

# Community Development Advisory Committee

2019-2020  
WORK PLAN



**SEASIDE**  
CALIFORNIA

# **Community Development Advisory Committee**

## **Members Appointed When Adopted**

- Sue Hawthorne, Chair
- Nelson (Zeke) Rivera, Vice Chair
- Angela Doerr

## **Staff Liaison**

- Sharon Mikesell, Administrative Analyst

# Mission Statement

Community Development Advisory Committee (CDAC) - a five (5) member committee of Seaside citizens approved by the Seaside City Council who broadly represent the diversity of the community. Insofar as practical, the committee includes residents of low- and moderate-income areas.

# Duties of the Committee

Assist in the implementation of the Community Development Block Grant Program (CDBG) program and any modifications as determined by community assessment and HUD program requirements.

- Holding neighborhood-planning meetings to solicit community input and assess needs;
- Assist in the assessment and determination of community needs at both citywide and neighborhood levels and in the development of realistic goals and objectives to meet these needs;
- Assist in the evaluation and recommendation of proposals from community organizations requesting funding and assistance;
- Assist in the development of specific project proposals for community development in the Consolidated Plan;
- Assist in the development of goals for housing assistance by type and location and make recommendation to the City Council;
- Assist in the monitoring of current program activities and the evaluation of past program performance;

Community Development Block Grant Program (CDBG) - A Federal program created under the Housing and Community Development Act of 1974. This program provides grants funds to local and State governments to be used to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low- and moderate income residents.

# Historical Background

The City of Seaside developed a Citizen Participation Plan (SCPP) that describes how the City will involve citizens in the planning, implementation and assessment of the use of its CDBG Program. The City of Seaside Citizen Participation Plan (SCPP) was developed by the City's Resource Management Services Department under the guidance and requirements of 24 CFR Part 91.105 and complying with Section 104(a)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(A)(3)) and was approved by the Seaside City Council on January 19 2012 with updates as needed to adapt to adjustments to the program.

The SCPP was developed to provide for and encourage citizen's involvement, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used. Residents of predominately low-and moderate-income neighborhoods, are encouraged to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan and the annual evaluation and performance report (CAPER).

The SCPP also provides for appropriate actions to encourage the participation of all citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Additionally, the SCPP provides for, in conjunction with the Monterey County Housing Authority, the participation of public and assisted housing development residents. Furthermore, the SCPP also establishes a reasonable opportunity for citizens to comment on changes to the Citizens Participation Plan, Annual Action Plan and the Consolidated Plan and makes them available, on request, in a format accessible to persons with disabilities.

Annually, the City conducts Neighborhood Planning Meetings to receive input from citizens and community organizations regarding the annual allocation and expenditure of CDBG funds. Notices of the neighborhood planning meetings is published in the Monterey County Weekly and posted on public bulletin boards throughout the community. The meetings are conducted by the Seaside Community Development Advisory Committee and City of Seaside staff. The Neighborhood Planning Meetings are generally held at the Oldemeyer Center to receive suggestions from citizens for projects/programs and to obtain the citizens views. Written and oral suggestions are accepted, presented, and discussed.

# Fiscal Year 2019-2020 Work Plan

The City of Seaside operates its CDBG Program on its fiscal year, which begins July 1 and ends on June 30; therefore the meeting cycle is as follows:

The first round of meetings begins in July with the evaluation of the previous fiscal year projects and how those projects met the identified needs of the community. The first round of meetings concludes with the submission of the Consolidated Annual Performance Report (CAPER) to the US Department of Housing and Urban Development.

The second round of meetings are held in October, November and December. This is when the CDAC will hold neighborhood workshops to identify any new community development needs and priorities. The CDAC will provide the summary of the program evaluation which was completed in the first round of meetings. The second round of meetings concludes with a presentation before City Council reporting the identified needs to the community. The CDAC will hold Request for Proposal workshop in November (during the appropriate years in the two year cycle) to provide assistance to groups wishing to apply for funding. 2019-2020 will be a year when proposals are accepted.

The third and final round of meetings will be held January through May to provide citizens with the opportunity to submit their views and proposals for new projects and to assist in the selection of projects for CDBG funding. City departments and community-based non-profit groups may be funded to carry out certain neighborhood revitalization and economic development activities.

# Fiscal Year 2019-2020 Work Plan

## Continued...

In February and March citizens shall have the opportunity to assist the CDAC in the evaluation of all of the projects submitted by the City and by community groups and to participate in the process of recommending to the City Council those activities which closely meet the needs of the community will be given the highest priority ratings for the next CDBG program year.

In April and May, the CDAC and the City Council will hold public meetings on the proposed Annual Application (Annual Action Plan or AAP) . In 2019-2020 an updated Consolidated Plan will also be prepared with the 2020-2021 Annual Action Plan as a portion of the Consolidated Plan.

The third and final round of meetings will conclude with the submission of the Consolidated (5 year) Plan and or the Annual Plan to HUD generally in May (or at other times HUD may specify due to timing of the allocation announcement).

Any time during the program year the CDAC may discuss or hold one or more workshops to formulate recommendations to the City Council regarding new program/project activities using reprogrammable funds or any proposed amendments to the Annual Action Plan.

# Ongoing Projects

## **CDBG Allocation Process**

The process begins with Neighborhood Planning Meetings, followed by the publication of a Notice of Funds Availability (NOFA) and requests for proposals for eligible activities from eligible entities. The process continues with presentation of proposed eligible activities (projects/programs) by eligible entities to the Community Development Advisory Committee (CDAC).

CDAC prioritizes the proposals in accordance with the National Objectives and eligible activities that will benefit low- and moderate-income persons through Area Benefit, Limited Clientele, or by Urgent Need. CDAC prepares their recommendations and the proposals are presented as priority proposals to the Seaside City Council.

Upon Council approval, the proposed projects/programs/ activities are submitted to HUD for final approval, which is generally granted in the summer. City of Seaside Staff prepares and executes grant agreements and the approved proposals from eligible entities can begin their project/program/activity.

New in 2018-2019, the City of Seaside began utilizing City Data Services data management for subrecipient report submittal to standardize the data with other agencies in Monterey County and to more efficiently utilize staff time reviewing submittals as the CDS software directly interfaces with the HUD Integrated Disbursement and Information System (IDIS) and re-keying of the data was eliminated.

# CDAC Working Calendar

The CDAC updates their calendar at each month's meeting, a working calendar is created at the start of each fiscal year. Items may be added or adjusted as needed or as required by HUD.

During 2018-2019 CDAC hears quarterly updates regarding the current year's sub-recipients and reports as necessary regarding the Memorandum of Understanding between the Cities of Salinas, Seaside and Monterey as well as the Urban County of Monterey (unincorporated areas as well as the Cities of Gonzales, Sand City & Greenfield) and the Housing Authority of Monterey County for a joint Analysis of Impediments (AI) report as required to be submitted and approved by HUD prior to the submission all five agencies' next five year Consolidated Plan in 2020.

The AI report is ready for release and will be reviewed by all five participating agencies (including Seaside) with a Public Hearing to be held in conjunction with the Annual Action Plan in May 2019. The final approval of the document will be submitted to Council once all five agencies have approved the draft. (Consent Item, projected to be summer 2019)