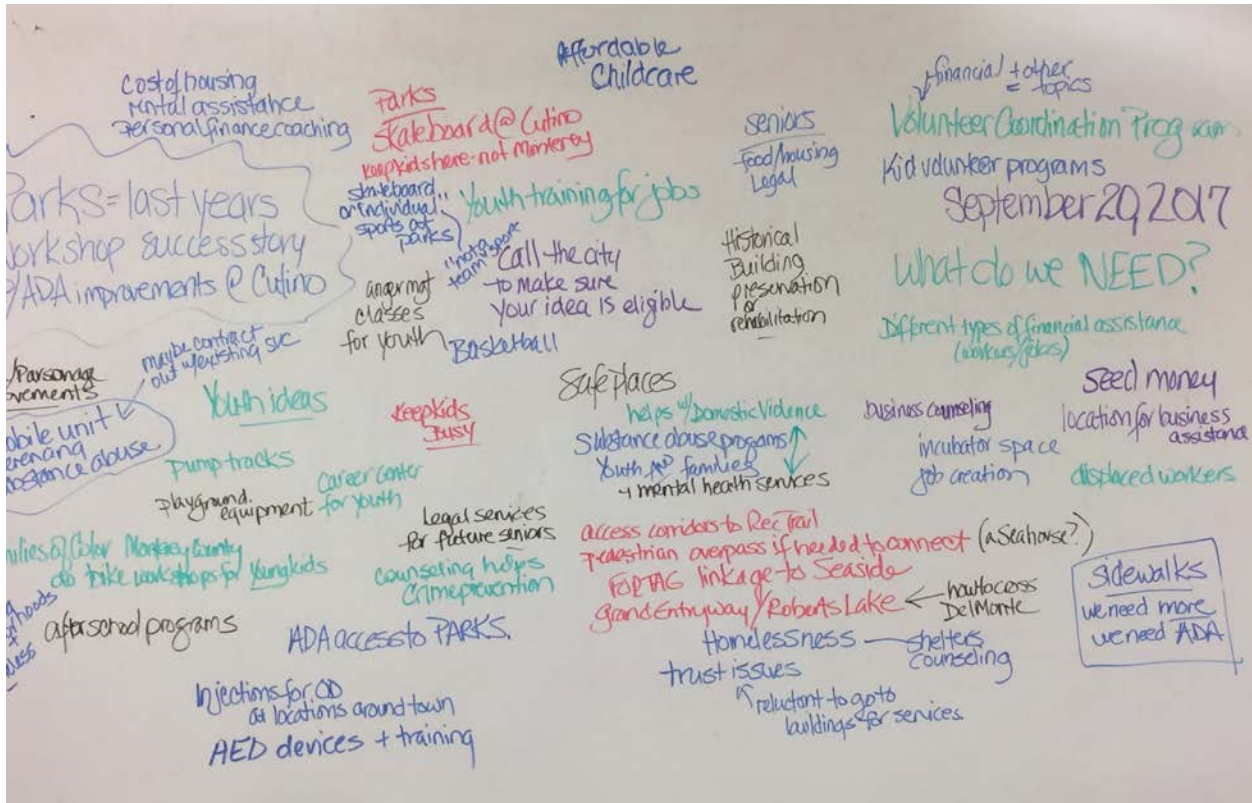
Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

CAPER

29

The Community Development Advisory Committee hosted its annual Community Needs Workshop on September 20, 2017 which included a brainstorming session including the topics of what do we have? What do we need? What are our problems? Are these things that can be addressed? The feedback shaped the Annual Action plan and also was used to encourage neighborhood groups to start their own efforts for projects that may or may not eventually receive CDBG funds.

The CDAC hosted a community partner workshop in May 2018 as part of the Monterey County joint agency Analysis of Impediments being prepared by the Cities of Salinas, Monterey and Seaside, Monterey County (urban county) and the Housing Authority of Monterey County. Seaside also provided a link on the city website to an online survey as Veronica Tam and Associates launched an online survey to collect input from residents and stakeholders on fair housing and discrimination in November 2017. The survey remained open for approximately seven months until June 2018, collecting a total of 419 responses. The online survey provided stakeholders who might not participate in a traditional workshop or intercept event with an opportunity to share their concerns, experiences and needs on their own time. The results of the online survey will be available in August 2018.



Brainstorming Board 9-20-2017

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

The City did not conduct any activities for which lead-based paint clearance was necessary in 2015-2016.

However, the City does conduct a visual assessment to identify lead-based paint hazards when necessary and contracts with certified lead-based paint inspectors as required by state law. The brochure published by the US Environmental Protection Agency entitled "Protect Your Family from Lead in Your Home" is linked on the City website. This brochure is also available at the Seaside Library. The brochure and others are available on the US EPA website <https://www.epa.gov/lead/documents-and-outreach-materials>.

The City encourages contractors for CDBG project to use Section 3 contractors and/or employees. All subrecipients undertaking construction projects are encouraged to specifically invite Disadvantaged Business Enterprises (including women owned) to bid.



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

September 2013

EPA Lead Paint Brochure linked on Seaside Website

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During the program year, the City worked with several organizations that focus on increasing self-sufficiency among lower-income populations. These organizations included the Legal Services for Seniors, which provides a legal services pertaining to housing, health, and finances for elderly residents; drug rehabilitation provided by Community Human Services. Services to help youth start off on the right path include Community Partnership for Youth, The Village Project and Girls, Inc. Transitional housing, including financial counseling and homework assistance stations for youth are available through the Salvation Army's Casa De Las Palmas site in Seaside. CDBG funded projects include Section 3 policies to help reduce the number of poverty level families as well.



Peace Poles made by Community Partnership for Youth at Robert's Lake Park

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In 2012, the Community Development Advisory Committee (CDAC) was formed as part of the City's Citizen Participation Plan. The CDAC has regularly scheduled monthly meetings, and is an active and viable part of the planning and management for CDBG funds. The CDAC provides valuable feedback to staff and ensures citizen participation. The CDAC held the annual community assessment workshop on September 20, 2017, to review CDBG program accomplishments and discuss program performance. The CDAC prepared the City Council mandated annual Seaside Boards and Commissions report on time and was received successfully. The CDAC has experience member turnover this year as one member declined to renew her appointed position and another moved outside of the City due to employment.

Seaside's CDBG program interest has dramatically increased. The two year application cycle for the 2018-2020 funds experienced a record number of applications. The CDAC received the applications for review in multiple binders in large boxes. The volume of paper applications was a factor involved with the City of Seaside's transition to a web-based CDBG reporting process starting in the summer of 2018.

Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror the Integrated Disbursement and Information System (IDIS) and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

The 2015-2020 Consolidated Plan and Annual Action plans since 2015-2016 were submitted to HUD using the IDIS system. This 2017-2018 CAPER is the third year that the City of Seaside has prepared the document entirely through the IDIS online process.



Community Development Advisory Committee, February 2018



Applications for 2018-2020 delivered to CDAC in January 2018

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Housing and economic development/blight removal programs had to reinvent and restart after the loss of staff and redevelopment funding. The goals associated with those activity types have not kept pace. These programs have proven challenging to implement on a small scale with limited staffing.

The City had no plans in the 2017-2018 program year to produce affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. This includes housing for homeless, non-homeless, and special needs households. Once again, during 2017-2018 loan monitoring of the recipients of CDBG home improvement loans issued in previous years were monitored for compliance in the program (residency, insurance, etc).

The City of Seaside is teaming up with the Housing Authority of Monterey County as well as the Cities of Salinas and Monterey and Monterey County on a joint Analysis of Impediments. The AI is scheduled for completion prior to our next Consolidated Plan.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City is aligning with other agencies in Monterey County to proceed with Affirmatively Furthering Fair Housing requirements including public outreach and has entered into an MOU with Monterey County and the Cities of Salinas and Monterey as well as the Housing Authority of Monterey County to complete the task by the next writing of our Consolidated Plans.

The City displays fair housing materials at City Hall, and copies of these materials are free to the public. Fair housing information is sent free of charge to those who request it. In addition, the City promotes fair housing awareness in its housing programs and works with housing providers in the city to ensure the fair and equitable treatment of persons and households seeking housing in Seaside.

The City last updated its Fair Housing Plan on August 7, 2003. The City also makes available to the public at City Hall and Seaside Library copies of the HUD brochure entitled "Are You a Victim of Housing Discrimination?" that lists illegal housing discrimination actions under the Fair Housing Act and a complaint form for mailing to HUD Fair Housing Hub in San Francisco.

The primary public organization for affordable housing and supportive services in the City and County is the Housing Authority of Monterey County, a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. The Housing Authority manages the Section 8 Housing and Family Self-Sufficiency Programs. Both programs are essential to meeting the City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of

community non-profits, city and county agencies, and state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation which relies upon a broad network of partners to complete all of its developments. The Development Corporation works to facilitate local zoning agreements and finance affordable housing projects.

The City has always been concerned about poverty and has recognized the need of its citizens to live in safe and sanitary housing in decent neighborhoods. The City's first three redevelopment projects, Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City is earmarking funding from the upcoming implementation of short term rental transient occupancy tax to be used for affordable housing projects/programs.



What is Fair Housing? Join the Discussion!

**Are you a housing program administrator,
social service provider, community advocate
or housing developer in Monterey County?**

COME TO A PARTNER FORUM!

We want to learn from stakeholders across Monterey County about your community's experiences with housing discrimination and difficulties finding housing.

The Fair Housing Act protects people from discrimination when they are renting, buying, or securing financing for any housing. The law specifically covers discrimination because of race, color, national origin, religion, sex or disability.

Why is this important to you?

You can help us understand your community's needs and identify solutions to reduce housing discrimination.

How can you participate?

1. Come to one of our Partner Forums
2. Take our short online survey in English or Spanish:
www.surveymonkey.com/r/Monterey_AI

For more information: www.xxxxxxxx.com

Partner Forums are being conducted by the Cities of Monterey, Salinas and Seaside, and the Monterey Urban County (composed of the County unincorporated areas, along with the cities of Gonzales, Greenfield, and Sand City), as well as the Housing Authority of the County of Monterey.



**WEDNESDAY
MAY 16, 2018
6:30 – 8:30 pm
Oldemeyer Center,
Blackhorse Room
986 Hilby Avenue
Seaside, CA 93955**

**THURSDAY
MAY 17, 2018
6:30 – 8:30 pm
Maria J. Torres-Gil
Community Center
279 Calle Cebu
Salinas, CA 93901**

**Light refreshments
will be provided.**



We will provide reasonable accommodations toward the inclusion of all participants. We need at least five (5) business days to accommodate requests for language interpretation, translation and/or disability-related modifications including auxiliary aids. Please contact: Jamillah Jordan at: (510) 845-7549 or jamillahj@migcom.com to request assistance.

Fair Housing Partner Forum in Seaside

¿Qué es la Vivienda Justa? ¡Participe en la Discusión!

¿Es usted administrador de un programa de vivienda, proveedor de servicios sociales, defensor de la comunidad o desarrollador de vivienda en el condado de Monterey?

¡PARTICIPE EN UN FORO DE SOCIOS!

Queremos aprender de los socios de todo el Condado de Monterey sobre las experiencias de su comunidad con discriminación en la vivienda y las dificultades para encontrar una vivienda.

La **Ley de Vivienda Justa** protege a las personas contra discriminación cuando alquilan, compran o aseguran el financiamiento de cualquier vivienda. La ley cubre específicamente toda discriminación por motivos de raza, color, origen nacional, religión, sexo o discapacidad.

¿Porqué esto es importante para usted?

Usted puede ayudarnos a comprender las necesidades de su comunidad e identificar soluciones para reducir la discriminación en la vivienda.

¿Cómo usted puede participar?

1. Venga a uno de nuestros foros de socios
Cada foro tendrá el mismo formato y contenido.
2. Complete nuestra breve encuesta en línea en inglés o español: www.surveymonkey.com/r/Monterey_AI

Para más información: www.cityofsalinas.org/our-city-services/community-development

Los foros de socios están organizados por las ciudades de Monterey, Salinas y Seaside, y el condado urbano de Monterey (compuesto por las áreas no incorporadas del condado, junto con las ciudades de Gonzales, Greenfield y Sand City), y también la Autoridad de Vivienda del Condado de Monterey.



MIÉRCOLES
16 DE MAYO, 2018
6:30 – 8:30 pm
Oldemeyer Center,
Blackhorse Room
986 Hilby Avenue
Seaside, CA 93955

JUEVES
17 DE MAYO, 2018
6:30 – 8:30 pm
Maria J. Torres-Gil
Community Center
279 Calle Cebu
Salinas, CA 93901

Se servirá comida ligera.

Proporcionaremos adaptaciones razonables para la inclusión de todos los participantes. Necesitamos al menos cinco (5) días hábiles para satisfacer las solicitudes de interpretación de idiomas, traducción y / o modificaciones relacionadas con la discapacidad, incluyendo la ayuda auxiliar. Póngase en contacto con Jamillah Jordan al (510) 845-7549 o jamillahj@migoom.com para solicitar ayuda.

Spanish Version Seaside Fair Housing Forum



May 17, 2018 CDAC hosts Community Partner Forum

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

City staff met with the subrecipient staff responsible for each activity prior to the beginning of the program year. All subrecipients were informed of the obligations to collect the required information on income, household composition, and race and ethnicity. The City also provided information on subrecipient agreement policies, data collection, and financial management. The City recommended that each subrecipient and the facilities project sponsors read the "Playing by the Rules" guide produced by HUD. Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror IDIS and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

Each quarter, staff examined the progress each subrecipient was making toward performance targets. Public services subrecipients must report their service population with each billing. Billings must be at least quarterly. Each subrecipient agreement contains provisions for reductions to or suspensions of payments in the event that targets are not being met (without valid reason) or when past performance issues have not been resolved.

The City has placed a strong emphasis on its subrecipients gathering complete and accurate information on the persons and/or households they serve, and regularly reporting on progress. Quarterly reports were reviewed by CDAC.

In response to HUD monitoring, the City revised its CDBG program manual to describe more specifically how it will monitor CDBG subrecipients and adopt a policy to regularly conduct on-site monitoring. During 2017-2018 Subrecipient Monitoring visits were conducted at the the Salvation Army's transitional housing units and The Village Project. The results are an attachment to this CAPER document.

Long term compliance with comprehensive planning requirements included establishing a partnership with neighboring agencies to complete upcoming Analysis of Impediments outreach requirements. An MOU has been entered between Monterey County and the Cities of Salinas, Seaside and Monterey as well as the Housing Authority of Monterey County, with the City of Salinas acting as lead agency. Salinas issued an RFP for consultant services for this undertaking with proposals due August 7, 2017. Veronica Tam and Associates In addition, outreach efforts involved with Seaside's general plan update processes, including the housing and economic development elements as well as the City of Seaside's outreach in conjunction with the Economic Opportunity Plan help to ensure compliance as

these activities address the topics of housing, homelessness and improving the quality of life for our residents. By including interactive activities during our outreach, the public has found that participating in the process can be fun! In addition, the general plan update process has included open houses and workshops reaching out to the Hispanic community with translation services available and to our lower income families by the provision of free childcare at many meetings and events.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Community Development Advisory Committee holds regular meetings throughout the year on the 3rd Wednesday of each month in the Blackhorse Room at the Oldemeyer Community Center in Seaside. Special meetings are held as needed and are noticed on the city's website and various locations around the city. The CDAC receives quarterly reports on the status of CDBG expenditures and the progress of the Analysis of Impediments. The CDAC also received a report on the two subrecipients receiving monitoring visits prior to its inclusion in this CAPER.

The CDAC's recommendations to the City Council for the next cycle of funding was considered on April 5, 2018 and the Annual Action Plan for 2018-2019 had a public comment period including a Public Hearing on May 17, 2018 prior to the AAP submission to HUD.

This CAPER document has a public comment period including a Public Hearing on September 20, 2018 prior to submission to HUD by the September 30, 2018 deadline.



The Village Project's Student Garden-photo taken during site monitoring visit

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Seaside receives very limited CDBG funding. The City has expanded the boards and commissions and now includes both a Homeless and an Environmental Committee. Seaside has teamed with the other HUD funded jurisdictions in Monterey County to prepare an Analysis of Impediments for use when preparing the next Consolidated Plan. The two year funding cycle starting 2018-2019 and running through 2019-2020 includes a wide variety of subrecipients and projects as a record number of applications were received by the City for use of CDBG funds. Seaside's desire to be inclusive has shifted the program going forward to more agencies with smaller subrecipient awards, particularly in the public service category.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

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Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Attachment

2017-2018 Seaside Subrecipient Year End Accomplishments (full reports)



**2017-2018
City of Seaside's
CDBG funding helped
Public Service Recipients**







City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2017 - 2018

Agency Name:	Community Partnership for Youth
Preparer's Name and Phone Number:	Shari Hastey
Contract Amount:	\$17,126
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	0
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	0
Number Total Persons Assisted.	See attached Statistics

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

CPY's objective is to directly address the problems of violence and gang activity, by competently seeking to reduce the less than optimum conditions in a child's home and social environment by giving children the tools they need to rise above those conditions and succeed. CPY offers a positive alternative to children that so desperately need one. Gangs can promote inclusion by offering mentorship and a place to belong; CPY directly competes and succeeds by offering to children the genuine attributes of mentorship, confidence building, self-esteem, and positive "family" systems. As the founding members of CPY so long ago know, empowerment of the county's most vulnerable population, the at-risk youth, is critical to our community's strength. Students learn to internalize the CPY Standards, and are provided homework and reading assistance. They develop critical one on one mentor and peer to peer relationships. They practice and model behaviors that lead to success.

High School young people who do not have a voice – gain confidence and discover that they are needed and wanted, through their interaction with younger students.

Agency Name: Community Partnership for Youth

Students who have tragic circumstances such as abuse or parents/family members in jail or prison – are discovering that - it is not what life gives you it is what you do with it. Several of our young leaders have had family members dealing with addiction problems and are victims of crime. One of our young ladies woke up to find her father in her bed fondling her – she screamed and woke up everyone. Her mother said she was lying and kicked her out of the house.

When young people are given the opportunity to have adults who care for them through their hardships it gives them strength and they in turn can be mentors to younger students.

So often our society turns our back on young people who are challenged and do not fit into what is easy for us to understand. CPY has very high standards, however we endeavor to be with our students helping them to discovery answers to their many questions.

The importance of CPY's High school Leadership / Life Skills / Job Preparation Skills cannot be understated. The young High school leaders learn to reverse negative behaviors, as well as develop skills to succeed in life and in the working world.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

Outcome #1 – Enroll students in the High School Leadership, Life Skills and Job Preparation Program	Students & parents fill out a contract that says: youth needs to volunteer for a quarter/summer; maintain a 2.5 GPA, participant in 3 community events, and then receive basic wage
Outcome #2 – Train high school students to serve as mentors/tutors to younger students	Students receive on the job training as well as a 2 day training in June. Opportunity for life skills and other skills are offered all year long. They are encouraged to give back by volunteering in the community.
Outcome #3 – Create jobs for high school students	Once all requirements are met, students receive their first paycheck at basic wage.

Agency Name: Community Partnership for Youth

Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – Document the number of students enrolled in the program.	We take consistent statistics on both our high school students and the youth they serve.
Measure #2 – Document the number of students trained to become mentor/tutors and the number of students receiving benefits from them.	We take consistent statistics on both our high school students and the youth they serve
Measure #3 – Document the number of students receiving paychecks as a result of the program.	Copies of timesheets and check stubs are submitted with quarterly reports.
Description of Outreach Efforts to Residents by Census Tracts	We work in Title 1 Schools that service the census tracts.
Description of Successes in Program Delivery	Students are learning to take responsibility for their actions, increasing in their self-esteem and learning job skills as well as life skills. Several high school students have been recognized by United Way for their volunteer work in the community. Many have maintained and improved in their academic standing. Several have enrolled in college for the Fall.


Signature of Executive Director:
Shari Hasley, Executive Director

Date Submitted: July 12, 2018

**COMMUNITY PARTNERSHIP FOR YOUTH
2017 - 2018 STATISTICS - July - June (12 months)**

Afterschool Mentor/Tutor Program

Site	Total	Ethnicity										Income				Gender		Percent of Low Income Families
		AA/Black	ASI	White	His/Lat	Mult	Marner*	Other	SPI	V. Low	Low	Mod	Female	Male				
Colton Middle School	69	2	3	9	41	4						54			22	37	91.5%	
1 on 1 Mentoring	29	1	1	7	20	1						29			12	17	100.0%	
Del Rey Woods	91	1	3	7	75	5						87			47	44	95.6%	
Highland	78	4	3		68				3			77			39	39	98.7%	
M.L. King	94	1	2		87	4						93			44	50	100.0%	
Ord Terrace	90	1	1	1	83	4						88			48	44	100.0%	
Total	441	9	13	24	374	18	0	0	3	0	3	428	3	10	210	231	97.1%	
Other K-5 Programs	1409	0	6	6	1391	0	6	0	0	0	0	1354	24	30	686	723	97.8%	
MC College Challenge	117	2	2	1	108	4						109	5	3	39	78	97.4%	
2017 July	50	4	1		40	5						50		1	24	26	98.2%	
2018 June	729	24	66	374	159	14	45	47	674	46	9	364	365				99%	
Leadership/Job Skills	29	2		24	3				25	4		19	10				100%	
RDU Training	10	5	1		4				7	3		10					70.0%	
Family / Parent Support																		
Strengthening Families Program																		
Parents	9				9				8	1		8	1		8	1	100.0%	
Unduplicated Children	9				9				8	1		8	1		8	1	100.0%	
PROGRAM TOTAL	2803	44	24	98	2329	193	20	45	50	84	56	1360	1443				98.0%	
Percentage		1.6%	0.9%	3.5%	83.1%	6.9%	0.7%	1.6%	1.8%	3.0%	2.0%	48.5%	51.5%					
Afterschool School Enrollment: 443																		
Schools																		
Del Rey Woods	90	K																44
Highland	74	1st																49
M.L. King	96	2nd																66
Ord Terrace	89	3rd																56
Seaside Middle	5	4th																81
Walter Colton Middle	82	5th																84
La Mesa	1																	45
Wait List: 0																		
Volunteers: 1106																		
Service Learners: 108																		
Long Term: 29																		
Events: 131																		
Summer: 45																		
Holiday Events: 793																		
265 Attended 2017 Summer Intersession																		
284 Attended 2018 Summer Intersession																		
Allial 1245																		
Gonzales 381																		
MPUSD 1189																		

7/9/2018



Highlight activities that occurred during the year:

With the generous support of the City of Seaside's CDBG grant we have served 88 girls and young women ages 9-18.

We worked at 4 school sites:

Seaside High School, Seaside

Seaside Middle School, Seaside

Martin Luther King Jr. School of Arts, Seaside

Ord Terrace Elementary School, Seaside

From July 2017 to June 2018:

- We implemented the ECHO Leadership program at Seaside High School and served 16 high school girls.
- In September we implemented the Will Power/Won't Power program at Seaside Middle School and served 10, 8th grade girls.
- In December we implemented the Friendly PEERsuasion program at Martin Luther King, Jr. School of Arts, Seaside and served 44 4th and 5th grade girls.
- In April we implemented the Friendly PEERsausion program at Ord Terrace Elementary School in Seaside and served 18 5th grade girls.

Program details:

ECHO Leadership program:

- In August we implemented the ECHO program at Seaside High School.
- We served 16 girls.
- The participants met once every other week in the evenings (5:30pm-8:00pm) from August to May. Over the course of the program the young women participated in 18 modules.

Through program evaluations, we have learned the girls have:

- Learned basic information about women's health and anatomy, contraception, HIV and other STI's
- Developed goal setting, decision-making and leadership skills.
- Obtained practice in job interviewing, filling out applications for jobs, college and financial aid.
- 78% of participants visited at least 2 college campuses (UC Davis, CSU East Bay, and Stanford University).
- 85% of participants attended a workshop on Planning for Higher Education in which they received information on college requirements.
- 74% of participants reported increased knowledge of the legislative process.
- 76% of participants reported increased self-confidence to voice concerns to legislators.

Will Power/Won't Power:

- In September, we implemented the Will Power/Won't Power program at Seaside Middle School.
- Served 10 8th grade girls.
- The participants met once a week after school and participated in 10 interactive two-hour sessions that included the following information: educational activities on values and assertiveness skills; relationship building and resisting peer and media pressure; Bullying, dreams & goals, the importance of voting, and making good decisions about friendships and romantic relationships and avoiding risky situations.

Through program evaluations, we have learned:

- 74% of participants reported that they can stand up for others if they see bullying
- 89% of participants know they can achieve their goals/dreams
- 95% of participants reported that the program helped them resist or ignore pressures to do things they don't want to do.
- 89% of participants feel more confident about making good choices for themselves.

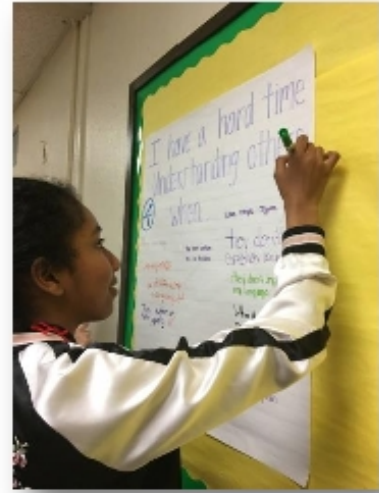
Friendly PEERsuaion 2nd phase:

- In December we implemented the 2nd phase of the Friendly PEERsuaion program at Martin Luther King Jr. School of Arts, Seaside and served 35, 4th and 5th grade girls.
- In April we implemented the Friendly PEERsuaion program at Ord Terrace Elementary School in Seaside and served 18 5th grade girls.
- The elementary school girls practiced communication skills, positive stress management, team building, and learning to refuse negative peer and media pressures through a variety of workshops knowledge of a variety of substances, which included alcohol, tobacco, and medicine.

Through program evaluations, we have learned:

- 97% of participants learned the effects of different substances and tips for staying healthy;
- 100% of participants recognized stress is unavoidable, but too much stress can lead to poor decisions;
- 99% of participants learned the importance of good communication — asking questions, speaking clearly, and listening carefully.

CDBG City of Seaside FY 2017-2018





*No-Cost Legal Representation
for Monterey County Seniors*



Agency Name:	Legal Services for Seniors
Preparer's 282	282
282	282
282	282

Number Disabled Assisted:	
Number Seniors Assisted:	282
Number of Single Female Head of Household Assisted:	189, 72% (est.)
Number Total Persons Assisted.	282

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

OBJECTIVE: Create a suitable living environment
 OUTCOME: Availability/Accessibility
 ACTIVITY: CDBG funds will be used to help provide no-cost legal services up to and including court representation to all Seaside residents age 60 and above.

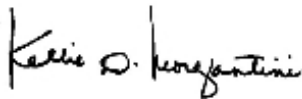
Legal Services for Seniors provided no-cost legal representation to 282 Seaside residents in FY 2017-18 a 46.6 percent increase over our contract commitment of 180 individuals. 72% were women over 60 years old, many of them widowed. Our services helped to create a suitable living environment for our clients, 24% of our clients requested help maintaining their housing either home ownership or landlord/tenant interventions.

Our brick and mortar office in Seaside and outreach workshops helped to ensure that all Seaside seniors had access to our services and were aware that our services were available.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – Provide legal services to seniors who reside in Seaside	<i>(Narrative)</i> LSS provided no-cost legal services up to and including court representation to 282 Seaside seniors between July 1, 2017 and June 30, 2018, a 46.6 percent increase over our contract commitment of 180 individuals. 72% were women over 60 years old, and 28% were men.
Outcome #2 –Prevent seniors from being targeted by dishonest individuals	<i>(Narrative)</i> 22 percent of these clients need help to maintain income, either in the form of fraud protection or benefits oversight.
Outcome #3 – <i>(Write in Outcome)</i> Help enable seniors to live independently by providing legal services at no cost	<i>(Narrative)</i> 24 percent of these clients needed help to maintain their housing, both rental and home ownership.
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – <i>Provision of Legal Services</i>	<i>(Narrative)</i> Types of Service provided: LSS provided no-cost legal services up to and including court representation to 282 Seaside seniors between July 1, 2017 and June 30, 2018, a 46.6 percent increase over our contract commitment of 180 individuals. 24% of cases related to housing security including homeownership and landlord/tenant disputes. 16% of cases related to Wills and Estates. 12% of cases related to bankruptcy and debt/consumer finance issues. 9% of cases related to family law including spousal abuse and dependent abuse. 10% of cases related to Income Maintenance including Employment, Social Secure, health insurance and

	Disability benefits. 4% Financial Power of Attorney 3% Advance Health Care Directives 12% all others (individual rights, torts, trusts, etc.)
Measure #2 – <i>General Legal Education</i>	LSS provided 4 outreach seminars to Seaside seniors on Section 8 housing with a total of 67 attendees between July 1, 2017 and June 30, 2018.
Description of Outreach Efforts to Residents by Census Tracts	LSS provided 4 outreach seminars to Seaside seniors with a total of 67 attendees between July 1, 2017 and June 30, 2018.
Description of Successes in Program Delivery	Our biggest success is the 282 Seaside seniors who have been helped to live successful independent lives as a result of clear, free legal representation.

Signature of Executive Director:



Printed Name of Executive Director: Kellie D Morgantini

Date Submitted: July __13__, 2018





City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2017 - 2018

Agency Name:	The Salvation Army Monterey Peninsula Corps
Preparer's Name and Phone Number:	Jenifer Miller, Director 831-899-1335 ext. 2713
Contract Amount:	\$16,126
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	1
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	27
Number Total Persons Assisted:	105

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

The programs funded include one 90-day emergency program and one 6-24 month transitional housing program, designed to help homeless families transition into permanent housing. These programs provide residential and educational services to families who are committed to improving their lifestyle, such as intensive case management and workshops focused on financial management, tenant landlord education, employment acquisition skills, work ethics, and more. The ultimate objectives for each program is to break the cycle of homelessness and reduce the number of homeless individuals in the community, and to build important life-skills through intensive one-on-one case management and group workshops.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

Outcome #1 – Reduce the number of unsheltered individuals through significant and planned	Within the funding year, our programs were able to serve an increased number of individuals, providing safe housing
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Agency Name: The Salvation Army Monterey Peninsula Corps

<p>Intervention by case management and wrap around services.</p>	<p>and shelter for their families. All participants of our shelter program received Intensive weekly case management focused on crisis management, securing employment, and establishing housing. For the participants in the Transitional Housing program, they received bi-weekly case management services focused on an individual service plan outlining their goals and priorities. All program participants engage in monthly skill-building workshops focused on such topics as financial management tenant/landlord education, and family management. As participants graduate from the programs, they continue to receive follow up case management services for 6 months and beyond.</p>
<p>Outcome #2 – (Write in Outcome) Counseling services while sheltered enables clients to concentrate on creating budgets, gaining employment and increasing savings</p>	<p>Based on each family's case plan, participants' case management includes: weekly tracking of expenses, the creation of a monthly household budget, and the creation of savings goals. Participants regularly turn in monthly budgets as well as copies of paystubs and savings account balances to monitor and track their progress. Case management services focused on gaining or increasing employment include: creation of resume and cover letter, assistance with on-line job searches, and mock interview prep.</p>
<p> </p>	
<p>Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)</p>	
<p>Measure #1 – Provide a safe environment including fully furnished apartments and access to a Community Center. Intensive counseling service and data collection for feedback from</p>	<p>-Number of participants served: 105 -Number of individual bed nights in stable program housing: 13,362 -Number of case management sessions: 762</p>

Agency Name: The Salvation Army Monterey Peninsula Corps

<p>Measure #2 – Monitoring of clients' income throughout the program and after completion.</p>	<p><i>-Number of families who saved +\$500: 23</i> <i>-Number of families who increased or maintained income: 28</i> <i>-Number of alumni families who exited and maintained stable income: 18</i></p>
<p>Description of Outreach Efforts to Residents by Census Tracts</p>	
<p>Description of Successes in Program Delivery</p>	<p>*See attached success stories</p>

Signature of Executive Director:

Printed Name of Executive Director:



W. Jose Juarez

Date Submitted: July 9, 2018





City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2017 - 2018

Agency Name:	The Village Project, Inc.
Preparer's Name and Phone Number:	Melvin T. Mason, Executive Director 831-392-1500
Contract Amount:	\$16,126.00
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	19 (number of students who were in special education programs with Individualized Education Plans (IEP's))
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	20
Number Total Persons Assisted.	45

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

The program funded by CDBG was The Village Project, Inc.'s Mae C. Johnson Education and Cultural Enrichment Afterschool Academy. The overriding objective was to Create a Suitable Living Environment and the overriding outcome was the creation of Availability/Accessibility or Sustainability. Creating suitable living environment for our program meant having each of our students experience high academic achievement, a reduction and extinguishing of negative behaviors that had been disruptive to their school and social lives and developing positive self-images and esteem. The outcome of Availability/Accessibility meant that our program would be available to those students on a weekly basis throughout the school year and that funding from CDBG and other sources such as Foundations would sustain the program throughout that academic year. Meeting that Objective and that Outcome meant that we were providing not only educational and behavioral supports to those students, but that we were providing them with enrichment activities that provided them with extracurricular educational opportunities such as outings to universities, museums, theater and art, musical and cultural events. Meeting this Objective and Outcome was validation that we are providing students with well-rounded educational activities and opportunities for learning and self-discovery.

Agency Name: _____

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
<p>Outcome #1 – <i>(Write in Outcome)</i> No grades below a C for any students</p>	<p><i>(Narrative)</i> This proved to be an ambitious outcome that was partially, but not completely met. Out of 45 students, 8 received at least one grade lower than a C. There were two students who received one D- each in one of their classes. There were no F's.</p>
<p>Outcome #2 – <i>(Write in Outcome)</i> 75% of newly enrolled students will raise their GPA by .5 point.</p>	<p><i>(Narrative)</i> 32 students – or 71.1 percent – raised their GPA's by .5 points or better. Outcome was partially met.</p>
<p>Outcome #3 – <i>(Write in Outcome)</i> 85 percent of students will maintain a GPA of at least 2.5</p>	<p><i>(Narrative)</i> 38 students – 84.4 percent – maintained a 2.5 GPA or higher. Outcome almost met.</p>
<p>Outcome #4 No detentions or suspensions from any students for the school year.</p>	<p><i>(Narrative)</i> There were 2 suspensions and 4 detentions during the school year, all of which occurred in the Fall Semester. <u>No suspensions or detentions in the Spring Semester.</u></p>
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
<p>Measure #1 – <i>(Write in Measure)</i> Reduce the number of children at high risk for failure and possible involvement in the juvenile justice system by improvement academically.</p>	<p><i>(Narrative)</i> Due to the fact that such large percentages of our children raised GPA's, ceased being suspended and detained after school and worked diligently in the program resulted in no children having experiences with the juvenile justice system.</p>
<p>Measure #2 – <i>(Write in Measure)</i> Reduce suspensions by developing pride in themselves and creating a culture of excellence</p>	<p><i>(Narrative)</i> As noted in Outcome #4, Suspensions were reduced from two in the Fall Semester to none in the Spring</p>

Agency Name: _____

	<i>Semester and detentions from 4 in the Fall Semester to none in the Spring.</i>
Measure #3 – <i>(Write in Measure)</i>	<i>(Narrative)</i>
Measure #4 – <i>(Write in Measure)</i>	<i>(Narrative)</i>
Description of Outreach Efforts to Residents by Census Tracts	Efforts of outreach in all tracts involved presentations in churches, schools, community organizations and at community events. We also gave out flyers and other memorabilia to inform residents about our agency and our Afterschool Academy.
Description of Successes in Program Delivery	The successes of our program included students who had been historically the recipients of suspensions, detentions due to often times defiant behaviors becoming focused on being academic achievers. A former student of TVPI who was one of the "Fabulous Fifteen" original students who started the program in the 2010-2011 school year and who recently finished his freshman year at CSUMB was the keynote speaker at this year's Afterschool Academy "Celebration of Excellence". In his speech, he told them what his behaviors and grades were like at that time, but how he began to appreciate the program and the caring staff and how that changed his life. He graduated from high school with a 2.5 GPA and finished his freshman year at college majoring in Kinesiology with a 3.7 GPA! He said his expectations were that each of them would follow his example. In the week following the celebration, students

Agency Name: _____

	wrote about how he inspired them to be successful.
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Signature of Executive Director:

Printed Name of Executive Director:

Date Submitted: July 12, 2018

2017-2018 Seaside Subrecipient Monitoring



**2017-2018
City of Seaside's
Subrecipient Monitoring**



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
SUBRECIPIENT MONITORING CHECKLIST
CITY OF SEASIDE**

I. Subrecipient Information

Date of Monitoring Visit: February 21, 2018 Time: 1 p.m.

Subrecipient: The Salvation Army Monterey Peninsula (The Salvation Army)

Address: 1491 Contra Costa Street, Seaside CA, 93955

Phone: 831-899-1335 ext. 2713

Person(s) Interviewed: Corps Officer Major Patti Bradley and Housing Department Director Jenifer Miller

Project Location: Housing Programs at two locations: 1491 Contract Costa (main office and community center), 1430 Imperial (emergency shelter Frederiksen) and 535 Palm Avenue (10 unit transitional housing Casa De Las Palmas)

Project Name: The Salvation Army Monterey Peninsula - Housing Programs

Funding Amount: \$16,126 Reviewer: Sharon Mikesell / Patrice Clemons

HUD Activity Number: 1306 / Grantee Activity ID #17-7198

Monitoring letter sent on: February 9, 2018 Follow-up visit/letter sent on: April 13, 2018

Specific Type of Activity: (check one)

- Acquisition, Disposition, Clearance, Relocation
- Economic Development
- Administration and Planning
- Public Facilities and Infrastructure Improvements (roads, drainage, utilities)
- Public Service
- Housing
- Other

Responsible Entity / Funding Category:

- Community-Based Organization
- City of Seaside

Activity Description:

Grant funds will be used to pay staff time for providing services at two affordable housing sites: Frederiksen House is a 90-day four-unit shelter and Casa De Las Palmas is a ten-unit transitional housing for homeless families (includes one unit for on-site Program Director). Casa De Las Palmas facility provides up to two years of housing for qualified clients. Housing clients at both facilities receive fully furnished apartments (kitchen, bedrooms, and living rooms), and utilities paid. Clients in Frederiksen House pay no rent while those in Casa De Las Palmas paying

up to 30% of their incomes for rent. All housing clients have the benefit of access to other TSA services, including preschool enrollment, food boxes, spiritual counseling and the availability of the Community Center.

Monitoring Procedure:

The City of Seaside conducts on-going desk monitoring of its social service Subrecipients over the course of the year and during quarterly reviews. Social Service Subrecipients are funded on a two-year cycle and must report their outcomes and expenditures on a quarterly basis. Staff conducts on-site monitoring of all these subrecipients over the course of the two-year cycle. Staff selected on-site monitoring of four subrecipients during the first year of their two-year cycle, and two subrecipients during 2017-18 program year, including The Salvation Army.

II. National Objective and Eligibility

1. Which National Objective does this project meet (570.208)*?

Benefit to Low- and Moderate-Income Persons

- Low/Mod Area Benefit
- Limited Clientele Benefit
- Low/Mod Housing Benefit
- Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- on an Area Basis
- on a Spot Basis

An Urgent Need

- Needs Having a Particular Urgency

2. Which activity eligibility category (matrix code) does the project meet? (570.201-6)?

03T-Operating Costs of Homeless/AIDS Patients Programs

III. Conformance to the Subrecipient Agreement

1. Contract Scope of Services – Is the full scope of services listed in the Agreement being undertaken? List any deviation.

The Salvation Army is performing the scope of services that is listed within the Subrecipient Agreement and attached by-reference Application. The scope includes location, staff, beneficiaries, goals, and objectives. CDBG funds are to be used to cover salaries of two staff for case-management services provided at two housing sites, Frederiksen House and Casa De Las Palmas. City Staff toured the two sites, met the two case-manger staff, and reviewed files, including case-management notes on activities to assist residents. Salvation Army has files on each family served and only serves lower income families with children. No deviations found.

2. Levels of Accomplishments – Compare actual accomplishments at the point of monitoring with planned accomplishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. **Acknowledge major accomplishments.**

The Salvation Army's goal is to reduce or eliminate homelessness in low-income families that have children by helping a family to secure stable housing through either a housing program or private residence. This is achieved by 1) providing a safe housing environment, including fully furnished

apartments; 2) assist participants in securing stable housing at exit from the program, 3) provide intensive individual weekly or bi-weekly case management sessions focused on financial management, savings, employment, and securing housing, 4) provide monthly skill building workshops and community building house meetings. The Salvation Army's files show tracking of these objectives and they will be reported in the year-end report.

The Salvation Army aimed to serve 80 individuals by year's end, and has served 81 individuals as of the end of quarter 3. They served 56 in quarter one and 10 in quarter two. The Salvation Army noted that the graduates of the program have come to trust and rely on Salvation Army as a valued resource, that they often stay in-touch after completing the program. Graduates have even started their own self-help book club.

The City's Annual Action Plan state that its goal is to serve 95% low- to moderate- income persons. As of third quarter, they have reported 50% extremely low-income (0% to 30% below median family income (MFI), 38% low-income (31% to 50% of MFI), and 10% moderate income (51%-80% MFI). Overall, this is 100% of low- to moderate- income.

Thus, The Salvation Army is on target for meeting its performance goals and reaching intended client group.

3. Time of Performance – Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.

The Salvation Army started its program during the first quarter of the program year and has provided those services continuously without any interruptions. To illustrate, they reached 56 individuals within the first quarter, and every subsequent quarter have been on target to reaching their year-long goal of 80 individuals served. Lastly, the work is being performed in a timely manner according to the agreement of providing on-going monthly and year-long services.

4. Budget – Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.

Their actual expenditures are within target of their planned expenditures and there are no discrepancies. Their budget shows anticipated breakdown of costs for its program operations, including CDBG and non CDBG sources. The Salvation Army's CDBG budget for this year included costs for two full-time staff that provide wrap-around services to the Frederiksen House, a 90-day emergency shelter, and Casa De Las Palmas, the two-year transitional housing units. To date, they have requested reimbursement for these staff and their case-management related activities only.

5. Requests for Payment – Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.

The Salvation Army submits reimbursement requests on a quarterly basis and is on track to spend down it's \$16,126 grant allocation for program year 2017-18. Due to staff changes at the Salvation Army, new staff was unaware of the first quarter report deadline and missed it. They immediately remedied this situation, and have since been timely with their second and third quarter reports. Its quarterly invoices were \$4,032 for quarters one, two, and three. As stated in their subrecipient agreement/application, they will use funds to support two full-time staff positions that provide support two housing programs. Their requests for reimbursement match this. Their requests include proof of hours, tasks, and pay rate, all of which appear reasonable and consistent with their responsibilities. Staff tasks shown in reimbursement requests include: case management, screening, workshops, training, phone screenings, and assessments. The City has reviewed and approved

reimbursed of Q1, Q2, and Q3 costs. Their quarterly progress reports which are submitted with the reimbursement requests (see more details in #6 below) demonstrate work being accomplished and meeting objectives. Their reports show progress toward meeting their goal. This program does not receive program income.

6. **Progress Reports** – Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?

The organization's quarterly progress reports have been submitted on-time and with payment requests. As noted above, they were delayed in submitting quarter one, but quickly resolved the issues and provided a report. The Salvation Army's goal is to serve 80 unduplicated low- to moderate-income individuals by end of the year. During the first quarter they reported serving 56 individuals, followed by 10 in quarter two, and 15 in quarter three for a total of 81 individuals served. The Salvation Army uses an online HMIS (Homeless Management Information System) data reporting tool to track the demographics of those they serve. The form is required at time of intake from their other funding sources. Their progress reports appear to show complete and accurate information.

Salvation Army noted that the progress report may be confusing to someone who has not been trained on them and recommended that more instruction be provided. The City will look into ways to help subrecipients understand the form better.

7. **Special Conditions** – Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

No special terms or conditions exist in its subrecipient agreement.

IV. Record-Keeping Systems (570.506)

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. **Filing System** – Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.

The Salvation Army offices and files were organized and locked. The City spot checked a few files at the main office and found them well labeled, detailed tracking, and organized. The City also reviewed the online HMIS reporting system used by Salvation Army and found that they were current. Most demographic information was electronically stored through the HMIS system; however, it was easily printed upon request. Staff found no deficiencies.

2. **Documentation (activities, costs and beneficiaries)** – Do the HCD project file and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 570.506? Do the project files support the data the subrecipient has provided for the CAPER?

The project files and records have the necessary documentation to show that the National Objective of serving low- to moderate- income is being met. To illustrate, The Salvation Army uses the HMIS system to keep detailed demographic data including: household information, race/ethnicity, previous/current living situation, income, benefits, health insurance, disability, employment status, and education level. Clients are low-income and many are homeless. They keep files on-hand that contains their obligations under their CDBG subrecipient agreement so that they can easily refer to their CDBG requirements.

The Salvation Army has a comprehensive three-inch binder on the specifics of how the Housing programs will run, include income, demographics, and many other details. Their financial information shows proof of eligible program costs such as funds to cover staff time conducting case management for residents of housing program. Staff toured the two housing facilities, one for emergency housing and the other for transitional. In summary, they have documented activities, costs, and beneficiaries that support the data provided for the CAPER.

3. Record Retention – Is there a process for determining which records need to be retained and for how long?

The City reviewed The Salvation Army's retention policy and found that it met the minimum five-year requirement.

4. Site Visit (where applicable) – Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.

City Staff toured two housing sites, Frederiksen House and Casa De Las Palmas, met the two case-manager staff, and reviewed files, including case-management notes on activities to assist residents. Salvation Army has files on each family served and only serves lower income families with children. These observed activities were consistent with records and data provided.

- a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.

City staff met and spoke with the two staff persons who provide assistance to the two housing facilities. One staff person lives on-site at Casa Del Las Palmas. During regular business hours, this staff person is located at the community center and main offices. The second staff person works full-time on-site at Frederiksen House, a 90-day emergency shelter. When asked, both staff were well-informed regarding program requirements and expectations.

- b. Is the project accomplishing what it was designed to do? Explain any problems.

The Salvation Army is achieving its goals and objectives to assist low income families with children to avoid homelessness. Progress is being closely tracked on whether residents achieve self-sufficiency and files overall show resident progress on meeting their goals. The programs provide not only housing, but safe, affordable, and healthy home environments so to help residents succeed. The case-management also reduces risk of future homelessness by assisting individuals with financial management, savings, skill building, employment, and securing housing once they leave. Overall, this project is accomplishing the goals set-out in its subrecipient agreement.

V. Financial Management Systems [85.20 (local governments) and 84.21–28 (nonprofits)]

1. Systems for Internal Control – Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets (85.20(b)(3) and 84.20(b)(3))?

The Salvation Army has policies in place and systems appear to be in compliance. They have a lengthy housing department manual that covers internal controls.

2. Components of a Financial Management System – Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.

The City found no significant discrepancies and The Salvation Army appears to have quality components of a financial management system in place. The City reviewed their most recent audit which showed compliance with financial standards and practices.

3. Accounting – Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

4. Eligible, Allocable, and Reasonable Costs – See OMB Circulars A-87, A-122. Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG-funded and non-CDBG-funded activities. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

5. Cash Management/Drawdown Procedures – See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been promptly drawn down and deposited? Are all draw downs of federal funds properly recorded? Note any discrepancies.

The City conducts draw downs and deposits of CDBG grant funds. Staff did not find any discrepancies.

6. Management of Program Income – If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.

No program income is generated by this activity.

7. IPA Audit Reports/Follow-Up – (OMB Circular A-133) Determine if the subrecipient has expended \$500,000 or more in federal funds for the subject program year.

IPA Audit Required Yes ___ No X N/A ___

Date Conducted _____

Any findings related to CDBG activity? Status? Explain. Not applicable.

8. Maintenance of Source Documentation – (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.

The City viewed electronic files and found no discrepancies.

9. Budget Control – Do actual expenditures match the line item budget? Refer to 85.20(b)(4) and 84.20. Note any discrepancies.

The City found that actual expenditures for staff/tutor time fall within budgeted expenses.

VI. Insurance

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?

The Salvation Army provided a current copy of its Certificate of Insurance.

2. Is the City named as an additional insured?

The City is named as an insured.

VII. Procurement

1. Procurement Procedures – Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.

The Salvation Army has a procurement policy and it references compliance with the Code of Federal Regulations. CDBG funds are used for staff time and no recent procurements have occurred that are for the Housing Programs.

2. Conflict of Interest – How does the subrecipient ensure there was no conflict of interest, real or apparent? Review the process and comment.

The procurement policy contains provisions to address real or apparent conflicts of interest and disciplinary action if violated.

VIII. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with 570.503(b)(7).

Yes _____ No X _____ N/A _____

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required at 84.34?

Yes _____ No X _____ N/A _____

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?

Yes _____ No _____ N/A X _____

4. If the subrecipient disposed of equipment/property that was purchased with federal funds within the last five years:

- a. Were proceeds from the sale reported as program income?

Yes _____ No _____ N/A X _____

- b. Did the grantee approve expenditure of program income?

Yes _____ No _____ N/A X _____

- c. Was the program income returned to the grantee?

Yes _____ No _____ N/A X _____

IX. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity – Refer to 570.506, 601, and 602. Note any deficiencies.

The Salvation Army has an equal employment opportunity policy. Staff found no deficiencies.

2. Section 3 – Opportunities for Training and Employment for Local Residents – Refer to 570.506(g)(5) and 570.607(a) (affirmative action). Note any deficiencies.

Section 3 requirements are not applicable to The Salvation Army's activities.

3. Fair Housing Compliance – Refer to 570.904 and 570.601(b). Note any deficiencies.

Their program binder contains a no discrimination policy. The policy is found in the “in-take” process for housing units. City Staff informed The Salvation Army that the policy’s language was out-of-date in that it did not include all types of prohibited federal and state requirements. The Salvation Army worked with its legal team and has updated its policy to be consistent with federal and state requirements.

4. Requirements for Disabled Persons – Refer to 8.6. Note any concerns.

Some of the housing units are fully ADA accessible. The Salvation Army has a policy to follow all applicable Americans with Disability Act (ADA) laws and regulations, include no discrimination against beneficiaries or employees on the basis of disability and to provide reasonable accommodations as required under law.

5. Women and Minority Business Enterprises – Refer to 570.506(g), 85.36(e), and 84.44, affirmative steps documentation. Note any concerns.

These requirements are no applicable to The Salvation Army’s activities.

X. Conclusion and Follow-up

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.

The Salvation Army is meeting the terms of the Subrecipient Agreement and HUD regulations. Any issues identified have been resolved, as noted in the above sections.

2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.

- a. List the required schedule for implementing corrective actions or making improvements.

All recommendations have been resolved by The Salvation Army at the time of and shortly after the on-site loan monitoring. No further correction action is requested.

- b. List the schedule for any needed technical assistance or training and identify who will provide the training.

City staff provided technical assistance and training on-site during the monitoring and shortly to The Salvation Army. No additional training is scheduled at this time.

Patrice Clemons, CDBG Program Specialist
Sharon Mikesell, Economic Development Administrative Analyst

June 27, 2018

Project Monitor

Date

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
SUBRECIPIENT MONITORING CHECKLIST
CITY OF SEASIDE**

I. Subrecipient Information

Date of Monitoring Visit: February 22 and 23, 2018 Time: 2 p.m. on 2/22 and 10 a.m. on 2/23
Subrecipient: The Village Project, Inc.
Address: 378 Elm Avenue (after-school program site) and 1069 Broadway Avenue, Suite 201,
(counseling and head quarters), Seaside CA, 93955
Phone: 831-392-1500
Person(s) Interviewed: Executive Director Mel Mason, Service Learner Jamelle Jones, Service Learner April Dunham
Project Location: Mae C. Johnson Education and Cultural Enrichment Academy and Service Learning Institute site located at 378 Elm Avenue.
Project Name: The Village Project
Funding Amount: \$16,126 Reviewer: Sharon Mikesell / Patrice Clemons
HUD Activity Number: 1305 / Grantee Activity ID #17-7194
Monitoring letter sent on: February 9, 2018 Follow-up visit/letter sent on: April 13, 2018

Specific Type of Activity: (check one)

- Acquisition, Disposition, Clearance, Relocation
- Economic Development
- Administration and Planning
- Public Facilities and Infrastructure Improvements (roads, drainage, utilities)
- Public Service**
- Housing
- Other

Responsible Entity / Funding Category:

- Community-Based Organization**
- City of Seaside

Activity Description:

The use of CDBG funds will allow The Village Project to hire a part-time staff person and 4 tutors to work in the Mae C. Johnson Education and Cultural Enrichment Academy (Academy). Academy readies low-income, at-risk and underserved K-12 grade students for graduation through a multi-pronged learning approach

that includes: the established strategy of one-to-one academic tutoring in the student's weak subject area, access to computers for academic research, a clean and safe study environment, transportation to and from the tutoring site and engagement in cultural enrichment activities.

Monitoring Procedure:

The City of Seaside conducts on-going desk monitoring of its social service Subrecipients over the course of the year and during quarterly reviews. These Subrecipients are funded on a two-year cycle and must report their outcomes and expenditures on a quarterly basis. Staff conducts on-site monitoring of all these subrecipients over the course of the two-year cycle. Staff selected on-site monitoring of four subrecipients during the first year of their two-year cycle, and two subrecipients during 2017-18 program year, including The Village Project.

II. National Objective and Eligibility

1. Which National Objective does this project meet (570.208)*?

Benefit to Low- and Moderate-Income Persons

- Low/Mod Area Benefit
 Limited Clientele Benefit
 Low/Mod Housing Benefit
 Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- on an Area Basis
 on a Spot Basis

An Urgent Need

- Needs Having a Particular Urgency

2. Which activity eligibility category (matrix code) does the project meet? (570.201-6)? 05D-Youth Services

III. Conformance to the Subrecipient Agreement

1. Contract Scope of Services – Is the full scope of services listed in the Agreement being undertaken? List any deviation.

The full scope of services is listed within the Subrecipient Agreement. It describes the activities in detail, for example, the location, staff, beneficiaries, goals, and objectives. City Staff observed tutoring and after-school enrichment activities being conducted and reviewed staff and student activity tracking files. No deviations found.

2. Levels of Accomplishments – Compare actual accomplishments at the point of monitoring with planned accomplishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. **Acknowledge major accomplishments.**

The Academy objectives are to reduce or eliminate problems that prevent students from succeeding in school both academically and socially. This is achieved 1) by tutors assisting children and youth with their homework to improve grades; and 2) by tutors providing enrichment opportunities for children and youth to engage in positive activities to reduce school suspensions and detentions. Examples of activities include counseling, gardening, outdoor recreation, art, positive interaction

with adults and fellow youth, and games. The Academy was predicted to serve 27 students. In the first quarter, they met this goal by serving 38 students, and another 3 students in the second quarter. The third quarters has no new students. The Village Project noted that the program has resulted in the teachers and parents being more involved with helping students to track and improve their academic performance and emotional well-being.

Additionally, the Village Project's objectives are to reduce student drop-out rate, juvenile justice system involvement, and the number of suspensions. This objective will be measured by tracking student progress reports, report cards, test results, teacher recommendations, and parent reports. The Village Project's files show tracking of these objectives and they will be reported in the year-end report.

The City's Annual Action Plan state its goal to serve primarily low- to moderate- income persons. Last year, The Village Project served 95% low- to moderate- income students. This year, they have reported 100% of low- to moderate- income to-date.

Thus, The Village Project is on target for meeting its performance goals and reaching its intended client group.

3. Time of Performance – Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.

The Village Project started its program during the first quarter of the program year and has provided those services continuously without any interruptions. The work is being performed in a timely manner according to the agreement of providing on-going monthly and year-long services.

4. Budget – Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.

Their actual expenditures are within target of their planned expenditures and there are no discrepancies. Their budget shows how The Village Project anticipated breakdown of costs for its program operation. The Village Project's CDBG budget for this year included costs for part-time mentors at the after-school tutoring and enrichment program. To date, they have requested reimbursement for mentors time only.

5. Requests for Payment – Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.

The Village Project has consistently submitted reimbursement requests on a quarterly basis and is on track to spend down it's \$16,126 grant allocation for program year 2017-18. Its quarterly invoices were \$4,031.50 for quarters one, two, and three. As stated in their subrecipient agreement/application, they have four tutors and one coordinator for the Academy and their CDBG grant funds help support the equivalent of one part-time tutor. Their requests for reimbursement match this. Their requests include proof of hours of approximately 10-20 per week for various tutors, which are reasonable and consistent with part-time work and hours of an after-school tutor. Their quarterly progress reports which are submitted with the reimbursement requests (see more details in #6 below) demonstrate work being accomplished and meeting objectives. The City has reviewed and approved reimbursed of Q1, Q2, and Q3 costs. This program does not receive program income.

6. Progress Reports – Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?

The organization's quarterly progress reports have been submitted on-time and with payment requests. New staff in quarter two reported duplicate numbers (not understanding that beneficiaries are only counted once). The organization quickly resolved the issue and submitted updated reports. The organization's quarterly reports now have unduplicated numbers. The Village Project's goal was to serve 27 students for the year. By first quarter end, they exceeded their goal at 38 students served. According to The Village Project this was due to a huge demand from parents, more than anticipated, for this type of tutoring and enrichment program for their children. They have an active waitlist for the Academy.

City staff found that a higher number of students than typical were above-moderate income level. New staff was using the incorrect income categories and immediately made corrections and resubmitted progress reports. With these corrections, their progress reports now show complete and accurate information and show that 100% of students are low- to moderate- income.

7. Special Conditions – Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

No special terms or conditions exist in its subrecipient agreement.

IV. Record-Keeping Systems (570.506)

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. Filing System – Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.

The Village Project's offices and files were organized and locked. The City spot checked a few files at the main office and at the after-school site and found them well labeled, detailed tracking, and organized. The after-school site files were current as of that day and are updated daily. The files contained such information as their program application, demographic information, release of information, report cards, income verification, medical information, attendance, and weekly student progress reports. They recently switched to a different performance tracking system and could see that the new entries are done consistently. They also keep a CDBG binder that contains general information like their subrecipient agreement.

2. Documentation (activities, costs and beneficiaries) – Do the HCD project file and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 570.506? Do the project files support the data the subrecipient has provided for the CAPER?

The project files and records have the necessary documentation to show that the National Objective of serving low- to moderate- income is being met. To illustrate, The Village Project requires proof of income and the proof is verified by staff and kept in the files. They keep a CDBG binder that contains their obligations under their subrecipient agreement. New staff took over the tracking of income level and with minimal City staff training, this new staff learned how to properly report the number, race, and income level of beneficiaries served. On one occasion staff had misunderstood the form resulting in duplicate county of beneficiaries and miscalculation of income, but they quickly resolved this issue and provided updated and correct quarterly reporting forms.

The Village Project has a comprehensive three-inch binder on the specifics of how the Academy program will run. Also, their files on mentor time and individual student progress are detailed and complete. Their financial information shows proof of eligible program costs such as mentor costs.

In summary, they have documented activities, costs, and beneficiaries that support the data provided for the CAPER.

3. Record Retention – Is there a process for determining which records need to be retained and for how long?

The City reviewed The Village Projects retention policy. Their policy complies with a higher standard as set by the County, another funder, which has retention for seven years instead of five years.

4. Site Visit (where applicable) – Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.

City staff visited the Academy's site on two occasions. The Academy has three classrooms, a playground and field, and outdoor garden. Within the classrooms are small kitchens, computers, study area, and library/quiet room. City staff observed tutors aiding students. On the second occasion, City staff observed the tutors meeting to review program performance and for training. These observed activities were consistent with records and data provided.

- a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.

The Academy is operated by two part-time site coordinators, five part-time tutors, and two part-time van drivers. The on-site coordinator was a volunteer full-time position during the previous year because of lack of funding. This year, still with limited funding, two full-time Cultural Healer positions share responsibilities of being on-site coordinators. They work on-site at the Academy during its operating hours and help supervise. The Executive Director provides supervision over all these positions. City Staff toured the site on two separate occasions by one of the on-site supervisors and spent time observing mentors. They provide information and files immediately upon request. These staff seem fully informed of program requirements and expectations.

- b. Is the project accomplishing what it was designed to do? Explain any problems.

The Academy is achieving its goals and objectives to assist lower income and disadvantaged students to achieve academic success and social enrichment. Student academic performance is being closely tracked for improvement and files overall show student progress so far this year, and from last year. Moreover, students are taught discipline, respect for themselves and others, and encouraged to develop confidence. The students' social and emotional well-being is tracked in files as well. The Village Project provides counseling and mental health programming for the students and their family members. This compliments the Academy in reaching its goals for improved academic and social well-being. Additionally, parents and teachers are being encouraged and given the opportunity to be more involved in caring for the student's success. Overall, this project is accomplishing the goals set-out in its subrecipient agreement.

V. Financial Management Systems [85.20 (local governments) and 84.21–28 (nonprofits)]

1. Systems for Internal Control – Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets (85.20(b)(3) and 84.20(b)(3))?

The Village Project has policies in place and systems appear to be in compliance

2. Components of a Financial Management System – Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.

The City found no significant discrepancies and The Village Project appears to have quality components of a financial management system in place. The City reviewed their most recent audit which showed compliance with good financial standards and practices.

3. Accounting – Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

4. Eligible, Allocable, and Reasonable Costs – See OMB Circulars A-87, A-122. Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG-funded and non-CDBG-funded activities. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

5. Cash Management/Drawdown Procedures – See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been promptly drawn down and deposited? Are all draw downs of federal funds properly recorded? Note any discrepancies.

The City conducts draw downs and deposits of CDBG grant funds. Staff did not find any discrepancies.

6. Management of Program Income – If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.

No program income is generated by this activity.

7. IPA Audit Reports/Follow-Up – (OMB Circular A-133) Determine if the subrecipient has expended \$500,000 or more in federal funds for the subject program year.

IPA Audit Required Yes ___ No X N/A ___

Date Conducted _____

Any findings related to CDBG activity? Status? Explain. Not applicable.

8. Maintenance of Source Documentation – (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.

The City found no discrepancies.

9. Budget Control – Do actual expenditures match the line item budget? Refer to 85.20(b)(4) and 84.20. Note any discrepancies.

The City found that actual expenditures for staff/tutor time fall within budgeted expenses.

VI. Insurance

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?

The Village Project provided a current copy of its Certificate of Insurance.

2. Is the City named as an additional insured?

The City is names as an insured.

VII. Procurement

1. Procurement Procedures – Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.

The Village Project has a procurement policy and it references compliance with the Code of Federal Regulations. CDBG funds are used for staff time and no recent procurements have occurred that are for the Academy program.

2. Conflict of Interest – How does the subrecipient ensure there was no conflict of interest, real or apparent? Review the process and comment.

The procurement policy contains provisions to address real or apparent conflicts of interest. For example, board members cannot participate in the decision and awarding of funds to an entity if they receive gifts or do business with that entity.

VIII. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with 570.503(b)(7).

Yes _____ No X _____ N/A _____

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required at 84.34?

Yes _____ No X _____ N/A _____

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?

Yes _____ No _____ N/A X _____

4. If the subrecipient disposed of equipment/property that was purchased with federal funds within the last five years:

- a. Were proceeds from the sale reported as program income?

Yes _____ No _____ N/A X _____

- b. Did the grantee approve expenditure of program income?

Yes _____ No _____ N/A X _____

- c. Was the program income returned to the grantee?

Yes _____ No _____ N/A X _____

IX. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity – Refer to 570.506, 601, and 602. Note any deficiencies.

The Village Project has a general nondiscrimination policy plus a nondiscrimination policy on the admission of students into the Academy. Staff found no deficiencies.

2. Section 3 – Opportunities for Training and Employment for Local Residents – Refer to 570.506(g)(5) and 570.607(a) (affirmative action). Note any deficiencies.

Section 3 requirements are not applicable to The Village Project’s activities.

3. Fair Housing Compliance – Refer to 570.904 and 570.601(b). Note any deficiencies.

Fair Housing Compliance requirements are not applicable to The Village Project’s activities.

4. Requirements for Disabled Persons – Refer to 8.6. Note any concerns.

The Village Project has a policy to follow all applicable Americans with Disability Act (ADA) laws and regulations, include no discrimination against beneficiaries or employees on the basis of disability and to provide reasonable accommodations as required under law.

5. Women and Minority Business Enterprises – Refer to 570.506(g), 85.36(e), and 84.44, affirmative steps documentation. Note any concerns.

These requirements are not applicable to The Village Project’s activities.

X. Conclusion and Follow-up

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.

The Village Project is meeting the terms of the Subrecipient Agreement and HUD regulations. Any issues identified have been resolved, as noted in the above sections.

2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.

- a. List the required schedule for implementing corrective actions or making improvements.

All recommendations have been resolved by The Village Project at the time of and shortly after the on-site loan monitoring. No further correction action is requested.

- b. List the schedule for any needed technical assistance or training and identify who will provide the training.

City staff provided technical assistance and training on-site during the monitoring and shortly to The Village Project staff. No additional training is scheduled at this time.

Patrice Clemons, CDBG Program Specialist
Sharon Mikesell, Economic Development Administrative Analyst

June 27, 2018

Project Monitor

Date

HUD PR-5 and PR-26 Drawdown and Expenditure Reports

IDIS - PR05

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

DATE: 08-15-18
TIME: 17:09
PAGE: 1

REPORT FOR PROGRAM : CDBG
PGM YR : 2017
PROJECT : ALL
ACTIVITY : ALL

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							
2017 1	1310	Cutino Park Accessibility Improvements							B16MC060006	PI	\$1,490.25							
											6130289	6	Completed	3/8/2018	2016			
											6151706	8	Completed	5/11/2018	2017	B17MC060006	EN	\$6,771.99
											6168246	4	Completed	7/6/2018	2017	B17MC060006	EN	\$61,547.65
Activity Total											\$69,809.89							
Project Total											69,809.89							
2017 2	1302	Community Partnership for Youth							B17MC060006	EN	\$11,094.51							
											6098251	6	Completed	11/22/2017	2017			
											6130289	12	Completed	3/8/2018	2017	B17MC060006	EN	\$5,286.44
											6151706	3	Completed	5/11/2018	2017	B17MC060006	EN	\$745.05
Activity Total											\$17,126.00							
Project Total											17,126.00							
2017 3	1308	Genesis House-Window improvements							B17MC060006	EN	\$735.00							
											6159705	1	Completed	6/22/2018	2017			
											6178000	5	Completed	8/2/2018	2017	B17MC060006	EN	\$43,022.00
Activity Total											\$43,757.00							
Project Total											43,757.00							
2017 4	1307	Boys and Girls Club Locks, Doors and Windows Improvement							B17MC060006	EN	\$42,102.00							
											6159705	2	Completed	6/22/2018	2017			
											Activity Total							
Project Total											42,102.00							

IDIS - PR05

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

DATE: 08-15-18
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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							
2017 5	1306	Salvation Army Housing Program Support							B17MC060006	EN	\$8,064.00							
											6130289	8	Completed	3/8/2018	2017			
											6151706	7	Completed	5/11/2018	2017	B17MC060006	EN	\$4,030.00
											6178000	1	Completed	8/2/2018	2017	B17MC060006	EN	\$4,030.00
Activity Total											\$16,124.00							
Project Total											16,124.00							
2017 6	1309	General Administration							B16MC060006	PI	\$21,014.28							
											6098251	2	Completed	11/22/2017	2017	B17MC060006	EN	\$9,378.33
											6130289	7	Completed	3/8/2018	2017	B17MC060006	EN	\$23,786.39
											6151706	9	Completed	5/11/2018	2016	B16MC060006	PI	\$2,557.78
											6151706	10	Completed	5/11/2018	2017	B17MC060006	EN	\$13,050.09
											6168246	1	Completed	7/6/2018	2008	B08MC060006	LA	\$14,376.77
											6168246	2	Completed	7/6/2018	2009	B09MC060006	LA	\$3,065.45
											6168246	3	Completed	7/6/2018	2017	B17MC060006	EN	\$6,188.91
											Activity Total							
Project Total											93,418.00							
2017 8	1304	Girls Inc. After School Leadership Mentoring							B17MC060006	EN	\$4,123.03							
											6098251	4	Completed	11/22/2017	2017			
											6130289	10	Completed	3/8/2018	2017	B17MC060006	EN	\$2,000.99
											6151706	5	Completed	5/11/2018	2017	B17MC060006	EN	\$2,000.99
Activity Total											\$2,000.99							
Project Total											10,126.00							
2017 9	1305	The Village Project-Mae C. Johnson Education and Cultural Enrichment Academy																

IDIS - PR05

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

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 PAGE: 3

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
					6098251	3	Completed	11/22/2017	2017	B17MC060006	EN	\$4,031.50
					6130289	9	Completed	3/8/2018	2017	B17MC060006	EN	\$4,031.50
					6151706	6	Completed	5/11/2018	2017	B17MC060006	EN	\$4,032.00
				Y	6178000	3	Completed	8/2/2018	2017	B17MC060006	EN	\$4,031.00
					Activity Total							\$16,126.00
					Project Total							16,126.00
2017	12	Legal Services for Seniors	1303 17B Legal Services For Seniors		6098251	5	Completed	11/22/2017	2017	B17MC060006	EN	\$4,281.50
					6130289	11	Completed	3/8/2018	2017	B17MC060006	EN	\$4,281.50
					6151706	4	Completed	5/11/2018	2017	B17MC060006	EN	\$4,281.00
				Y	6178000	4	Completed	8/2/2018	2017	B17MC060006	EN	\$4,281.50
					Activity Total							\$17,125.50
					Project Total							17,125.50
					Program Year 2017 Total							325,714.39



PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	363,989.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	151,557.04
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	50,085.55
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	565,631.59

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	409,851.33
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	409,851.33
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	69,786.87
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	479,638.20
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	85,993.39

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	409,851.33
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	409,851.33
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	76,627.50
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	76,627.50
32 ENTITLEMENT GRANT	363,989.00
33 PRIOR YEAR PROGRAM INCOME	146,878.89
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	510,867.89
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	69,786.87
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	69,786.87
42 ENTITLEMENT GRANT	363,989.00
43 CURRENT YEAR PROGRAM INCOME	151,557.04
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	515,546.04
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	13.54%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	4	1307	6159705	17B-Boys and Girls Club	03D	LMC	\$42,102.00
					03D	Matrix Code	\$42,102.00
2014	21	1274	6130289	SEASIDE LIBRARY ADA PROJECT	03E	LMC	\$16,659.68
2016	2	1298	6151706	16B-Library ADA	03E	LMC	\$63,226.96
					03E	Matrix Code	\$79,886.64
2017	1	1310	6130289	17B-Cutino Park	03F	LMC	\$1,490.25
2017	1	1310	6151706	17B-Cutino Park	03F	LMC	\$6,771.99
					03F	Matrix Code	\$8,262.24
2017	3	1308	6159705	17B-CHS-Genesis House Window Upgrades	03P	LMC	\$735.00
2017	3	1308	6178000	17B-CHS-Genesis House Window Upgrades	03P	LMC	\$43,022.00
					03P	Matrix Code	\$43,757.00
2017	5	1306	6130289	Housing Program for perviously unsheltered individuals	03T	LMC	\$8,064.00
2017	5	1306	6151706	Housing Program for perviously unsheltered individuals	03T	LMC	\$4,030.00
2017	5	1306	6178000	Housing Program for perviously unsheltered individuals	03T	LMC	\$4,030.00
					03T	Matrix Code	\$16,124.00
2017	12	1303	6098251	17B Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6130289	17B Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6151706	17B Legal Services For Seniors	05C	LMC	\$4,281.00
2017	12	1303	6178000	17B Legal Services For Seniors	05C	LMC	\$4,281.50
					05C	Matrix Code	\$17,125.50
2017	2	1302	6098251	17B-Community Partnership for Youth	05D	LMC	\$11,094.51
2017	2	1302	6130289	17B-Community Partnership for Youth	05D	LMC	\$5,286.44
2017	2	1302	6151706	17B-Community Partnership for Youth	05D	LMC	\$745.05
2017	8	1304	6098251	17-Girls Inc	05D	LMC	\$4,123.03
2017	8	1304	6130289	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6151706	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6178000	17-Girls Inc	05D	LMC	\$2,000.99
2017	9	1305	6098251	17B-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6130289	17B-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6151706	17B-The Village Project	05D	LMC	\$4,032.00
2017	9	1305	6178000	17B-The Village Project	05D	LMC	\$4,031.00
					05D	Matrix Code	\$43,378.00
2015	17	1300	6057074	Seaside Library Accessibility Part 2	14E	LMC	\$7,885.00
2015	17	1300	6130289	Seaside Library Accessibility Part 2	14E	LMC	\$137,294.76
2015	17	1300	6151706	Seaside Library Accessibility Part 2	14E	LMC	\$14,036.19
					14E	Matrix Code	\$159,215.95
Total							\$409,851.33

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	5	1306	6130289	Housing Program for perviously unsheltered individuals	03T	LMC	\$8,064.00
2017	5	1306	6151706	Housing Program for perviously unsheltered individuals	03T	LMC	\$4,030.00
2017	5	1306	6178000	Housing Program for perviously unsheltered individuals	03T	LMC	\$4,030.00
					03T	Matrix Code	\$16,124.00



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 SEASIDE, CA

DATE: 08-15-18
 TIME: 17:01
 PAGE: 3

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	12	1303	6098251	17B Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6130289	17B Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6151706	17B Legal Services For Seniors	05C	LMC	\$4,281.00
2017	12	1303	6178000	17B Legal Services For Seniors	05C	LMC	\$4,281.50
					05C	Matrix Code	\$17,125.50
2017	2	1302	6098251	17B-Community Partnership for Youth	05D	LMC	\$11,094.51
2017	2	1302	6130289	17B-Community Partnership for Youth	05D	LMC	\$5,286.44
2017	2	1302	6151706	17B-Community Partnership for Youth	05D	LMC	\$745.05
2017	8	1304	6098251	17-Girls Inc	05D	LMC	\$4,123.03
2017	8	1304	6130289	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6151706	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6178000	17-Girls Inc	05D	LMC	\$2,000.99
2017	9	1305	6098251	17B-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6130289	17B-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6151706	17B-The Village Project	05D	LMC	\$4,032.00
2017	9	1305	6178000	17B-The Village Project	05D	LMC	\$4,031.00
					05D	Matrix Code	\$43,378.00
Total							\$76,627.50

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	6	1309	6098251	17-Program Administration	21A		\$30,392.61
2017	6	1309	6130289	17-Program Administration	21A		\$23,786.39
2017	6	1309	6151706	17-Program Administration	21A		\$15,607.87
					21A	Matrix Code	\$69,786.87
Total							\$69,786.87

2017-2018 Public Review Documents

Public Review Documents

Proof Of Publication

CAPER Draft Document for Public Review

Staff Report for Public Hearing

Powerpoint for Public Hearing

[Link to Video of Public Hearing and Summary of Comments](#)

State of California/County of Monterey

I am a citizen of the United States and a resident of the State of California. I am over the age of 18 years and not party to or interested in the above-entitled matter. I am the principal clerk of *Monterey County Weekly*, a newspaper of general circulation, published weekly by Milestone Communications, Inc. in the City of Seaside, County of Monterey, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice of which the annexed is a printed copy has been published to each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit: **Aug. 30, 2018**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Name...Linda S. Macera...Signature...*Linda S. Macera*...Dated: Aug. 30, 2018...Monterey, California

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT
PROGRAM YEAR 2017-2018
Notice of Public Invitation to Comment
City of Seaside, CA

Notice is hereby given that on or about September 30, 2018, the City of Seaside will submit its 2017-2018 Consolidated Annual Performance Evaluation Report (CAPER) to the U. S. Department of Housing and Urban Development (HUD). The CAPER is a financial and public benefit summary of the City's use of Federal Community Development Block Grant (CDBG) funds for the period beginning July 1, 2017 and ending June 30, 2018 as identified in the City's 2017-2018 Annual Action Plan.

Citizens and interested parties are invited to review the City's CAPER. The CAPER will be available for public review and comment beginning on September 3, 2018 at the following locations:

www.seasideca.us
Seaside City Hall
Seaside Public Library
Seaside Fire Station
Oldenyer Community Center
Seaside Creches

The public is invited to provide oral or written comments regarding the programs and activities that were funded by the CDBG. A public hearing will be held during the Seaside City Council meeting on Thursday, September 20, 2018 at 7PM. All comments must be received by 5 p.m. on September 21, 2018. A summary of public comments received and the City's response will be included in the CAPER submitted to HUD.

All comments must be directed to:

Sharon Mitchell
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
smitchell@ci.seaside.ca.us
931-999-6734

AÑO DEL PROGRAMA 2017-2018
Anuncio de Invitación Pública para Comentarios
Ciudad de Seaside, CA

Se Está Avisando que en o alrededor del 30 de septiembre de 2018, la Ciudad de Seaside someterá su Informe de Evaluación del Plan Anual Consolidado (CAPER por sus siglas en inglés) para el año 2017-2018 al Departamento de Vivienda y Desarrollo Urbano de los EE.UU. (HUD) por sus siglas en Inglés. El CAPER es un resumen financiero y de beneficio público del uso por la Ciudad de fondos federales del Programa de Subsidios Gubernales para el Desarrollo Comunitario (CDBG por sus siglas en Inglés) para el periodo comprendido el 1 de julio de 2017 y terminando el 30 de junio de 2018 como identificado en el Plan de Acción de la Ciudad del 2017-2018.





Los ciudadanos y aquellas personas están invitadas a revisar el CAPER de la Ciudad. El borrador del CAPER está disponible para revisión pública y comentarios comenzando el 3 de septiembre de 2018 en las siguientes lugares:

www.seasideca.us
Ayuntamiento de la Ciudad de Seaside (City Hall)
Biblioteca Pública de Seaside
Estación de Bomberos de Seaside
Centro Comunitario Oldenyer
Seaside Creches

El público está invitado a proporcionar comentarios orales o escritos con respecto a los programas y actividades que fueron financiados por la Ciudad. Se llevará a cabo una audiencia pública durante la junta del Concejo de Seaside el jueves, 20 de septiembre de 2018 a las 7 de la tarde. Todos los comentarios deben ser recibidos antes de las 5 p.m. del 21 de septiembre de 2018. Un resumen de los comentarios públicos y las respuestas de la Ciudad serán publicados en el CAPER someterá a HUD.

Todos los comentarios deben ser dirigidos a:

Sharon Mitchell
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
smitchell@ci.seaside.ca.us
931-999-6734

INFORME DE EVALUACION DEL PROGRAMA ANUAL DADO



SEASIDE CALIFORNIA

2017-2018

Consolidated Annual Performance and Evaluation Report (CAPER)

City of Seaside
Monterey County, CA
September 2018

DRAFT

This document is a review of the Community Development Block Grant activities undertaken by the City of Seaside during Fiscal Year 2017-2018 and is required to be submitted to the US Department of Housing and Urban Development (HUD) on or before September 30, 2018.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

During FY 2017-2018 CDBG funding was utilized for four capital improvement projects: energy efficiency upgrades were completed at the Boys and Girls Clubhouse, all single pane windows were replaced with energy efficient windows at the Community Human Services, Genesis House substance abuse treatment facility as well as the City of Seaside's second and third phases of ADA improvements to the Seaside Library were completed and ADA improvements at Cutino Park were started (will carry over into 2018-2019 for completion). Five public service subrecipients received CDBG funding for transitional housing program (Salvation Army of the Monterey Peninsula), comprehensive youth enrichment programs (Girls, Inc. of the Central Coast, The Village Project and Community Partnership for Youth) and legal assistance for our senior population (Legal Services for Seniors).

In 2012, the Community Development Advisory Committee (CDAC) was formed as part of the City's Citizen Participation Plan. The CDAC has regularly scheduled monthly meetings, and is an active and viable part of the planning and management for CDBG funds. The CDAC provides valuable feedback to staff and ensures citizen participation. The CDAC held the annual community assessment workshop on September 20, 2017, to review CDBG program accomplishments and discuss program performance and needs. This was the second year of a two year program cycle, applications were received and reviewed for grantee's projects for 2019-2020 during this fiscal year (two subrecipient projects and five public service subrecipient programs were already approved by the CDAC for 2017-2018). The application process for the 2018-2020 two year application cycle saw a record number of applicants for both public services and activity/project funding.

Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror the Integrated Disbursement and Information System (IDIS) and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

CAPER

1

OMB Control No: 2506-0117 (exp. 06/30/2018)

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. (25.000%)
 Outcome, priority level, funding sources of activities, outcome objectives, goal, performance metrics, target, actual measure, targets, status, completion, and other data completed for each of the goals in program year 2018.

Table 1 – Accomplishments - Program Year

Goal	Category	Funding	Outcome	Expected	Actual	Unit of Measure	Percent complete
Construction Upgrade Rehabilitation	Low Income Community Development		Indicator				
			Single-family or townhouse units as shown in the attached income housing plan	1200	000	Percent Assisted	0.00%
Balance Access to Social Services	For 60214 (non-aging) Community Development		Indicator				
			Multi-family or project units assisted for low-income income housing benefit	1000	100	Percentage Assisted	10.00%
Balance Access to Social Services	For 60214 (non-aging) Community Development		Indicator				
			Single-unit assisted as shown in the attached income housing plan	300	800	Percentage Assisted	266.67%
Balance Access to Social Services	For 60214 (non-aging) Community Development		Indicator				
			Multi-unit assisted as shown in the attached income housing plan	35	0	Percentage Assisted	0.00%
Balance Access to Social Services	Low Income Community Development		Indicator				
			Multi-family or project units assisted for low-income income housing benefit	80	000	Percentage Assisted	0.00%

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Goal	Category	Funding	Objective															
Address the needs of the community	Community Development		<table border="1"> <thead> <tr> <th>Indicator</th> <th>Expected</th> <th>Actual</th> <th>Unit of Measure</th> <th>Percent Complete</th> </tr> </thead> <tbody> <tr> <td>Number of projects completed</td> <td>10</td> <td>10</td> <td>Projects</td> <td>100%</td> </tr> <tr> <td>Number of projects completed on schedule</td> <td>10</td> <td>10</td> <td>Projects</td> <td>100%</td> </tr> </tbody> </table>	Indicator	Expected	Actual	Unit of Measure	Percent Complete	Number of projects completed	10	10	Projects	100%	Number of projects completed on schedule	10	10	Projects	100%
Indicator	Expected	Actual	Unit of Measure	Percent Complete														
Number of projects completed	10	10	Projects	100%														
Number of projects completed on schedule	10	10	Projects	100%														
Improve the quality of life for the community	Neighborhood Safety	Source: Amount CDBG: \$148,430.00	<table border="1"> <thead> <tr> <th>Indicator</th> <th>Expected</th> <th>Actual</th> <th>Unit of Measure</th> <th>Percent Complete</th> </tr> </thead> <tbody> <tr> <td>Number of projects completed</td> <td>10</td> <td>10</td> <td>Projects</td> <td>100%</td> </tr> <tr> <td>Number of projects completed on schedule</td> <td>10</td> <td>10</td> <td>Projects</td> <td>100%</td> </tr> </tbody> </table>	Indicator	Expected	Actual	Unit of Measure	Percent Complete	Number of projects completed	10	10	Projects	100%	Number of projects completed on schedule	10	10	Projects	100%
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Indicator	Expected	Actual	Unit of Measure	Percent Complete														
Number of projects completed	10	10	Projects	100%														
Number of projects completed on schedule	10	10	Projects	100%														

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As an entitlement grantee for the US Department of Housing and Urban Development (HUD) formula CDBG program, the City of Seaside is required to prepare a CAPER to analyze and summarize program accomplishments of the preceding program year.

This CAPER assesses the City's progress toward completing activities identified in the 2017-2018 Action Plan, which covers the period from July 1, 2017, through June 30, 2018. The CAPER also reports progress in meeting overall five-year Consolidated Plan goals and priorities (July 1, 2015-

June 30, 2020), and identifies areas for improvement as a result of annual self-evaluations and HUD performance reviews.

Since 1975, the City of Seaside has been an entitlement recipient of CDBG funds. In 2017-2018, the City completed Section 108 loan repayments. The City of Seaside thoughtfully allocates the limited grant funding to be as inclusive as possible to the requests received.

During 2017-2018, in accordance with the City's Citizen Participation Plan, the limited amount of CDBG funds available were allocated to a variety of public service activities critical needs of low income youth (after school programs and counseling), seniors (legal services), facility improvements to a residential substance abuse recovery facility and to the Boys and Girls Club's Clubhouse. Accessibility improvements to the Seaside library were carried over from the previous year because the project included concrete work to the front entrance. Construction work was scheduled for the December shutdown period to minimize impact to Library operations. The numbers used in this section utilize the actual reporting of the subrecipients and estimated LMC library clientele. CDBG funding is also being utilized for ADA improvements to one of the City's most used parks for team sports, Cutino park with that project still underway.



Community Workshop 9-20-17

CAPER

4

OMB Control No: 2506-0117 (exp. 06/30/2018)



2017-2017 Seaside CDBG Funding

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City of Seaside has been able to assist close to one thousand people through the CDBG program during 2017-2018. There is a significant mix of racial and ethnic families assisted by the program with a majority noted as Hispanic.

DRAFT

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	510,868	479,638
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

During Fiscal Year 2017-2018, the City of Seaside's entitlement award was \$363,989, Program Income from the ground lease at Embassy Suites was slightly over one-hundred thousand dollars and there was an unexpected payment on a deferred loan that added to the program income. There were some funds carried forward from projects that were underway from previous year's funding, but not yet completed at the close of 2016-2017. See the PR 26 and PR 5 Activity Summary by Selected Grant report in the appendices for a breakdown of grant funds and drawn amounts.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Seaside	100%	100%	See below

Table 4 – Identify the geographic distribution and location of investments

Narrative

The CDBG program had obligatory expenditures of \$15,218 as the final payment to the Section 108 Loan. \$93,418 was allocated for program administration (20% per HUD cap) and this amount includes the City's participation in the joint analysis of impediments activities with the other HUD funded recipients in Monterey County. \$76,630 was allocated and fully spent for public services.

The City provided public services on a citywide basis. During 2017-2018, Boys and Girls Club completed the installation of skylights, locks and windows as energy efficiency improvements their clubhouse on LaSalle Avenue. Funding for a complete upgrade of energy efficiency windows for Community Human Services' Genesis House finished construction. and the 2016-2017 project by Community Human Services to fund kitchen upgrades was completed in the late summer of 2017.

Substantial Amendment #1 in the 2015-2016 year reallocated funds previously allocated for Seaside Library roof replacement (found to be ineligible) to an additional phase of Seaside Library accessibility improvements. The first set of CDBG funded improvements, including a new accessibility ramp for the main entrance was funded in 2014-2015. The amendment was approved by the City Council in April 2016 and submitted to HUD. The substantial amendment was approved in 2016-2017 by HUD. In order to coordinate with the library staff for minimal disruption, the construction on the library accessibility improvements started construction in December 2017 and was completed in early 2018. A new City of Seaside project for accessibility improvements for Cutino Park began during 2017-2018 and will carry over for expected completion during 2018-2019.

Five public service agencies received CDBG funding from the City of Seaside: Community Partnership for Youth, Girls, Inc. of the Central Coast, The Salvation Army (for transitional housing admin expenses), Legal Services for Seniors and The Village Project. The complete year end reports from these agencies are attached to this CAPER report.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Seaside's CDBG Program Policies and Procedures requires entities applying for CDBG program funds to identify leveraging resources and contributions of matching funds for all proposed projects, programs and activities as part of their CDBG funding application reviewed by the Community Development Advisory Committee during the process in accordance with the City of Seaside Citizen Participation Plan.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Community and Economic Development Services staff is responsible for the administration of the (now inactive) housing rehabilitation program, along with the administration of public service activities and project oversight. Staff is charged with the continuing responsibility to forge new partnerships with other public agencies at the federal, state, and local level as well as with private housing developers and nonprofit organizations. The successes of many strategies and objectives detailed within the CAPER are the result of energy and creative efforts.

The City works regularly with the U.S. Department of Housing and Urban Development's programs to help meet its housing and community development priorities. Additionally, the City works closely with a diverse group of nonprofit organizations to provide CDBG public service subrecipient funding. .

The City's affordable housing efforts have centered on implementing a modified housing rehabilitation program that focuses on assistance to the city's low- to moderate-income residents. The City previously contracted with Rebuilding Together Monterey/Salinas (RTMS), a nonprofit organization, to implement a residential façade improvement program., RTMS identified several homes as potential projects. Two projects were completed in 2013–14. The contract for funding RTMS expired in June 2014. Subsequently, creative partnerships have and will continue to yield the City access to resources, which may not otherwise be available. The City of Seaside did not obtain any other grant funding sources for housing activities in 2016-2017.

Discuss how these outcomes will impact future annual action plans.

Seaside will be continuing its association with the regional agencies and their projects, which include services serving Seaside. The primary public organization for affordable housing and supportive services in the City and County is the Housing Authority of Monterey County, a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. The Housing Authority manages the Section 8 Housing and Family Self-Sufficiency Programs, essential to meet the City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of community non-profits, city and county agencies, and state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation. The Development Corporation works with a broad network of partners to facilitate local zoning agreements and finance affordable housing projects.

The City has always been concerned about poverty and has recognized the need of its citizens to live in safe and sanitary housing in decent neighborhoods. The City's first three redevelopment projects

Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved by the State of California, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City will focus on the highest priority needs with the limited funds available.

Seaside is looking forward to using CDBG funding to assist DelMonte Manor in 2018-2019 for playground installation and security upgrades.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

Seaside is not a participant in HOME funding. Seaside is sensitive to the needs of residents with physical disabilities. Even though the City is not currently funding affordable housing activity, the Community Development Advisory Committee has noted that accessibility issues are important to receive project funding priority. Accessibility to the Seaside library is also of primary importance as the library provides a variety of services including internet access to persons of limited income and the homeless who may have "worst case needs." Project funding for Community Human Services' Genesis House substance abuse housing and the Boys and Girls club has also helped provide services to their targeted L/M income and L/M limited clientele populations, which include homeless individuals. Public service funding was provided to the Salvation Army for administration of their transitional housing program in Seaside.

The Housing Authority joined in an MOU executed April 27, 2017 with the County of Monterey as well as the Cities of Salinas, Seaside and Monterey to jointly prepare an Assessment of Fair Housing which has subsequently transitioned to an Analysis of Impediments per HUD directive. The AI is scheduled to be completed prior to processing the next round of Consolidated Plans. The City of Seaside continues to participate in regional discussions including the CDAC hosting a Partner Forum on May 16, 2018 to discuss housing challenges.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The primary nonprofit organization for homeless support in Monterey and San Benito counties is the Coalition of Homeless Services Providers, a coalition of 11 service provider agencies for homeless persons, persons with AIDS/HIV, and other persons with special needs. The Coalition is the County's designated Continuum of Care (CoC) Coordinator.

A census of local homeless is conducted every two years. The most recent census was conducted in Monterey County on January 24, 2017. A survey was administered to 654 unsheltered and sheltered homeless individuals. The executive summary is attached.

The City of Seaside has created a committee during 2017-2018 to concentrate Homelessness issues.

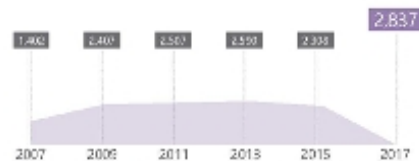
MONTEREY COUNTY 2017 HOMELESS CENSUS & SURVEY EXECUTIVE SUMMARY



Every two years, during the last 10 days of January, communities across the country conduct comprehensive counts of the local homeless populations in order to measure the prevalence of homelessness in each local Continuum of Care.

The 2017 Monterey County Point-in-Time Count was a community-wide effort conducted on January 24, 2017. In the weeks following the street count, a survey was administered to 554 unsheltered and sheltered homeless individuals, in order to profile their experience and characteristics.

Census Population: Longitudinal Trend



2017 Sheltered/Unsheltered Population



Age



Gender



Sexual Orientation



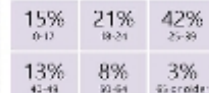
Race/Ethnicity



First Homelessness Episode



Age at First Episode of Homelessness



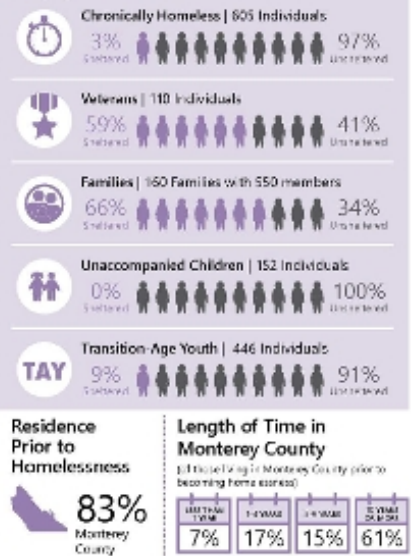
Parents With Children Under Age 18



Foster Care



Subpopulation Data*





Screenshot of Homeless Committee webpage

Addressing the emergency shelter and transitional housing needs of homeless persons

The Coalition of Homeless Services Providers reviewed applications which represented transitional housing programs, rental assistance programs and permanent housing programs. The Coalition identified application deficiencies and worked with applicants to perform corrective action to ensure proposals met HUD guidelines and thresholds. The Coalition received and validated documentation of Certification of Consistency with Consolidated Plans and as submitted by various jurisdictions. The Coalition worked extensively with the regional HUD field office to transfer a permanent housing program from an agency going out of business to another homeless service agency. Contract transfer was found to be a complicated and time consuming activity.

Technical assistance from HUD helped the continuum assess current homeless program inventory, examine Housing First models and position the community to implement Coordinated Entry. The Coalition worked with HPRP Committee and Supportive Services for Veterans Families (SSVF) grantees to implement a manual pilot Coordinated Entry system.

Like most agencies around the nation, our community lacks the resources needed to meet all of the

needs of people experiencing homelessness. Coordinated Entry will help prioritize assistance based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.

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**Certification of Consistency
with the Consolidated Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information.)

Applicant Name: Salinas/Monterey, San Benito Counties Co/C CA-506

Project Name: Multiple Projects (see attached list)

Location of the Project: Projects provide services county-wide

Name of the Federal Program to which the applicant is applying: U.S. Department of HUD, Continuum of Care Program

Name of Certifying Jurisdiction: City of Seaside

Certifying Official of the Jurisdiction Name: Kurt Overmeyer

Title: Economic Development Program Manager

Signature: 

Date: 8/17/17

Certification of Housing Authority consistency with CON Plan

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Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)	U.S. Department of Housing and Urban Development
	Office of Public and Indian Housing
	OMB No. 2577-0226
	Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Sharon Mikezell, the Administrative Analyst
Official's Name Official's Title

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the County of Monterey
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Seaside
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

all statements are consistent with City of Seaside's consolidated plan

I hereby certify that all the information stated herein, as well as any information provided in the accompanying documents, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (31 U.S.C. 1021, 3012, 1012; 31 U.S.C. 3726, 3802)

<small>Name of Authorized Official</small> Sharon Mikezell	<small>Title</small> Administrative Analyst
<small>Signature</small> 	<small>Date</small> March 16, 2017

Certification of Salinas Monterey, San Benito Counties CoC CA-506 Consistency

Helping low-income individuals and families avoid becoming homeless, especially extremely

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low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Seaside certified that The Coalition of Homeless Services Providers' application to HUD's Homeless Assistance Programs for 2017 was consistent with Seaside's Consolidated Plan: New Projects (through Bonus) Mid Pen Housing permanent supportive housing Soledad Street (81 units in Salinas). Renewal projects with Community Human Services transitional housing program Safe Passages located in Monterey (available County-wide), Community Homeless Solutions, aka Shelter Outreach Plus, 3 transitional programs located in Marina and available Countywide--Homeward Bound ,MOST/Lexington Court, Men in Transition and Caza De Paz (HIV/AIDS housing assistance); Housing Authority of Monterey County , renewal funding for Pueblo Del Mar in Marina with Countywide availability. Interim, Inc.'s three permanent housing support programs, MCHOPE, Shelter Plus Care and Sandy Shores (all available countywide. San Benito Health and Human Services renewal funding for Helping Hands apartments scattered through San Benito County and the Veterans Transition Center's Coming Home transitional housing for Veterans in both Monterey and San Benito Counties. CA-506 Planning Grant focuses on HEARTH Act priorities.

The Salvation Army's transitional housing programs in Seaside were a public services CDBG subrecipient during 2017-2018. Their year end report and subrecipient monitoring report is attached to this CAPER document.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

CDBG funding during 2017-2018 was used to replace all the single pane windows at Community Human Services' Genesis House residential facility (substance abuse transitional housing) improving the transitional living conditions for its residents by increasing the energy efficiency.



CDBG Funds used to replace windows at Genesis House/Community Human Services

DRM

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

City staff is charged with the continuing responsibility to forge new partnerships with other public agencies at the federal, state, and local level as well as with private housing developers and nonprofit organizations. The successes of many strategies and objectives detailed within the CAPER are the result of the energy and creative efforts of these staff members. Seaside works regularly with the U.S. Department of Housing and Urban Development's programs to help meet its housing and community development priorities. Additionally, the City works closely with a variety nonprofit organizations through CSBG public service activity funding. The Seaside Police Department has volunteered frequently to assist the Del Monte Manor residents create an updated recreational area for their residents.

As available funding decreased, Seaside's affordable housing efforts centered on implementing a modified housing rehabilitation program focused on assistance to the city's low- to moderate-income residents. Rebuilding Together Monterey/Salinas (RTMS), a nonprofit organization, was contracted to implement a residential façade improvement program. RTMS identified several homes as potential projects. The contract for funding with RTMS expired in June 2014. Creative partnerships have and will continue to yield the City access to resources, which may not otherwise be available. The City of Seaside did not obtain any other grant funding sources for housing activities in 2017-2018.



Seaside Fire&Police @Seaside_Safety · Jun 18

Fast Break: Seaside Police Department staff (personally) paid for and put together a new basketball hoop for the kids at Del Monte Manor. The kids were stoked! Play hard, kids.



Police providing basketball hoop for Del Monte Manor

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City’s Housing Element is part of the General Plan Update currently in process. Many meetings have been and will be continue to be scheduled during the course of the General Plan Update process. During the 2017-2018 time period covered by this document, Seaside’s updated Housing Element was submitted to the State of California Housing and Community Development for Review.

The Family Self Sufficiency Program is designed to help families become financially independent of cash aid assistance by obtaining employment. Successful participating families are rewarded with a savings account that is established by the HACM. Additionally, the HACM’s commitment to its program participants is solidified by the HACM partnering and collaborating with a variety of local service providers that are equally interested in helping families reach their goal of self sufficiency. Services may include career counseling, education (GED and beyond), financial literacy, job training and parenting skills.

Actions taken to provide assistance to troubled PHAs

The Housing Authority of Monterey County (HAMC) is a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. HAMC is the primary public organization for affordable housing and supportive services in the area and manages the Section 8 Housing and Family Self-Sufficiency Programs. Both programs are essential to meeting the City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of community non-profits, city and county agencies as well as state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation which relies upon a broad network of partners to complete all of its developments. The Development Corporation works to facilitate local zoning agreements and finance affordable housing projects.

The City's first three redevelopment projects, Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment. Seaside residents are concerned about poverty and the City of Seaside has recognized the need for its citizens to live in safe and sanitary neighborhood housing.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City will focus on the highest priority needs with the limited funds available.

The City has not directly received any housing discrimination complaints in 2017-2018 nor has it received court orders or HUD-imposed or state-imposed sanctions affecting the provisions of fair housing laws. The City's priorities in affirmatively furthering fair housing and the analysis of impediments remain focused on educating the general public on fair housing issues and policies to keep individuals aware of their rights and remedies under state and federal laws, and keeping housing providers and real estate persons knowledgeable on housing discriminatory practices and consequences. Seaside did not allocate CDBG funds to directly to housing activities. As a result of the lack of resources available to the City, and the lack of staffing to oversee or implement housing programs, there are no non-CDBG housing activities to report.

Likewise, Seaside took no actions to produce affordable housing (for special needs or otherwise) through activities that provide rental assistance, the production of new units, the rehabilitation of existing units, or the acquisition of existing units. There are no such actions to report during 2017-2018. However, it should be noted that the upcoming institution of short term rentals will establish funding for the future. A transient occupancy tax to begin in the second half of 2018 requires 50% of

the funds generated to go into a dedicated fund to assist affordable housing programs and activities with the direction of the City Council.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The city of Seaside is in the process of updating the General Plan and conducted community workshops, task force meetings, bi-weekly staff meetings and City Advisory team meetings as needed. As a result of the updating process, Zoning ordinance changes and review of all policies and procedures will be necessary to determine items that should be updated, removed or otherwise amended. During 2017-2018, General Plan update activities included a public comment period for the draft document and preparation of the EIR document.

Every year, the CDAC hosts a Community Needs Workshop in September to get community feedback. The feedback is helpful not only for the Annual Action Plan, but is also a good indicator of community perception of the quality of life.

TALLER DE CDBG SOBRE LA EVALUACIÓN DE NECESIDADES DE LA COMUNIDAD

El Comité Consultivo de Desarrollo Comunitario de la Ciudad de Seaside le invita al taller comunitario anual de planificación para el Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG).

Fecha:	MIÉRCOLES, 20 DE SEPTIEMBRE, 2017	EN ESTE TALLER, VAMOS A:
Hora:	6:30 PM	<ul style="list-style-type: none"> Analizar los usos elegibles de los fondos de CDBG. Describir el proceso de planificación anual. Describir los usos en años anteriores. Explicar las necesidades prioritarias de cinco-años. Establecer las necesidades prioritarias que dirigirán los fondos CDBG del 2018–19 y 2019–2020.
Lugar:	OLDEMEYER CENTER BLACKHORSE ROOM 986 HILBY AVENUE	
Se les invita a todos los ciudadanos y agencias interesadas a asistir.		

Fondos del programa de CDBG son proporcionados a la Ciudad a través del Departamento de Vivienda y Desarrollo Urbano (HUD). Este taller forma parte del proceso de planificación anual de fondos CDBG.



¡ Venga a ayudarle a su Ciudad a planear para el futuro!



Lineamiento con la Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA, en inglés), la Ciudad de Seaside no discriminará contra el público en función de su edad y en una intención accesible. Cualquier persona con una discapacidad que requiere una modificación o adaptación para poder participar en este taller se le pide que se ponga en contacto con la oficina de asistencia de la Ciudad al teléfono (531) 899-6734 o al correo electrónico sharon.mikesell@ci.seaside.ca.us antes de la sesión para determinar si se le puede brindar asistencia. Lecturas relacionadas con el programa o documentos abiertos al Comité Consultivo de Desarrollo Comunitario están disponibles en el sitio web de la ciudad de Seaside en www.ci.seaside.ca.us.

Si desea obtener más información acerca del taller, por favor póngase en contacto con Sharon Mikesell al 831-899-6734 o via correo electrónico a SMikesell@ci.seaside.ca.us.
City of Seaside, 440 Harcourt Ave, Seaside, CA 93955 www.ci.seaside.ca.us

Community workshop flyer in Spanish

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OMB Control No: 2506-0117 (exp. 06/30/2018)

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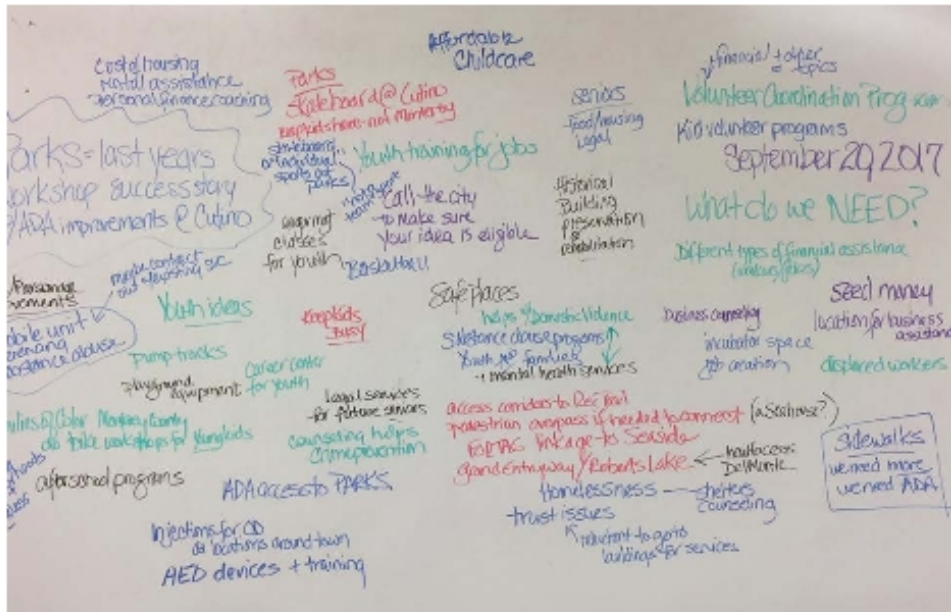
122

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The Community Development Advisory Committee hosted its annual Community Needs Workshop on September 20, 2017 which included a brainstorming session including the topics of what do we have? What do we need? What are our problems? Are these things that can be addressed? The feedback shaped the Annual Action plan and also was used to encourage neighborhood groups to start their own efforts for projects that may or may not eventually receive CDBG funds.

The CDAC hosted a community partner workshop in May 2018 as part of the Monterey County joint agency Analysis of Impediments being prepared by the Cities of Salinas, Monterey and Seaside, Monterey County (urban county) and the Housing Authority of Monterey County. Seaside also provided a link on the city website to a online survey as Veronica Tam and Associates launched an online survey to collect input from residents and stakeholders on fair housing and discrimination in November 2017. The survey remained open for approximately seven months until June 2018, collecting a total of 419 responses. The online survey provided stakeholders who might not participate in a traditional workshop or intercept event with an opportunity to share their concerns, experiences and needs on their own time. The results of the online survey will be available in August 2018.

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Brainstorming Board 9-20-2017

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

The City did not conduct any activities for which lead-based paint clearance was necessary in 2015-2016.

However, the City does conduct a visual assessment to identify lead-based paint hazards when necessary and contracts with certified lead-based paint inspectors as required by state law. The brochure published by the US Environmental Protection Agency entitled "Protect Your Family from Lead in Your Home" is linked on the City website. This brochure is also available at the Seaside Library. The brochure and others are available on the US EPA website <https://www.epa.gov/lead/documents-and-outreach-materials>.

The City encourages contractors for CDBG project to use Section 3 contractors and/or employees. All subrecipients undertaking construction projects are encouraged to specifically invite Disadvantaged Business Enterprises (including women owned) to bid.



Protect Your Family From Lead in Your Home



September 2014

EPA Lead Paint Brochure linked on Seaside Website

OMB Control No: 2506-0117 (exp. 06/30/2018)

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Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During the program year, the City worked with several organizations that focus on increasing self-sufficiency among lower-income populations. These organizations included the Legal Services for Seniors, which provides a legal services pertaining to housing, health, and finances for elderly residents; drug rehabilitation provided by Community Human Services. Services to help youth start off on the right path include Community Partnership for Youth, The Village Project and Girls, Inc. Transitional housing, including financial counseling and homework assistance stations for youth are available through the Salvation Army's Casa De Las Palmas site in Seaside. CDBG funded projects include Section 3 policies to help reduce the number of poverty level families as well.

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Peace Poles made by Community Partnership for Youth at Robert's Lake Park

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OMB Control No: 2506-0117 (exp. 06/30/2018)

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OMB Control No: 2506-0117 (exp. 06/30/2018)

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In 2012, the Community Development Advisory Committee (CDAC) was formed as part of the City's Citizen Participation Plan. The CDAC has regularly scheduled monthly meetings, and is an active and viable part of the planning and management for CDBG funds. The CDAC provides valuable feedback to staff and ensures citizen participation. The CDAC held the annual community assessment workshop on September 20, 2017, to review CDBG program accomplishments and discuss program performance. The CDAC prepared the City Council mandated annual Seaside Boards and Commissions report on time and was received successfully. The CDAC has experience member turnover this year as one member declined to renew her appointed position and another moved outside of the City due to employment.

Seaside's CDBG program interest has dramatically increased. The two year application cycle for the 2018-2020 funds experienced a record number of applications. The CDAC received the applications for review in multiple binders in large boxes. The volume of paper applications was a factor involved with the City of Seaside's transition to a web-based CDBG reporting process starting in the summer of 2018.

Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror the Integrated Disbursement and Information System (IDIS) and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

The 2015-2020 Consolidated Plan and Annual Action plans since 2015-2016 were submitted to HUD using the IDIS system. This 2017-2018 CAPER is the third year that the City of Seaside has prepared the document entirely through the IDIS online process.



Community Development Advisory Committee, February 2018



Applications for 2018-2020 delivered to CDAC in January 2018

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OMB Control No: 2506-0117 (exp. 06/30/2018)

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OMB Control No: 2506-0117 (exp. 06/30/2018)

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Housing and economic development/blight removal programs had to reinvent and restart after the loss of staff and redevelopment funding. The goals associated with those activity types have not kept pace. These programs have proven challenging to implement on a small scale with limited staffing.

The City had no plans in the 2017-2018 program year to produce affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. This includes housing for homeless, non-homeless, and special needs households. Once again, during 2017-2018 loan monitoring of the recipients of CDBG home improvement loans issued in previous years were monitored for compliance in the program (residency, insurance, etc).

The City of Seaside is teaming up with the Housing Authority of Monterey County as well as the Cities of Salinas and Monterey and Monterey County on a joint Analysis of Impediments. The AI is scheduled for completion prior to our next Consolidated Plan.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City is aligning with other agencies in Monterey County to proceed with Affirmatively Furthering Fair Housing requirements including public outreach and has entered into an MOU with Monterey County and the Cities of Salinas and Monterey as well as the Housing Authority of Monterey County to complete the task by the next writing of our Consolidated Plans.

The City displays fair housing materials at City Hall, and copies of these materials are free to the public. Fair housing information is sent free of charge to those who request it. In addition, the City promotes fair housing awareness in its housing programs and works with housing providers in the city to ensure the fair and equitable treatment of persons and households seeking housing in Seaside.

The City last updated its Fair Housing Plan on August 7, 2003. The City also makes available to the public at City Hall and Seaside Library copies of the HUD brochure entitled "Are You a Victim of Housing Discrimination?" that lists illegal housing discrimination actions under the Fair Housing Act and a complaint form for mailing to HUD Fair Housing Hub in San Francisco.

The primary public organization for affordable housing and supportive services in the City and County is the Housing Authority of Monterey County, a public housing authority whose mission is to develop and operate affordable public housing and implement supportive programs. The Housing Authority manages the Section 8 Housing and Family Self-Sufficiency Programs. Both programs are essential to meeting the

City of Seaside's low income housing needs. The Housing Authority partners with a broad spectrum of community non-profits, city and county agencies, and state organizations to address affordable housing and housing shortage issues.

The capital development authority for the Monterey County Housing Authority is the Housing Authority Development Corporation which relies upon a broad network of partners to complete all of its developments. The Development Corporation works to facilitate local zoning agreements and finance affordable housing projects.

The City has always been concerned about poverty and has recognized the need of its citizens to live in safe and sanitary housing in decent neighborhoods. The City's first three redevelopment projects, Noche Buena, Del Monte Heights, and Hannon redevelopment projects, were exclusively residential projects providing decent housing in an urban environment.

In prior years, the City of Seaside was able to rely on funding from the Redevelopment Agency to construct and support housing programs including housing rehabilitation, down payment assistance and emergency repairs. Because redevelopment agencies were dissolved, this funding is no longer available. Without the support provided by redevelopment, and specifically without housing set-aside funds, funding for housing programs is very limited. Moving forward, the City is earmarking funding from the upcoming implementation of short term rental transient occupancy tax to be used for affordable housing projects/programs.

What is Fair Housing? Join the Discussion!

Are you a housing program administrator,
social service provider, community advocate
or housing developer in Monterey County?

COME TO A PARTNER FORUM!

We want to learn from stakeholders across Monterey County about your community's experiences with housing discrimination and difficulties finding housing.

The **Fair Housing Act** protects people from discrimination when they are renting, buying, or securing financing for any housing. The law specifically covers discrimination because of race, color, national origin, religion, sex or disability.

Why is this important to you?

You can help us understand your community's needs and identify solutions to reduce housing discrimination.

How can you participate?

1. Come to one of our Partner Forums
2. Take our short online survey in English or Spanish:
www.surveymonkey.com/r/Monterey_AI

For more information: www.xxxxxxxxxx.com

Partner Forums are being conducted by the Cities of Monterey, Salinas and Seaside, and the Monterey Urban County (composed of the County unincorporated areas, along with the cities of Gonzales, Greenfield, and Sand City), as well as the Housing Authority of the County of Monterey.



We will provide reasonable accommodations toward the inclusion of all participants. We need at least five (5) business days to accommodate requests for language interpretation, translation and/or disability-related modifications including auxiliary aids. Please contact: Janelah Jordan at (510) 845-7529 or janelahj@hwa.com to request assistance.

WEDNESDAY
MAY 16, 2018
6:30 – 8:30 pm
Oldemeyer Center,
Blackhorse Room
986 Hilby Avenue
Seaside, CA 93955

THURSDAY
MAY 17, 2018
6:30 – 8:30 pm
Maria J. Torres-Gil
Community Center
279 Calle Cabu
Salinas, CA 93901

Light refreshments
will be provided.

Fair Housing Partner Forum in Seaside

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OMB Control No: 2506-0117 (exp. 06/30/2018)

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OMB Control No: 2506-0117 (exp. 06/30/2018)

¿Qué es la Vivienda Justa? ¡Participe en la Discusión!

¿Es usted administrador de un programa de vivienda, proveedor de servicios sociales, defensor de la comunidad o desarrollador de vivienda en el condado de Monterey?

¡PARTICIPE EN UN FORO DE SOCIOS!

Queremos aprender de los socios de todo el Condado de Monterey sobre las experiencias de su comunidad con discriminación en la vivienda y las dificultades para encontrar una vivienda.

La Ley de Vivienda Justa protege a las personas contra discriminación cuando alquilan, compran o aseguran el financiamiento de cualquier vivienda. La ley cubre específicamente toda discriminación por motivos de raza, color, origen nacional, religión, sexo o discapacidad.

¿Porqué esto es importante para usted?

Usted puede ayudarnos a comprender las necesidades de su comunidad e identificar soluciones para reducir la discriminación en la vivienda.

¿Cómo usted puede participar?

1. Venga a uno de nuestros foros de socios
Cada foro tendrá el mismo formato y contenido.
2. Complete nuestra breve encuesta en línea en Inglés o español: www.surveymonkey.com/?/Monterey_AI

Para más información: www.cityofsalinas.org/our-city-services/community-development

Los foros de socios están organizados por las ciudades de Monterey, Salinas y Seaside, y el condado urbano de Monterey (compuesto por las áreas no incorporadas del condado, junto con las ciudades de Gonzales, Greenfield y Sand City), y también la Autoridad de Vivienda del Condado de Monterey.



El condado de Monterey es un condado igualitario y el estado de California es un estado igualitario. El condado de Monterey y el estado de California son miembros de la Comisión de Vivienda Justa y la Comisión de Vivienda Justa de la Ciudad de Salinas. Para más información, visite www.housingauthorityofmontereycounty.org o llame al 408-937-7264. ¡Gracias por su participación!

MIÉRCOLES
16 DE MAYO, 2018
6:30 – 8:30 pm
Oldamayar Center,
Blackhorse Room
936 Hilby Avenue
Seaside, CA 93955

JUEVES
17 DE MAYO, 2018
6:30 – 8:30 pm
María J. Torres-Gil
Community Center
279 Calle Cebu
Salinas, CA 93901

Se servirá comida ligera.

Spanish Version Seaside Fair Housing Forum

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May 17, 2018 CDAC hosts Community Partner Forum

DR

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

City staff met with the subrecipient staff responsible for each activity prior to the beginning of the program year. All subrecipients were informed of the obligations to collect the required information on income, household composition, and race and ethnicity. The City also provided information on subrecipient agreement policies, data collection, and financial management. The City recommended that each subrecipient and the facilities project sponsors read the "Playing by the Rules" guide produced by HUD. Staff provided guidance and assistance to public service providers in the form of improving the collection of data on persons served and documenting services provided. Staff has implemented tracking of grant budgets and expenditures within City accounting systems that mirror IDIS and are regularly reconciled to IDIS. Staff provides quarterly reports to the CDAC that describe program progress.

Each quarter, staff examined the progress each subrecipient was making toward performance targets. Public services subrecipients must report their service population with each billing. Billings must be at least quarterly. Each subrecipient agreement contains provisions for reductions to or suspensions of payments in the event that targets are not being met (without valid reason) or when past performance issues have not been resolved.

The City has placed a strong emphasis on its subrecipients gathering complete and accurate information on the persons and/or households they serve, and regularly reporting on progress. Quarterly reports were reviewed by CDAC.

In response to HUD monitoring, the City revised its CDBG program manual to describe more specifically how it will monitor CDBG subrecipients and adopt a policy to regularly conduct on-site monitoring. During 2017-2018 Subrecipient Monitoring visits were conducted at the the Salvation Army's transitional housing units and The Village Project. The results are an attachment to this CAPER document.

Long term compliance with comprehensive planning requirements included establishing a partnership with neighboring agencies to complete upcoming Analysis of Impediments outreach requirements. An MOU has been entered between Monterey County and the Cities of Salinas, Seaside and Monterey as well as the Housing Authority of Monterey County, with the City of Salinas acting as lead agency. Salinas issued an RFP for consultant services for this undertaking with proposals due August 7, 2017. Veronica Tam and Associates In addition, outreach efforts involved with Seaside's general plan update processes, including the housing and economic development elements as well as the City of Seaside's outreach in conjunction with the Economic Opportunity Plan help to ensure compliance as

these activities address the topics of housing, homelessness and improving the quality of life for our residents. By including interactive activities during our outreach, the public has found that participating in the process can be fun! In addition, the general plan update process has included open houses and workshops reaching out to the Hispanic community with translation services available and to our lower income families by the provision of free childcare at many meetings and events.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Community Development Advisory Committee holds regular meetings throughout the year on the 3rd Wednesday of each month in the Blackhorse Room at the Oldemeyer Community Center in Seaside. Special meetings are held as needed and are noticed on the city's website and various locations around the city. The CDAC receives quarterly reports on the status of CDBG expenditures and the progress of the Analysis of Impediments. The CDAC also received a report on the two subrecipients receiving monitoring visits prior to its inclusion in this CAPER.

The CDAC's recommendations to the City Council for the next cycle of funding was considered on April 5, 2018 and the Annual Action Plan for 2018-2019 had a public comment period including a Public Hearing on May 17, 2018 prior to the AAP submission to HUD.

This CAPER document has a public comment period including a Public Hearing on September 20, 2018 prior to submission to HUD by the September 30, 2018 deadline.



The Village Project's Student Garden-photo taken during site monitoring visit

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Seaside receives very limited CDBG funding. The City has expanded the boards and commissions and now includes both a Homeless and an Environmental Committee. Seaside has teamed with the other HUD funded jurisdictions in Monterey County to prepare an Analysis of Impediments for use when preparing the next Consolidated Plan. The two year funding cycle starting 2018-2019 and running through 2019-2020 includes a wide variety of subrecipients and projects as a record number of applications were received by the City for use of CDBG funds. Seaside's desire to be inclusive has shifted the program going forward to more agencies with smaller subrecipient awards, particularly in the public service category.

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Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not Applicable

DRAFT

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Seaside receives very limited CDBG funding. The City has expanded the boards and commissions and now includes both a Homeless and an Environmental Committee. Seaside has teamed with the other HUD funded jurisdictions in Monterey County to prepare an Analysis of Impediments for use when preparing the next Consolidated Plan. The two year funding cycle starting 2018-2019 and running through 2019-2020 includes a wide variety of subrecipients and projects as a record number of applications were received by the City for use of CDBG funds. Seaside's desire to be inclusive has shifted the program going forward to more agencies with smaller subrecipient awards, particularly in the public service category.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable

**2017-2018 Seaside Subrecipient Year End Accomplishments
(full reports)**

DRAFT

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**2017-2018
City of Seaside's
CDBG funding helped
Public Service Recipients**

Girls Inc of the Central Coast
Inspiring all girls to be Strong, Smart and Bold™







City of Seaside
Community Development Block Grant (CDBG) Program
Subrecipient Year-End Narrative Form
FY 2017 - 2018

Agency Name:	Community Partnership for Youth
Preparer's Name and Phone Number:	Shari Hastey
Contract Amount:	\$17,126
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	0
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	0
Number Total Persons Assisted:	See attached Statistics

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

CPY's objective is to directly address the problems of violence and gang activity, by competently seeking to reduce the less than optimum conditions in a child's home and social environment by giving children the tools they need to rise above those conditions and succeed. CPY offers a positive alternative to children that so desperately need one. Gangs can promote inclusion by offering mentorship and a place to belong; CPY directly competes and succeeds by offering to children the genuine attributes of mentorship, confidence building, self-esteem, and positive "family" systems. As the founding members of CPY so long ago know, empowerment of the county's most vulnerable population, the at-risk youth, is critical to our community's strength. Students learn to internalize the CPY Standards, and are provided homework and reading assistance. They develop critical one on one mentor and peer to peer relationships. They practice and model behaviors that lead to success.

High School young people who do not have a voice – gain confidence and discover that they are needed and wanted, through their interaction with younger students.

Agency Name: Community Partnership for Youth

Students who have tragic circumstances such as abuse or parents/family members in jail or prison – are discovering that - it is not what life gives you it is what you do with it. Several of our young leaders have had family members dealing with addiction problems and are victims of crime. One of our young ladies woke up to find her father in her bed fondling her – she screamed and woke up everyone. Her mother said she was lying and kicked her out of the house.

When young people are given the opportunity to have adults who care for them through their hardships it gives them strength and they in turn can be mentors to younger students.

So often our society turns our back on young people who are challenged and do not fit into what is easy for us to understand. CPY has very high standards, however we endeavor to be with our students helping them to discovery answers to their many questions.

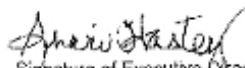
The importance of CPY's High school Leadership / Life Skills / Job Preparation Skills cannot be understated. The young High school leaders learn to reverse negative behaviors, as well as develop skills to succeed in life and in the working world.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

<p>Outcome #1 – Enroll students in the High School Leadership, Life Skills and Job Preparation Program</p>	<p>Students & parents fill out a contract that says: youth needs to volunteer for a quarter/summer; maintain a 2.5 GPA, participant in 3 community events, and then receive basic wage</p>
<p>Outcome #2 – Train high school students to serve as mentors/tutors to younger students</p>	<p>Students receive on the job training as well as a 2 day training in June. Opportunity for life skills and other skills are offered all year long. They are encouraged to give back by volunteering in the community.</p>
<p>Outcome #3 – Create jobs for high school students</p>	<p>Once all requirements are met, students receive their first paycheck at basic wage.</p>

Agency Name: Community Partnership for Youth

Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – Document the number of students enrolled in the program.	We take consistent statistics on both our high school students and the youth they serve.
Measure #2 – Document the number of students trained to become mentor/tutors and the number of students receiving benefits from them.	We take consistent statistics on both our high school students and the youth they serve
Measure #3 – Document the number of students receiving paychecks as a result of the program.	Copies of timesheets and check stubs are submitted with quarterly reports.
Description of Outreach Efforts to Residents by Census Tracts	We work in Title 1 Schools that service the census tracts.
Description of Successes in Program Delivery	Students are learning to take responsibility for their actions, increasing in their self-esteem and learning job skills as well as life skills. Several high school students have been recognized by United Way for their volunteer work in the community. Many have maintained and improved in their academic standing. Several have enrolled in college for the Fall.


 Signature of Executive Director:
 Shari Hasley, Executive Director:
 Date Submitted: July 12, 2018

**COMMUNITY PARTNERSHIP FOR YOUTH
2017 - 2018 STATISTICS - July - June (12 months)**

Site	Total	Ethnicity										Income			Gender		Percent of Low Income Families
		African Am	Lat	White	Hispanic	Mult	Hispanic	Other	SP	V. Low	Low	Med	Females	Males			
Colton Middle School	59	2	3	9	41	4					54			22	37	17	91.5%
1 on 1 Mentoring	29	1	1	7	20	1					29			12	17	12	100.0%
Del Rey Woods	91	1	3	7	75	5					87			47	44	47	95.5%
Hiland	78	4	3		68						77			39	39	39	98.7%
M.L. King	94	1	2		87	4					83			44	50	44	100.0%
Ord Terrace	90	1	1	1	83	4					88			48	44	48	100.0%
Total	441	9	13	24	374	18	0	0	3	0	428	3	10	210	231	210	97.1%
Other K-5 Programs	1409	0	6	6	1391	0	6	0	0	0	1394	24	30	696	723	696	97.8%
MC College Challenge	117	2	2	1	108	4					109	5	3	39	78	39	97.4%
2017 July	50	4	1		40	5					50		1	24	26	24	98.2%
2018 June	729	24	66	374	159	14	45	47	874	46	9	354	365	19	10	19	99%
CHOICES	28	2	2	24	3				25	4							100%
Leadership/Job Skills	10	5	1		4				7	3							70.0%
RDI Training																	
Family/Parent Support																	
Strengthening Families Program																	
Parents	9										9			8	1	9	100.0%
Unduplicated Children	2803	44	24	98	2329	193	20	45	50	2663	84	66	1360	1443	1360	98.0%	
PROGRAM TOTAL		1.6%	0.9%	3.5%	83.1%	6.9%	0.7%	1.6%	1.8%	95.0%	3.0%	2.0%	48.0%	51.5%			
Afterschool School Enrollment: 443																	
Schools																	
Del Rey Woods	50																
Hiland	74																
M.L. King	98																
Ord Terrace	89																
Seaside Middle	5																
Walter Colton Middle	82																
LA Mesa	1																
Grades:																	
K																	
44																	
Wait List:																	
0																	
Volunteers:																	
4106																	
Service Learning:																	
108																	
Long Term Events:																	
29																	
Summer Holiday Events:																	
45																	
793																	
265 Attended 2017 Summer Intersession																	
284 Attended 2018 Summer Intersession																	
Wait List:																	
0																	
Volunteers:																	
4106																	
Service Learning:																	
108																	
Long Term Events:																	
29																	
Summer Holiday Events:																	
45																	
793																	
265 Attended 2017 Summer Intersession																	
284 Attended 2018 Summer Intersession																	

7/5/2018

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Highlight activities that occurred during the year:

With the generous support of the City of Seaside's CDBG grant we have served 88 girls and young women ages 9-18.

We worked at 4 school sites:

Seaside High School, Seaside
Seaside Middle School, Seaside
Martin Luther King Jr. School of Arts, Seaside
Ord Terrace Elementary School, Seaside

From July 2017 to June 2018:

- We implemented the ECHO Leadership program at Seaside High School and served 16 high school girls.
- In September we implemented the Will Power/Won't Power program at Seaside Middle School and served 10, 8th grade girls.
- In December we implemented the Friendly PEERsuasion program at Martin Luther King, Jr. School of Arts, Seaside and served 44 4th and 5th grade girls.
- In April we implemented the Friendly PEERsuasion program at Ord Terrace Elementary School in Seaside and served 18 5th grade girls.

Program details:

ECHO Leadership program:

- In August we implemented the ECHO program at Seaside High School.
- We served 16 girls.
- The participants met once every other week in the evenings (5:30pm-8:00pm) from August to May. Over the course of the program the young women participated in 18 modules.

Through program evaluations, we have learned the girls have:

- Learned basic information about women's health and anatomy, contraception, HIV and other STI's
- Developed goal setting, decision-making and leadership skills.
- Obtained practice in job interviewing, filling out applications for jobs, college and financial aid.
- 78% of participants visited at least 2 college campuses (UC Davis, CSU East Bay, and Stanford University).
- 85% of participants attended a workshop on Planning for Higher Education in which they received information on college requirements.
- 74% of participants reported increased knowledge of the legislative process.
- 76% of participants reported increased self-confidence to voice concerns to legislators.

Will Power/Won't Power:

- In September, we implemented the Will Power/Won't Power program at Seaside Middle School.
- Served 10 8th grade girls.
- The participants met once a week after school and participated in 10 interactive two-hour sessions that included the following information: educational activities on values and assertiveness skills; relationship building and resisting peer and media pressure; Bullying, dreams & goals, the importance of voting, and making good decisions about friendships and romantic relationships and avoiding risky situations.

Through program evaluations, we have learned:

- 74% of participants reported that they can stand up for others if they see bullying
- 89% of participants know they can achieve their goals/dreams
- 95% of participants reported that the program helped them resist or ignore pressures to do things they don't want to do.
- 89% of participants feel more confident about making good choices for themselves.

Friendly PEERsuaion 2nd phase:

- In December we implemented the 2nd phase of the Friendly PEERsuaion program at Martin Luther King Jr. School of Arts, Seaside and served 35, 4th and 5th grade girls.
- In April we implemented the Friendly PEERsuaion program at Ord Terrace Elementary School in Seaside and served 18 5th grade girls.
- The elementary school girls practiced communication skills, positive stress management, team building, and learning to refuse negative peer and media pressures through a variety of workshops knowledge of a variety of substances, which included alcohol, tobacco, and medicine.

Through program evaluations, we have learned:

- 97% of participants learned the effects of different substances and tips for staying healthy;
- 100% of participants recognized stress is unavoidable, but too much stress can lead to poor decisions;
- 99% of participants learned the importance of good communication — asking questions, speaking clearly, and listening carefully.

CDBG City of Seaside FY 2017-2018



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*No-Cost Legal Representation
for Monterey County Seniors*



Agency Name:	Legal Services for Seniors
Preparer's 282	282
282	282
282	282

Number Disabled Assisted:	
Number Seniors Assisted:	282
Number of Single Female Head of Household Assisted:	189, 72% (est.)
Number Total Persons Assisted.	282

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

OBJECTIVE: Create a suitable living environment
 OUTCOME: Availability/Accessibility
 ACTIVITY: CDBG funds will be used to help provide no-cost legal services up to and including court representation to all Seaside residents age 60 and above.

Legal Services for Seniors provided no-cost legal representation to 282 Seaside residents in FY 2017-18 a 46.6 percent increase over our contract commitment of 180 individuals. 72% were women over 60 years old, many of them widowed. Our services helped to create a suitable living environment for our clients, 24% of our clients requested help maintaining their housing either home ownership or landlord/tenant interventions.

Our brick and mortar office in Seaside and outreach workshops helped to ensure that all Seaside seniors had access to our services and were aware that our services were available.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Outcome #1 – Provide legal services to seniors who reside in Seaside	<i>(Narrative)</i> LSS provided no-cost legal services up to and including court representation to 282 Seaside seniors between July 1, 2017 and June 30, 2018, a 46.6 percent increase over our contract commitment of 180 individuals. 72% were women over 60 years old, and 28% were men.
Outcome #2 – Prevent seniors from being targeted by dishonest individuals	<i>(Narrative)</i> 22 percent of these clients need help to maintain income, either in the form of fraud protection or benefits oversight.
Outcome #3 – <i>(Write in Outcome)</i> Help enable seniors to live independently by providing legal services at no cost	<i>(Narrative)</i> 24 percent of these clients needed help to maintain their housing, both rental and home ownership.
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
Measure #1 – Provision of Legal Services	<i>(Narrative)</i> Types of Service provided: LSS provided no-cost legal services up to and including court representation to 282 Seaside seniors between July 1, 2017 and June 30, 2018, a 46.6 percent increase over our contract commitment of 180 individuals. 24% of cases related to housing security including homeownership and landlord/tenant disputes. 16% of cases related to Wills and Estates. 12% of cases related to bankruptcy and debt/consumer finance issues. 9% of cases related to family law including spousal abuse and dependent abuse. 10% of cases related to Income Maintenance including Employment, Social Security, health insurance and

282

	Disability benefits. 4% Financial Power of Attorney 3% Advance Health Care Directives 12% all others (individual rights, torts, trusts, etc.)
Measure #2 – <i>General Legal Education</i>	LSS provided 4 outreach seminars to Seaside seniors on Section 8 housing with a total of 67 attendees between July 1, 2017 and June 30, 2018.
Description of Outreach Efforts to Residents by Census Tracts	LSS provided 4 outreach seminars to Seaside seniors with a total of 67 attendees between July 1, 2017 and June 30, 2018.
Description of Successes in Program Delivery	Our biggest success is the 282 Seaside seniors who have been helped to live successful independent lives as a result of clear, free legal representation.

Signature of Executive Director:



Printed Name of Executive Director: Kellie D Morgantini

Date Submitted: July __13__, 2018

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City of Seaside
 Community Development Block Grant (CDBG) Program
 Subrecipient Year-End Narrative Form
 FY 2017 - 2018

Agency Name:	The Salvation Army Monterey Peninsula Corps
Preparer's Name and Phone Number:	Jenifer Miller, Director 831-889-1335 ext. 2713
Contract Amount:	\$16,125
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	1
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	27
Number Total Persons Assisted:	105

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

The programs funded include one 90-day emergency program and one 6-24 month transitional housing program, designed to help homeless families transition into permanent housing. These programs provide residential and educational services to families who are committed to improving their lifestyle, such as intensive case management and workshops focused on financial management, tenant/landlord education, employment acquisition skills, work ethics, and more. The ultimate objectives for each program is to break the cycle of homelessness and reduce the number of homeless individuals in the community, and to build important life-skills through intensive one-on-one case management and group workshops.

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)

Outcome #1 – Reduce the number of unsheltered individuals through significant and planned	Within the funding year, our programs were able to serve an increased number of individuals, providing safe housing
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Agency Name: The Salvation Army Monterey Peninsula Corps

<p>intervention by case management and wrap around services.</p>	<p>and shelter for their families. All participants of our shelter program received intensive weekly case management focused on crisis management, securing employment, and establishing housing. For the participants in the Transitional Housing program, they received bi-weekly case management services focused on an individual service plan outlining their goals and priorities. All program participants engage in monthly skill-building workshops focused on such topics as financial management tenant/landlord education, and family management. As participants graduate from the programs, they continue to receive follow up case management services for 6 months and beyond.</p>
<p>Outcome #2 – (Write in Outcome) Counseling services while sheltered enables clients to concentrate on creating budgets, gaining employment and increasing savings</p>	<p>Based on each family's case plan, participants' case management includes: weekly tracking of expenses, the creation of a monthly household budget, and the creation of savings goals. Participants regularly turn in monthly budgets as well as copies of paystubs and savings account balances to monitor and track their progress. Case management services focused on gaining or increasing employment include: creation of resume and cover letter, assistance with on-line job searches, and mock interview prep.</p>
<p>Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)</p>	
<p>Measure #1 – Provide a safe environment including fully furnished apartments and access to a Community Center. Intensive counseling service and data collection for feedback from</p>	<p>-Number of participants served: 105 -Number of individual bed nights in stable program housing: 13,362 -Number of case management sessions: 752</p>

Agency Name: The Salvation Army Monterey Peninsula Corps

<p>Measure #2 – Monitoring of clients' income throughout the program and after completion.</p>	<p>-Number of families who saved +\$500: 23 -Number of families who increased or maintained income: 28 -Number of alumni families who exited and maintained stable income: 18</p>
<p>Description of Outreach Efforts to Residents by Census Tracts</p>	
<p>Description of Successes in Program Delivery</p>	<p>*See attached success stories</p>

Signature of Executive Director: 
 Printed Name of Executive Director: *Jose Juarez*
 Date Submitted: July 9, 2018



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City of Seaside
 Community Development Block Grant (CDBG) Program
 Subrecipient Year-End Narrative Form
 FY 2017 - 2018

Agency Name:	The Village Project, Inc.
Preparer's Name and Phone Number:	Melvin T. Mason, Executive Director 831-392-1500
Contract Amount:	\$16,126.00
Indicate Source of Funding:	CDBG

Number Disabled Assisted:	19 (number of students who were in special education programs with Individualized Education Plans (IEP's))
Number Seniors Assisted:	0
Number of Single Female Head of Household Assisted:	20
Number Total Persons Assisted.	45

Brief Narrative of Program Funded: (Address the Objective, Applicable HUD Objective/Outcome Statement and Activity in the Scope of Work) Maximum 4,000 characters.

The program funded by CDBG was The Village Project, Inc.'s Mae C. Johnson Education and Cultural Enrichment Afterschool Academy. The overriding objective was to Create a Suitable Living Environment and the overriding outcome was the creation of Availability/Accessibility or Sustainability. Creating suitable living environment for our program meant having each of our students experience high academic achievement, a reduction and extinguishing of negative behaviors that had been disruptive to their school and social lives and developing positive self-images and esteem. The outcome of Availability/Accessibility meant that our program would be available to those students on a weekly basis throughout the school year and that funding from CDBG and other sources such as Foundations would sustain the program throughout that academic year. Meeting that Objective and that Outcome meant that we were providing not only educational and behavioral supports to those students, but that we were providing them with enrichment activities that provided them with extracurricular educational opportunities such as outings to universities, museums, theater and art, musical and cultural events. Meeting this Objective and Outcome was validation that we are providing students with well-rounded educational activities and opportunities for learning and self-discovery.

Agency Name: _____

Address each Outcome in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
<p>Outcome #1 – <i>(Write in Outcome)</i> No grades below a C for any students</p>	<p><i>(Narrative)</i> This proved to be an ambitious outcome that was partially, but not completely met. Out of 45 students, 8 received at least one grade lower than a C. There were two students who received one D-each in one of their classes. There were no F's.</p>
<p>Outcome #2 – <i>(Write in Outcome)</i> 75% of newly enrolled students will raise their GPA by .5 point.</p>	<p><i>(Narrative)</i> 32 students – or 71.1 percent – raised their GPA's by .5 points or better. Outcome was partially met.</p>
<p>Outcome #3 – <i>(Write in Outcome)</i> 85 percent of students will maintain a GPA of at least 2.5</p>	<p><i>(Narrative)</i> 38 students – 84.4 percent – maintained a 2.5 GPA or higher. Outcome almost met.</p>
<p>Outcome #4 No detentions or suspensions from any students for the school year.</p>	<p><i>(Narrative)</i> There were 2 suspensions and 4 detentions during the school year, all of which occurred in the Fall Semester. <u>No suspensions or detentions in the Spring Semester.</u></p>
Address each Measure in the Scope of Work (refer to Attachment A of your CDBG Funding Agreement)	
<p>Measure #1 – <i>(Write in Measure)</i> Reduce the number of children at high risk for failure and possible involvement in the juvenile justice system by improvement academically.</p>	<p><i>(Narrative)</i> Due to the fact that such large percentages of our children raised GPA's, ceased being suspended and detained after school and worked diligently in the program resulted in no children having experiences with the juvenile justice system.</p>
<p>Measure #2 – <i>(Write in Measure)</i> Reduce suspensions by developing pride in themselves and creating a culture of excellence</p>	<p><i>(Narrative)</i> As noted in Outcome #4, Suspensions were reduced from two in the Fall Semester to none in the Spring</p>

Agency Name: _____

	<i>Semester and detentions from 4 in the Fall Semester to none in the Spring.</i>
Measure #3 – <i>(Write in Measure)</i>	<i>(Narrative)</i>
Measure #4 – <i>(Write in Measure)</i>	<i>(Narrative)</i>
Description of Outreach Efforts to Residents by Census Tracts	Efforts of outreach in all tracts involved presentations in churches, schools, community organizations and at community events. We also gave out flyers and other memorabilia to inform residents about our agency and our Afterschool Academy.
Description of Successes in Program Delivery	The successes of our program included students who had been historically the recipients of suspensions, detentions due to often times defiant behaviors becoming focused on being academic achievers. A former student of TVPI who was one of the "Fabulous Fifteen" original students who started the program in the 2010-2011 school year and who recently finished his freshman year at CSUMB was the keynote speaker at this year's Afterschool Academy "Celebration of Excellence". In his speech, he told them what his behaviors and grades were like at that time, but how he began to appreciate the program and the caring staff and how that changed his life. He graduated from high school with a 2.5 GPA and finished his freshman year at college majoring in Kinesiology with a 3.7 GPA! He said his expectations were that each of them would follow his example. In the week following the celebration, students

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Agency Name: _____

	wrote about how he inspired them to be successful.
--	--



Signature of Executive Director:
Printed Name of Executive Director:

Date Submitted: July 12, 2018

2017-2018 Seaside Subrecipient Monitoring



**2017-2018
City of Seaside's
Subrecipient Monitoring**



CAPER

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OMB Control No: 2506-0117 (exp. 06/30/2018)

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
SUBRECIPIENT MONITORING CHECKLIST
CITY OF SEASIDE**

I. Subrecipient Information

Date of Monitoring Visit: February 21, 2018 Time: 1 p.m.

Subrecipient: The Salvation Army Monterey Peninsula (The Salvation Army)

Address: 1491 Contra Costa Street, Seaside CA, 93955

Phone: 831-899-1335 ext. 2713

Person(s) Interviewed: Corps Officer Major Patti Bradley and Housing Department Director Jenifer Miller

Project Location: Housing Programs at two locations: 1491 Contract Costa (main office and community center), 1430 Imperial (emergency shelter Frederiksen) and 535 Palm Avenue (10 unit transitional housing Casa De Las Palmas)

Project Name: The Salvation Army Monterey Peninsula - Housing Programs

Funding Amount: \$16,126 Reviewer: Sharon Mikesell / Patrice Clemons

HUD Activity Number: 1306 / Grantee Activity ID #17-7198

Monitoring letter sent on: February 9, 2018 Follow-up visit/letter sent on: April 13, 2018

Specific Type of Activity: (check one)

- Acquisition, Disposition, Clearance, Relocation
- Economic Development
- Administration and Planning
- Public Facilities and Infrastructure Improvements (roads, drainage, utilities)
- Public Service
- Housing
- Other

Responsible Entity / Funding Category:

- Community-Based Organization
- City of Seaside

Activity Description:

Grant funds will be used to pay staff time for providing services at two affordable housing sites: Frederiksen House is a 90-day four-unit shelter and Casa De Las Palmas is a ten-unit transitional housing for homeless families (includes one unit for on-site Program Director). Casa De Las Palmas facility provides up to two years of housing for qualified clients. Housing clients at both facilities receive fully furnished apartments (kitchen, bedrooms, and living rooms), and utilities paid. Clients in Frederiksen House pay no rent while those in Casa De Las Palmas paying

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up to 30% of their incomes for rent. All housing clients have the benefit of access to other TSA services, including preschool enrollment, food boxes, spiritual counseling and the availability of the Community Center. _____

Monitoring Procedure:

The City of Seaside conducts on-going desk monitoring of its social service Subrecipients over the course of the year and during quarterly reviews. Social Service Subrecipients are funded on a two-year cycle and must report their outcomes and expenditures on a quarterly basis. Staff conducts on-site monitoring of all these subrecipients over the course of the two-year cycle. Staff selected on-site monitoring of four subrecipients during the first year of their two-year cycle, and two subrecipients during 2017-18 program year, including The Salvation Army.

II. National Objective and Eligibility

1. Which National Objective does this project meet (570.208)*?

Benefit to Low- and Moderate-Income Persons

- Low/Mod Area Benefit
 Limited Clientele Benefit
 Low/Mod Housing Benefit
 Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- on an Area Basis
 on a Spot Basis

An Urgent Need

- Needs Having a Particular Urgency

2. Which activity eligibility category (matrix code) does the project meet? (570.201-6)?

03T-Operating Costs of Homeless/AIDS Patients Programs

III. Conformance to the Subrecipient Agreement

1. **Contract Scope of Services** – Is the full scope of services listed in the Agreement being undertaken? List any deviation.

The Salvation Army is performing the scope of services that is listed within the Subrecipient Agreement and attached by-reference Application. The scope includes location, staff, beneficiaries, goals, and objectives. CDBG funds are to be used to cover salaries of two staff for case-management services provided at two housing sites, Frederiksen House and Casa De Las Palmas. City Staff toured the two sites, met the two case-manger staff, and reviewed files, including case-management notes on activities to assist residents. Salvation Army has files on each family served and only serves lower income families with children. No deviations found.

2. **Levels of Accomplishments** – Compare actual accomplishments at the point of monitoring with planned accomplishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. **Acknowledge major accomplishments.**

The Salvation Army's goal is to reduce or eliminate homelessness in low-income families that have children by helping a family to secure stable housing through either a housing program or private residence. This is achieved by 1) providing a safe housing environment, including fully furnished

apartments; 2) assist participants in securing stable housing at exit from the program, 3) provide intensive individual weekly or bi-weekly case management sessions focused on financial management, savings, employment, and securing housing, 4) provide monthly skill building workshops and community building house meetings. The Salvation Army's files show tracking of these objectives and they will be reported in the year-end report.

The Salvation Army aimed to serve 80 individuals by year's end, and has served 81 individuals as of the end of quarter 3. They served 56 in quarter one and 10 in quarter two. The Salvation Army noted that the graduates of the program have come to trust and rely on Salvation Army as a valued resource, that they often stay in-touch after completing the program. Graduates have even started their own self-help book club.

The City's Annual Action Plan state that its goal is to serve 95% low- to moderate- income persons. As of third quarter, they have reported 50% extremely low-income (0% to 30% below median family income (MFI)), 38% low-income (31% to 50% of MFI), and 10% moderate income (51%-80% MFI). Overall, this is 100% of low- to moderate- income.

Thus, The Salvation Army is on target for meeting its performance goals and reaching intended client group.

3. **Time of Performance** – Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.

The Salvation Army started its program during the first quarter of the program year and has provided those services continuously without any interruptions. To illustrate, they reached 56 individuals within the first quarter, and every subsequent quarter have been on target to reaching their year-long goal of 80 individuals served. Lastly, the work is being performed in a timely manner according to the agreement of providing on-going monthly and year-long services.

4. **Budget** – Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.

Their actual expenditures are within target of their planned expenditures and there are no discrepancies. Their budget shows anticipated breakdown of costs for its program operations, including CDBG and non CDBG sources. The Salvation Army's CDBG budget for this year included costs for two full-time staff that provide wrap-around services to the Frederiksen House, a 90-day emergency shelter, and Casa De Las Palmas, the two-year transitional housing units. To date, they have requested reimbursement for these staff and their case-management related activities only.

5. **Requests for Payment** – Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.

The Salvation Army submits reimbursement requests on a quarterly basis and is on track to spend down its \$16,126 grant allocation for program year 2017-18. Due to staff changes at the Salvation Army, new staff was unaware of the first quarter report deadline and missed it. They immediately remedied this situation, and have since been timely with their second and third quarter reports. Its quarterly invoices were \$4,032 for quarters one, two, and three. As stated in their subrecipient agreement/application, they will use funds to support two full-time staff positions that provide support two housing programs. Their requests for reimbursement match this. Their requests include proof of hours, tasks, and pay rate, all of which appear reasonable and consistent with their responsibilities. Staff tasks shown in reimbursement requests include: case management, screening, workshops, training, phone screenings, and assessments. The City has reviewed and approved

reimbursed of Q1, Q2, and Q3 costs. Their quarterly progress reports which are submitted with the reimbursement requests (see more details in #6 below) demonstrate work being accomplished and meeting objectives. Their reports show progress toward meeting their goal. This program does not receive program income.

6. **Progress Reports** – Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?

The organization's quarterly progress reports have been submitted on-time and with payment requests. As noted above, they were delayed in submitting quarter one, but quickly resolved the issues and provided a report. The Salvation Army's goal is to serve 80 unduplicated low- to moderate-income individuals by end of the year. During the first quarter they reported serving 56 individuals, followed by 10 in quarter two, and 15 in quarter three for a total of 81 individuals served. The Salvation Army uses an online HMIS (Homeless Management Information System) data reporting tool to track the demographics of those they serve. The form is required at time of intake from their other funding sources. Their progress reports appear to show complete and accurate information.

Salvation Army noted that the progress report may be confusing to someone who has not been trained on them and recommended that more instruction be provided. The City will look into ways to help subrecipients understand the form better.

7. **Special Conditions** – Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

No special terms or conditions exist in its subrecipient agreement.

IV. Record-Keeping Systems (570.506)

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. **Filing System** – Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.

The Salvation Army offices and files were organized and locked. The City spot checked a few files at the main office and found them well labeled, detailed tracking, and organized. The City also reviewed the online HMIS reporting system used by Salvation Army and found that they were current. Most demographic information was electronically stored through the HMIS system; however, it was easily printed upon request. Staff found no deficiencies.

2. **Documentation (activities, costs and beneficiaries)** – Do the HCD project file and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 570.506? Do the project files support the data the subrecipient has provided for the CAPER?

The project files and records have the necessary documentation to show that the National Objective of serving low- to moderate- income is being met. To illustrate, The Salvation Army uses the HMIS system to keep detailed demographic data including: household information, race/ethnicity, previous/current living situation, income, benefits, health insurance, disability, employment status, and education level. Clients are low-income and many are homeless. They keep files on-hand that contains their obligations under their CDBG subrecipient agreement so that they can easily refer to their CDBG requirements.

The Salvation Army has a comprehensive three-inch binder on the specifics of how the Housing programs will run, include income, demographics, and many other details. Their financial information shows proof of eligible program costs such as funds to cover staff time conducting case management for residents of housing program. Staff toured the two housing facilities, one for emergency housing and the other for transitional. In summary, they have documented activities, costs, and beneficiaries that support the data provided for the CAPER.

3. **Record Retention** – Is there a process for determining which records need to be retained and for how long?

The City reviewed The Salvation Army's retention policy and found that it met the minimum five-year requirement.

4. **Site Visit** (where applicable) – Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.

City Staff toured two housing sites, Frederiksen House and Casa De Las Palmas, met the two case-manager staff, and reviewed files, including case-management notes on activities to assist residents. Salvation Army has files on each family served and only serves lower income families with children. These observed activities were consistent with records and data provided.

- a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.

City staff met and spoke with the two staff persons who provide assistance to the two housing facilities. One staff person lives on-site at Casa Del Las Palmas. During regular business hours, this staff person is located at the community center and main offices. The second staff person works full-time on-site at Frederiksen House, a 90-day emergency shelter. When asked, both staff were well-informed regarding program requirements and expectations.

- b. Is the project accomplishing what it was designed to do? Explain any problems.

The Salvation Army is achieving its goals and objectives to assist low income families with children to avoid homelessness. Progress is being closely tracked on whether residents achieve self-sufficiency and files overall show resident progress on meeting their goals. The programs provide not only housing, but safe, affordable, and healthy home environments so to help residents succeed. The case-management also reduces risk of future homelessness by assisting individuals with financial management, savings, skill building, employment, and securing housing once they leave. Overall, this project is accomplishing the goals set-out in its subrecipient agreement.

V. Financial Management Systems [85.20 (local governments) and 84.21–28 (nonprofits)]

1. **Systems for Internal Control** – Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets (85.20(b)(3) and 84.20(b)(3))?

The Salvation Army has policies in place and systems appear to be in compliance. They have a lengthy housing department manual that covers internal controls.

2. **Components of a Financial Management System** – Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.

The City found no significant discrepancies and The Salvation Army appears to have quality components of a financial management system in place. The City reviewed their most recent audit which showed compliance with financial standards and practices.

3. Accounting – Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

4. Eligible, Allocable, and Reasonable Costs – See OMB Circulars A-87, A-122. Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG-funded and non-CDBG-funded activities. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

5. Cash Management/Drawdown Procedures – See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been promptly drawn down and deposited? Are all draw downs of federal funds properly recorded? Note any discrepancies.

The City conducts draw downs and deposits of CDBG grant funds. Staff did not find any discrepancies.

6. Management of Program Income – If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.

No program income is generated by this activity.

7. IPA Audit Reports/Follow-Up – (OMB Circular A-133) Determine if the subrecipient has expended \$500,000 or more in federal funds for the subject program year.

IPA Audit Required Yes ___ No X N/A ___

Date Conducted _____

Any findings related to CDBG activity? Status? Explain. Not applicable.

8. Maintenance of Source Documentation – (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.

The City viewed electronic files and found no discrepancies.

9. Budget Control – Do actual expenditures match the line item budget? Refer to 85.20(b)(4) and 84.20. Note any discrepancies.

The City found that actual expenditures for staff/tutor time fall within budgeted expenses.

VI. Insurance

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?

The Salvation Army provided a current copy of its Certificate of Insurance.

2. Is the City named as an additional insured?

The City is named as an insured.

VII. Procurement

1. **Procurement Procedures** – Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.

The Salvation Army has a procurement policy and it references compliance with the Code of Federal Regulations. CDBG funds are used for staff time and no recent procurements have occurred that are for the Housing Programs.

2. **Conflict of Interest** – How does the subrecipient ensure there was no conflict of interest, real or apparent? Review the process and comment.

The procurement policy contains provisions to address real or apparent conflicts of interest and disciplinary action if violated.

VIII. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with 570.503(b)(7).
Yes _____ No X _____ N/A _____

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required at 84.34?
Yes _____ No X _____ N/A _____

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?
Yes _____ No _____ N/A X _____

4. If the subrecipient disposed of equipment/property that was purchased with federal funds within the last five years:

- a. Were proceeds from the sale reported as program income?
Yes _____ No _____ N/A X _____
- b. Did the grantee approve expenditure of program income?
Yes _____ No _____ N/A X _____
- c. Was the program income returned to the grantee?
Yes _____ No _____ N/A X _____

IX. Non-Discrimination and Actions to Further Fair Housing

1. **Equal Employment Opportunity** – Refer to 570.506, 601, and 602. Note any deficiencies.

The Salvation Army has an equal employment opportunity policy. Staff found no deficiencies.

2. **Section 3 – Opportunities for Training and Employment for Local Residents** – Refer to 570.506(g)(5) and 570.607(a) (affirmative action). Note any deficiencies.

Section 3 requirements are not applicable to The Salvation Army's activities.

3. Fair Housing Compliance – Refer to 570.904 and 570.601(b). Note any deficiencies.

Their program binder contains a no discrimination policy. The policy is found in the "in-take" process for housing units. City Staff informed The Salvation Army that the policy's language was out-of-date in that it did not include all types of prohibited federal and state requirements. The Salvation Army worked with its legal team and has updated its policy to be consistent with federal and state requirements.

4. Requirements for Disabled Persons – Refer to 8.6. Note any concerns.

Some of the housing units are fully ADA accessible. The Salvation Army has a policy to follow all applicable Americans with Disability Act (ADA) laws and regulations, include no discrimination against beneficiaries or employees on the basis of disability and to provide reasonable accommodations as required under law.

5. Women and Minority Business Enterprises – Refer to 570.506(g), 85.36(e), and 84.44, affirmative steps documentation. Note any concerns.

These requirements are no applicable to The Salvation Army's activities.

X. Conclusion and Follow-up

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.

The Salvation Army is meeting the terms of the Subrecipient Agreement and HUD regulations. Any issues identified have been resolved, as noted in the above sections.

2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.

a. List the required schedule for implementing corrective actions or making improvements.

All recommendations have been resolved by The Salvation Army at the time of and shortly after the on-site loan monitoring. No further correction action is requested.

b. List the schedule for any needed technical assistance or training and identify who will provide the training.

City staff provided technical assistance and training on-site during the monitoring and shortly to The Salvation Army. No additional training is scheduled at this time.

Patrice Clemons, CDBG Program Specialist
Sharon Mikesell, Economic Development Administrative Analyst

June 27, 2018

Project Monitor

Date

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
SUBRECIPIENT MONITORING CHECKLIST
CITY OF SEASIDE**

I. Subrecipient Information

Date of Monitoring Visit: February 22 and 23, 2018 Time: 2 p.m. on 2/22 and 10 a.m. on 2/23
Subrecipient: The Village Project, Inc.
Address: 378 Elm Avenue (after-school program site) and 1069 Broadway Avenue, Suite 201,
(counseling and head quarters), Seaside CA, 93955
Phone: 831-392-1500
Person(s) Interviewed: Executive Director Mel Mason, Service Learner Jamelle Jones, Service Learner April
Dunham
Project Location: Mae C. Johnson Education and Cultural Enrichment Academy and Service Learning
Institute site located at 378 Elm Avenue.
Project Name: The Village Project
Funding Amount: \$16,126 Reviewer: Sharon Mikesell / Patrice Clemons
HUD Activity Number: 1305 / Grantee Activity ID #17-7194
Monitoring letter sent on: February 9, 2018 Follow-up visit/letter sent on: April 13, 2018

Specific Type of Activity: (check one)

- Acquisition, Disposition, Clearance, Relocation
- Economic Development
- Administration and Planning
- Public Facilities and Infrastructure Improvements (roads, drainage, utilities)
- Public Service**
- Housing
- Other

Responsible Entity / Funding Category:

- Community-Based Organization**
- City of Seaside

Activity Description:

The use of CDBG funds will allow The Village Project to hire a part-time staff person and 4 tutors to work in the Mae C. Johnson Education and Cultural Enrichment Academy (Academy). Academy readies low-income, at-risk and underserved K-12 grade students for graduation through a multi-pronged learning approach

that includes: the established strategy of one-to-one academic tutoring in the student's weak subject area, access to computers for academic research, a clean and safe study environment, transportation to and from the tutoring site and engagement in cultural enrichment activities.

Monitoring Procedure:

The City of Seaside conducts on-going desk monitoring of its social service Subrecipients over the course of the year and during quarterly reviews. These Subrecipients are funded on a two-year cycle and must report their outcomes and expenditures on a quarterly basis. Staff conducts on-site monitoring of all these subrecipients over the course of the two-year cycle. Staff selected on-site monitoring of four subrecipients during the first year of their two-year cycle, and two subrecipients during 2017-18 program year, including The Village Project,

II. National Objective and Eligibility

1. Which National Objective does this project meet (570.208)*?

Benefit to Low- and Moderate-Income Persons

- Low/Mod Area Benefit
 Limited Clientele Benefit
 Low/Mod Housing Benefit
 Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- on an Area Basis
 on a Spot Basis

An Urgent Need

- Needs Having a Particular Urgency

2. Which activity eligibility category (matrix code) does the project meet? (570.201-6)? 05D-Youth Services

III. Conformance to the Subrecipient Agreement

1. Contract Scope of Services – Is the full scope of services listed in the Agreement being undertaken? List any deviation.

The full scope of services is listed within the Subrecipient Agreement. It describes the activities in detail, for example, the location, staff, beneficiaries, goals, and objectives. City Staff observed tutoring and after-school enrichment activities being conducted and reviewed staff and student activity tracking files. No deviations found.

2. Levels of Accomplishments – Compare actual accomplishments at the point of monitoring with planned accomplishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. **Acknowledge major accomplishments.**

The Academy objectives are to reduce or eliminate problems that prevent students from succeeding in school both academically and socially. This is achieved 1) by tutors assisting children and youth with their homework to improve grades; and 2) by tutors providing enrichment opportunities for children and youth to engage in positive activities to reduce school suspensions and detentions. Examples of activities include counseling, gardening, outdoor recreation, art, positive interaction

with adults and fellow youth, and games. The Academy was predicted to serve 27 students. In the first quarter, they met this goal by serving 38 students, and another 3 students in the second quarter. The third quarters has no new students. The Village Project noted that the program has resulted in the teachers and parents being more involved with helping students to track and improve their academic performance and emotional well-being.

Additionally, the Village Project's objectives are to reduce student drop-out rate, juvenile justice system involvement, and the number of suspensions. This objective will be measured by tracking student progress reports, report cards, test results, teacher recommendations, and parent reports. The Village Project's files show tracking of these objectives and they will be reported in the year-end report.

The City's Annual Action Plan state its goal to serve primarily low- to moderate- income persons. Last year, The Village Project served 95% low- to moderate- income students. This year, they have reported 100% of low- to moderate- income to-date.

Thus, The Village Project is on target for meeting its performance goals and reaching its intended client group.

3. **Time of Performance** – Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.

The Village Project started its program during the first quarter of the program year and has provided those services continuously without any interruptions. The work is being performed in a timely manner according to the agreement of providing on-going monthly and year-long services.

4. **Budget** – Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.

Their actual expenditures are within target of their planned expenditures and there are no discrepancies. Their budget shows how The Village Project anticipated breakdown of costs for its program operation. The Village Project's CDBG budget for this year included costs for part-time mentors at the after-school tutoring and enrichment program. To date, they have requested reimbursement for mentors time only.

5. **Requests for Payment** – Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.

The Village Project has consistently submitted reimbursement requests on a quarterly basis and is on track to spend down it's \$16,126 grant allocation for program year 2017-18. Its quarterly invoices were \$4,031.50 for quarters one, two, and three. As stated in their subrecipient agreement/application, they have four tutors and one coordinator for the Academy and their CDBG grant funds help support the equivalent of one part-time tutor. Their requests for reimbursement match this. Their requests include proof of hours of approximately 10-20 per week for various tutors, which are reasonable and consistent with part-time work and hours of an after-school tutor. Their quarterly progress reports which are submitted with the reimbursement requests (see more details in #6 below) demonstrate work being accomplished and meeting objectives. The City has reviewed and approved reimbursed of Q1, Q2, and Q3 costs. This program does not receive program income.

6. **Progress Reports** – Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?

The organization's quarterly progress reports have been submitted on-time and with payment requests. New staff in quarter two reported duplicate numbers (not understanding that beneficiaries are only counted once). The organization quickly resolved the issue and submitted updated reports. The organization's quarterly reports now have unduplicated numbers. The Village Project's goal was to serve 27 students for the year. By first quarter end, they exceeded their goal at 38 students served. According to The Village Project this was due to a huge demand from parents, more than anticipated, for this type of tutoring and enrichment program for their children. They have an active waitlist for the Academy.

City staff found that a higher number of students than typical were above-moderate income level. New staff was using the incorrect income categories and immediately made corrections and resubmitted progress reports. With these corrections, their progress reports now show complete and accurate information and show that 100% of students are low- to moderate- income.

7. **Special Conditions** – Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

No special terms or conditions exist in its subrecipient agreement.

IV. Record-Keeping Systems (570.506)

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. **Filing System** – Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.

The Village Project's offices and files were organized and locked. The City spot checked a few files at the main office and at the after-school site and found them well labeled, detailed tracking, and organized. The after-school site files were current as of that day and are updated daily. The files contained such information as their program application, demographic information, release of information, report cards, income verification, medical information, attendance, and weekly student progress reports. They recently switched to a different performance tracking system and could see that the new entries are done consistently. They also keep a CDBG binder that contains general information like their subrecipient agreement.

2. **Documentation (activities, costs and beneficiaries)** – Do the HCD project file and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 570.506? Do the project files support the data the subrecipient has provided for the CAPER?

The project files and records have the necessary documentation to show that the National Objective of serving low- to moderate- income is being met. To illustrate, The Village Project requires proof of income and the proof is verified by staff and kept in the files. They keep a CDBG binder that contains their obligations under their subrecipient agreement. New staff took over the tracking of income level and with minimal City staff training, this new staff learned how to properly report the number, race, and income level of beneficiaries served. On one occasion staff had misunderstood the form resulting in duplicate county of beneficiaries and miscalculation of income, but they quickly resolved this issue and provided updated and correct quarterly reporting forms.

The Village Project has a comprehensive three-inch binder on the specifics of how the Academy program will run. Also, their files on mentor time and individual student progress are detailed and complete. Their financial information shows proof of eligible program costs such as mentor costs.

In summary, they have documented activities, costs, and beneficiaries that support the data provided for the CAPER.

3. **Record Retention** – Is there a process for determining which records need to be retained and for how long?

The City reviewed The Village Projects retention policy. Their policy complies with a higher standard as set by the County, another funder, which has retention for seven years instead of five years.

4. **Site Visit** (where applicable) – Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.

City staff visited the Academy's site on two occasions. The Academy has three classrooms, a playground and field, and outdoor garden. Within the classrooms are small kitchens, computers, study area, and library/quiet room. City staff observed tutors aiding students. On the second occasion, City staff observed the tutors meeting to review program performance and for training. These observed activities were consistent with records and data provided.

- a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.

The Academy is operated by two part-time site coordinators, five part-time tutors, and two part-time van drivers. The on-site coordinator was a volunteer full-time position during the previous year because of lack of funding. This year, still with limited funding, two full-time Cultural Healer positions share responsibilities of being on-site coordinators. They work on-site at the Academy during its operating hours and help supervise. The Executive Director provides supervision over all these positions. City Staff toured the site on two separate occasions by one of the on-site supervisors and spent time observing mentors. They provide information and files immediately upon request. These staff seem fully informed of program requirements and expectations.

- b. Is the project accomplishing what it was designed to do? Explain any problems.

The Academy is achieving its goals and objectives to assist lower income and disadvantaged students to achieve academic success and social enrichment. Student academic performance is being closely tracked for improvement and files overall show student progress so far this year, and from last year. Moreover, students are taught discipline, respect for themselves and others, and encouraged to develop confidence. The students social and emotional well-being is tracked in files as well. The Village Project provides counseling and mental health programming for the students and their family members. This compliments the Academy in reaching its goals for improved academic and social well-being. Additionally, parents and teachers are being encouraged and given the opportunity to be more involved in caring for the student's success. Overall, this project is accomplishing the goals set-out in its subrecipient agreement.

V. Financial Management Systems [85.20 (local governments) and 84.21–28 (nonprofits)]

1. **Systems for Internal Control** – Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets (85.20(b)(3) and 84.20(b)(3))?

The Village Project has policies in place and systems appear to be in compliance

2. Components of a Financial Management System – Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.

The City found no significant discrepancies and The Village Project appears to have quality components of a financial management system in place. The City reviewed their most recent audit which showed compliance with good financial standards and practices.

3. Accounting – Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

4. Eligible, Allocable, and Reasonable Costs – See OMB Circulars A-87, A-122. Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG-funded and non-CDBG-funded activities. Note any discrepancies.

The City reviewed these documents and did not find any discrepancies.

5. Cash Management/Drawdown Procedures – See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been promptly drawn down and deposited? Are all draw downs of federal funds properly recorded? Note any discrepancies.

The City conducts draw downs and deposits of CDBG grant funds. Staff did not find any discrepancies.

6. Management of Program Income – If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.

No program income is generated by this activity.

7. IPA Audit Reports/Follow-Up – (OMB Circular A-133) Determine if the subrecipient has expended \$500,000 or more in federal funds for the subject program year.

IPA Audit Required Yes ___ No X N/A ___

Date Conducted _____

Any findings related to CDBG activity? Status? Explain. Not applicable.

8. Maintenance of Source Documentation – (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.

The City found no discrepancies.

9. Budget Control – Do actual expenditures match the line item budget? Refer to 85.20(b)(4) and 84.20. Note any discrepancies.

The City found that actual expenditures for staff/tutor time fall within budgeted expenses.

VI. Insurance

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?

The Village Project provided a current copy of its Certificate of Insurance.

2. Is the City named as an additional insured?

The City is named as an insured.

VII. Procurement

1. Procurement Procedures – Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.

The Village Project has a procurement policy and it references compliance with the Code of Federal Regulations. CDBG funds are used for staff time and no recent procurements have occurred that are for the Academy program.

2. Conflict of Interest – How does the subrecipient ensure there was no conflict of interest, real or apparent? Review the process and comment.

The procurement policy contains provisions to address real or apparent conflicts of interest. For example, board members cannot participate in the decision and awarding of funds to an entity if they receive gifts or do business with that entity.

VIII. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with 570.503(b)(7).

Yes _____ No X _____ N/A _____

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required at 84.34?

Yes _____ No X _____ N/A _____

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?

Yes _____ No _____ N/A X _____

4. If the subrecipient disposed of equipment/property that was purchased with federal funds within the last five years:

- a. Were proceeds from the sale reported as program income?

Yes _____ No _____ N/A X _____

- b. Did the grantee approve expenditure of program income?

Yes _____ No _____ N/A X _____

- c. Was the program income returned to the grantee?

Yes _____ No _____ N/A X _____

IX. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity – Refer to 570.506, 601, and 602. Note any deficiencies.

The Village Project has a general nondiscrimination policy plus a nondiscrimination policy on the admission of students into the Academy. Staff found no deficiencies.

2. Section 3 – Opportunities for Training and Employment for Local Residents – Refer to 570.506(g)(5) and 570.607(a) (affirmative action). Note any deficiencies.

Section 3 requirements are not applicable to The Village Project's activities.

3. Fair Housing Compliance – Refer to 570.904 and 570.601(b). Note any deficiencies.

Fair Housing Compliance requirements are not applicable to The Village Project's activities.

4. Requirements for Disabled Persons – Refer to 8.6. Note any concerns.

The Village Project has a policy to follow all applicable Americans with Disability Act (ADA) laws and regulations, include no discrimination against beneficiaries or employees on the basis of disability and to provide reasonable accommodations as required under law.

5. Women and Minority Business Enterprises – Refer to 570.506(g), 85.36(e), and 84.44, affirmative steps documentation. Note any concerns.

These requirements are not applicable to The Village Project's activities.

X. Conclusion and Follow-up

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.

The Village Project is meeting the terms of the Subrecipient Agreement and HUD regulations. Any issues identified have been resolved, as noted in the above sections.

2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.

- a. List the required schedule for implementing corrective actions or making improvements.

All recommendations have been resolved by The Village Project at the time of and shortly after the on-site loan monitoring. No further correction action is requested.

- b. List the schedule for any needed technical assistance or training and identify who will provide the training.

City staff provided technical assistance and training on-site during the monitoring and shortly to The Village Project staff. No additional training is scheduled at this time.

Patrice Clemons, CDBG Program Specialist
Sharon Mikesell, Economic Development Administrative Analyst

June 27, 2018

Project Monitor

Date

City of Seaside

2017-18

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CAPER

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OMB Control No: 2506-0117 (exp. 06/30/2018)

CAPER

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HUD PR-5 and PR-26 Drawdown and Expenditure Reports

1049 - RRG U.S. Department of Housing and Urban Development
 12301 Community Planning and Development
 Integrated Construction and Information Systems
 Drawdown Report by Project and Activity
 06/30/18
 FISC: 1506
 PAGE: 3

REPORT FOR: PROGRAM - CDBG
 FISC YEAR - 2017
 PROJECT - ALL
 ACTIVITY - ALL

Program Fund Project	FISC Act ID	Activity Name	FISC Year		FISC Year Number	FISC Year Status	FISC Year Start Date	FISC Year End Date	FISC Year Grant Number	FISC Year Type	FISC Year Amount	
			Start	End								
2017 1	1230	LTS-Curbs Task	09/00/08	8	Completed	09/00/08	2018	027W000006	PH		30,486.24	
			01/01/00	3	Completed	01/01/00	2017	027W000006	PH		50,771.29	
			09/00/08	4	Completed	09/00/08	2017	027W000006	PH		60,621.86	
											Activity Total	\$60,880.00
											Project Total	\$60,880.00
2017 2	1302	LTS-Community Public Works for Youth	06/00/00	8	Completed	06/00/00	2018	027W000006	PH		112,094.41	
			03/00/00	12	Completed	03/00/00	2017	027W000006	PH		88,208.44	
			09/01/08	4	Completed	09/01/08	2017	027W000006	PH		3074.29	
											Activity Total	\$197,322.00
											Project Total	\$197,322.00
2017 3	1804	LTS-CDBG-Homeless Shelter Capacity	01/00/00	1	Completed	01/00/00	2017	027W000006	PH		\$0.00	
			Y 09/00/00	6	Completed	09/00/00	2017	027W000006	PH		443,852.00	
											Project Total	\$443,852.00
2017 4	1307	LTS-Open and Close Club	01/00/00	2	Completed	01/00/00	2017	027W000006	PH		542,002.00	
												Activity Total
											Project Total	\$542,002.00

1049 - RRG U.S. Department of Housing and Urban Development
 12301 Community Planning and Development
 Integrated Construction and Information Systems
 Drawdown Report by Project and Activity
 06/30/18
 FISC: 1506
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Program Fund Project	FISC Act ID	Activity Name	FISC Year		FISC Year Number	FISC Year Status	FISC Year Start Date	FISC Year End Date	FISC Year Grant Number	FISC Year Type	FISC Year Amount	
			Start	End								
2017 5	1204	Housing Program for seriously at-risk individuals	09/00/08	8	Completed	09/00/08	2018	027W000006	PH		38,084.00	
			01/01/00	7	Completed	01/01/00	2017	027W000006	PH		54,800.00	
			Y 09/00/00	1	Completed	09/00/00	2017	027W000006	PH		34,800.00	
											Activity Total	\$127,684.00
											Project Total	\$127,684.00
2017 6	1803	LTS-Program Administration	06/00/00	1	Completed	06/00/00	2016	027W000006	PH		22,814.00	
			06/00/00	2	Completed	06/00/00	2017	027W000006	PH		89,318.55	
			01/00/00	7	Completed	01/00/00	2017	027W000006	PH		233,706.29	
			09/01/08	3	Completed	09/01/08	2016	027W000006	PH		\$2,867.75	
			01/01/00	10	Completed	01/01/00	2017	027W000006	PH		213,856.29	
			03/00/00	1	Completed	03/00/00	2016	027W000006	PH		514,119.77	
01/01/00	2	Completed	01/01/00	2016	027W000006	PH		50,305.45				
03/00/00	3	Completed	03/00/00	2017	027W000006	PH		88,168.71				
											Activity Total	\$964,418.00
											Project Total	\$964,418.00
2017 3	1304	LTS-Grants Inc	06/00/00	4	Completed	06/00/00	2017	027W000006	PH		34,103.00	
			01/00/00	10	Completed	01/00/00	2017	027W000006	PH		50,306.49	
			03/01/08	8	Completed	03/01/08	2017	027W000006	PH		\$2,300.00	
Y 01/00/00	2	Completed	01/00/00	2017	027W000006	PH		\$0,306.49				
											Activity Total	\$10,127.00
											Project Total	\$10,127.00
2017 4	1804	LTS-The Village Project Cultural Outreach Academy	06/00/00	4	Completed	06/00/00	2017	027W000006	PH		34,103.00	
			01/00/00	10	Completed	01/00/00	2017	027W000006	PH		50,306.49	
											Activity Total	\$10,127.00
											Project Total	\$10,127.00

1245-700

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Employment Assessment and Retention Center
 Business System by Project and Activity
 SEAFDC, CA

DATE: 09-15-18
 PAGE: 1 of 8
 PAGE: 2

Program Year/ Project	LHA Act ID	Activity Name	Fiscal Year	Fiscal Number	SFA Status	SFA Number	Start Date	Start Year	Grant Number	Funds Type	Amount	By		
												Contract	Order	
			Y	000000	3	Completed	11/02/2017	2017	017M000006	DR	\$4,800.00			
				000000	4	Completed	04/05/18	2017	017M000006	DR	\$4,800.00			
				0151700	3	Completed	05/14/2016	2017	017M000006	DR	\$4,800.00			
				0176300	4	Completed	04/05/18	2017	017M000006	DR	\$4,800.00			
											Activity Total		\$16,320.00	
											Project Total		\$16,320.00	
2017 10	1000	119 Legal Services For Seniors	Y	000000	5	Completed	11/02/2017	2017	017M000006	DR	\$4,200.00			
				0151700	11	Completed	04/05/18	2017	017M000006	DR	\$4,200.00			
				0151700	1	Completed	05/14/2016	2017	017M000006	DR	\$4,200.00			
				0176300	4	Completed	04/05/18	2017	017M000006	DR	\$4,200.00			
											Activity Total		\$17,000.00	
											Project Total		\$17,000.00	
											Program Year 2017 Total		\$33,320.00	

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PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	363,989.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	351,557.04
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	50,085.55
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	665,631.59
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	409,851.33
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	409,851.33
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	60,786.87
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	470,638.20
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	85,993.39
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	460,851.33
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	460,851.33
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	76,627.50
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	76,627.50
32 ENTITLEMENT GRANT	363,989.00
33 PRIOR YEAR PROGRAM INCOME	346,878.89
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	510,867.89
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	60,786.87
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	60,786.87
42 ENTITLEMENT GRANT	363,989.00
43 CURRENT YEAR PROGRAM INCOME	351,557.04
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	515,546.04
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	13.54%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18
Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	4	1307	6159705	179-Boys and Girls Club	030	LMC	\$42,102.00
							030 Matrix Code \$42,102.00
2014	21	1274	6130289	SEASIDE LIBRARY ADA PROJECT	03E	LMC	\$16,659.68
2016	2	1298	6151706	180-Library ADA	03E	LMC	\$63,220.96
							03E Matrix Code \$79,880.64
2017	1	1310	6130289	179-Cutino Park	03F	LMC	\$1,490.25
2017	1	1310	6151706	179-Cutino Park	03F	LMC	\$6,771.99
							03F Matrix Code \$8,262.24
2017	3	1306	6159705	179-CHS-Genesis House Window Upgrades	03P	LMC	\$735.00
2017	3	1306	6178000	179-CHS-Genesis House Window Upgrades	03P	LMC	\$43,022.00
							03P Matrix Code \$43,757.00
2017	5	1306	6130289	Housing Program for previously unsheltered individuals	03T	LMC	\$8,064.00
2017	5	1306	6151706	Housing Program for previously unsheltered individuals	03T	LMC	\$4,030.00
2017	5	1306	6178000	Housing Program for previously unsheltered individuals	03T	LMC	\$4,030.00
							03T Matrix Code \$16,124.00
2017	12	1303	6098251	179 Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6130289	179 Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6151706	179 Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6178000	179 Legal Services For Seniors	05C	LMC	\$4,281.50
							05C Matrix Code \$17,125.50
2017	2	1302	6098251	179-Community Partnership for Youth	050	LMC	\$11,094.51
2017	2	1302	6130289	179-Community Partnership for Youth	050	LMC	\$5,286.44
2017	2	1302	6151706	179-Community Partnership for Youth	050	LMC	\$746.05
2017	8	1304	6098251	17-Girls Inc	050	LMC	\$4,123.03
2017	8	1304	6130289	17-Girls Inc	050	LMC	\$2,000.99
2017	8	1304	6151706	17-Girls Inc	050	LMC	\$2,000.99
2017	8	1304	6178000	17-Girls Inc	050	LMC	\$2,000.99
2017	9	1305	6098251	179-The Village Project	050	LMC	\$4,031.50
2017	9	1305	6130289	179-The Village Project	050	LMC	\$4,031.50
2017	9	1305	6151706	179-The Village Project	050	LMC	\$4,032.00
2017	9	1305	6178000	179-The Village Project	050	LMC	\$4,031.00
							050 Matrix Code \$43,378.00
2015	17	1300	6057074	Seaside Library Accessibility Part 2	14E	LMC	\$7,885.00
2015	17	1300	6130289	Seaside Library Accessibility Part 2	14E	LMC	\$137,294.76
2015	17	1300	6151706	Seaside Library Accessibility Part 2	14E	LMC	\$14,030.19
							14E Matrix Code \$159,210.95
Total							\$409,851.33

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	5	1306	6130289	Housing Program for previously unsheltered individuals	03T	LMC	\$8,064.00
2017	5	1306	6151706	Housing Program for previously unsheltered individuals	03T	LMC	\$4,030.00
2017	5	1306	6178000	Housing Program for previously unsheltered individuals	03T	LMC	\$4,030.00
							03T Matrix Code \$16,124.00

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	12	1303	6098251	178 Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6130289	178 Legal Services For Seniors	05C	LMC	\$4,281.50
2017	12	1303	6151706	178 Legal Services For Seniors	05C	LMC	\$4,281.00
2017	12	1303	6178000	178 Legal Services For Seniors	05C	LMC	\$4,201.00
					09C	Matrix Code	\$17,125.50
2017	2	1302	6098251	178-Community Partnership for Youth	05D	LMC	\$11,094.51
2017	2	1302	6130289	178-Community Partnership for Youth	05D	LMC	\$5,206.44
2017	2	1302	6151706	178-Community Partnership for Youth	05D	LMC	\$745.05
2017	8	1304	6098251	17-Girls Inc	05D	LMC	\$4,123.03
2017	8	1304	6130289	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6151706	17-Girls Inc	05D	LMC	\$2,000.99
2017	8	1304	6178000	17-Girls Inc	05D	LMC	\$2,000.89
2017	9	1305	6098251	178-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6130289	178-The Village Project	05D	LMC	\$4,031.50
2017	9	1305	6151706	178-The Village Project	05D	LMC	\$4,032.00
2017	9	1305	6178000	178-The Village Project	05D	LMC	\$4,031.00
					05D	Matrix Code	\$43,378.00
Total							\$76,627.50

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	6	1300	6098251	17-Program Administration	21A		\$20,860.61
2017	6	1300	6130289	17-Program Administration	21A		\$23,796.39
2017	6	1300	6151706	17-Program Administration	21A		\$15,607.87
					21A	Matrix Code	\$60,264.87
Total							\$60,264.87



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.A.

TO: City Council

FROM: Craig Malin, City Manager

BY: Sharon Mikesell, Administrative Analyst

DATE: September 20, 2018

**SUBJECT: SUBMISSION OF THE 2017-2018 COMMUNITY DEVELOPMENT
BLOCK GRANT CONSOLIDATED PERFORMANCE AND
EVALUATION REPORT (CAPER) TO THE DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

PURPOSE & RECOMMENDATION

The purpose of this item is for the City Council to receive the Consolidated Annual Performance Report (CAPER) for the City's Community Development Block Grant (CDBG) for Program Year 2017-2018 and to hear public comment prior to its submittal to the US Department of Housing and Urban Development (HUD). The CAPER must be received by HUD no later than September 30, 2018.

BACKGROUND

The CAPER is a performance report mandated by HUD for all entitlement agencies that receive CDBG funds. The CAPER allows HUD, local officials and the public an opportunity to assess the City's overall CDBG program performance during the preceding year.

During fiscal year 2017-2018, the City of Seaside's CDBG funding assisted five public service agencies, two non-profit subrecipients performed capital improvements to facilities and the City of Seaside moved forward with completion of additional accessibility improvements to the Seaside Library and began accessibility improvements at Cutino Park.

In compliance with HUD's required fifteen (15) day public review of the CAPER, prior to submission, a public notice in both English and Spanish was published on August 30, 2018 in the Monterey County Weekly, inviting the public to view the document. The CAPER was available on the City website, the Seaside branch library, the Seaside Fire Station, Oldemeyer Center and the Seaside City Hall customer service counter and at Seaside Creates at 656 Broadway.

Meeting Date: September 20, 2018

Public participation in the CDBG program process is led by the Community Development Advisory Committee, meeting monthly at the Oldemeyer Center and monitoring many aspects of the program including, the progress of the program nationally as well as regionally with HUD's Analysis of Impediments requirement and local needs including selection and monitoring of subrecipient activities and projects.

FISCAL IMPACT

There is no fiscal impact to the General Fund. This item reflects the positive benefit associated with CDBG program funding.

ATTACHMENTS

1. Draft CAPER for Public Comment
 2. CAPER Proof of Publication page
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Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

2017-2018

Consolidated Annual Performance Evaluation Report (CAPER)

Community Development Block Grant Program (CDBG)
September 20, 2018



Seaside's CDBG Funds Helped



Girls Inc. of the Central Coast
Inspiring all girls to be Strong, Smart and Bold™ girls inc.



823 Youth Served



\$42,102 for doors, locks, windows and installation of energy efficient skylights



128 Persons served



\$43,757 for replacement of single pane windows with energy efficient windows at Genesis House



Community
Partnership
for Youth



\$17,126

491 youth benefit
from the High School
Leadership, Life Skills,
Job Preparation
Program

CDBG City of Seaside FY 2017-2018

Girls Inc of the Central Coast
Inspiring all girls to be Strong, Smart and Bold™



\$10,126

88 girls age 9-18

- Seaside High
- Seaside Middle
- Ord Terrace Elementary



**Legal
Services
for Seniors**

*No-Cost Legal Representation
for Monterey County Seniors*



\$17,125

282 seniors received
direct service

72% were women over 60



\$16,126

Program management services

105 homeless persons

These funds assisted with one 90-day emergency program and one 6-24 month transitional housing program. Helped homeless families transition into permanent housing.



\$16,126

45 students grades 1-12

Tutoring for at risk students
at Mae C. Johnson
Education & Cultural
Enrichment Program



Seaside Library Accessibility Improvements (HUD/CDBG Phase 2 & 3)



Allocated Funding

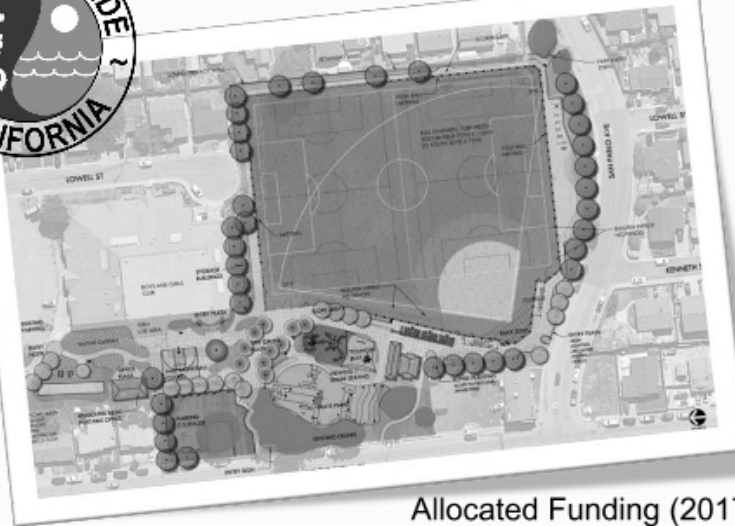
\$159,236 2015-2016

\$ 77,722 2016-2017

Construction -December 2017



Cutino Park Accessibility Improvements



Allocated Funding (2017-2018)

\$218,088

Spent during 2017-2018

\$8,262 (is in progress now)

What is Fair Housing? Join the Discussion!

Are you a housing program administrator, social service provider, community advocate or housing developer in Monterey County?

COME TO A PARTNER FORUM!

We want to learn from stakeholders across Monterey County about your community's experiences with housing discrimination and address existing barriers.

The Fair Housing Act protects people from discrimination when they are buying, leasing, or seeking financing for a home. The law prohibits both intentional discrimination because of race, color, national origin, religion, sex or disability.

Why is this important to you?

You can help us understand your community's needs and identify solutions to reduce housing discrimination.

How can you participate?

1. Come to one of two Partner Forums.
2. Take our short online survey in English or Spanish: www.montereycountyfairhousing.org

For more information: www.montereycountyfairhousing.org/fairhousing-services/community-development

Partner Forums are being conducted by the City of Monterey, California and GoodLife Inc. in Monterey, San Jose and the County of Monterey. GoodLife is a national leader in the field of affordable, green built, and smart design as well as facilitating the development of the County of Monterey.



WEDNESDAY
MAY 16, 2018
6:00 - 8:30 pm
Chavez Center
6500 Santa Fe Ave
95014 Santa Fe
Sausalito, CA 94965

THURSDAY
MAY 17, 2018
4:00 - 6:00 pm
Mark J. Ferrer Hall
Community Center
271 Calle Cano
Salinas, CA 95075

Light refreshments
will be provided.

Analysis of Impediments to Fair Housing

CDAC hosted
Partner Forum
May 18, 2018

Expected
completion
October 2019



Thanks to the
Community Development Advisory Committee
(CDAC)

Sue Hawthorne: Chair
Zeke Rivera: Vice Chair
Clementine Bonner-Klein
Angela Doerr

Link to Video of September 20, 2018 Seaside City Council Meeting

https://videoplayer.telvue.com/player/m_3HX6961GRMsvkqSCdwmGeJ8rwpRZrR/media/382966?fullscreen=false&showtabssearch=true&autostart=false

No public comment was received during the public hearing or in writing during the public comment period.