

MONTEREY URBAN COUNTY STANDING COMMITTEE

AGENDA

Thursday, March 9, 2017

**Monterey County Administration Building, Monterey Room, 2nd Floor
168 West Alisal Street, Salinas, CA
1:30 p.m. – 2:30 p.m.**

1) Call to order, roll call

2) Public Comment

The Monterey Urban County Standing Committee will receive public comment on items not listed on the agenda within the purview of the Committee. It is not necessary to complete a speaker request form. The Chair may limit the length of individual presentations.

3) Approval of Minutes of March 9, 2016

4) New Business

- a. Receive calendar for Fiscal year 2017-18
- b. Review proposals for projects and services, including fair housing, and make recommendations to the Board of Supervisors for consideration at the March 28, 2017 meeting.

5) Adjournment

Individuals with a disability who require a modification or accommodation (such as auxiliary aids or services) in order to participate in the public meeting may make these requests to the Economic Development Department by calling (831) 755-5390.

MONTEREY URBAN COUNTY STANDING COMMITTEE MINUTES

Monterey County Administration Building
Monterey Room, 2nd Floor
168 W. Alisal Street, Salinas, CA
Wednesday, March 9, 2016, 3:00 PM

Members Present: Supervisors John Phillips and Simon Salinas

Other Jurisdictions Represented: John Aleman and Meg Clovis, Monterey County Parks, Florence Kabwasa-Green, Monterey County Public Works, Dewayne Woods, Budgets

Staff Present: Jane Royer Barr, Jose Jimenez, Anita Nachor, and David Spaur

Others Present: Ben Carmona, North County Recreation & Parks, Molly Current and Diana Malkin, Project Sentinel, Patty Fernandez and Raquel Martinez; Girls Inc., Bonnie Jellison, Rancho Cielo, Barby Wunsch, GRID Alternatives,

1) **Call to order, roll call:**

Supervisor Salinas asked that the record show that both County members were present. Supervisor Salinas called the meeting to order at 3:04 PM.

Jane Barr noted that Tom Truskowsky with the City of Gonzales had a last minute conflict with the City and is not able to attend. Mr. Truskowsky wanted the Standing Committee to know that the City Council approved their project for the City of Gonzales, as well as ratified the services and recommendations made by staff. Jane Barr also noted that Tod Bodem with the City of Sand City was also unable to attend. The City of Sand City is not proceeding with the project. Mr. Bodem sends his apologies for not attending. Not sure if Nick Steinman with the City Greenfield would be attending.

2) **Public Comment:**

None

3) **Minutes:**

Supervisor Salinas moved that the minutes of October 7, 2015 meeting be approved. The motion was approved without objection, minutes were accepted.

4) **New Business:**

a. **Receive calendar for Fiscal year 2016-17**

It was noted that the Fiscal Year 2016-17 that NOFA will be due in January, 2016. It will then go to the Board of Supervisors on March 22, 2016 for approval of the draft Action Plan, which includes funding and recommendations.

Then it goes out for 30-day review period and comes back to the Board of Supervisors on May 10, 2016. It is due at HUD on May 15, 2016, then HUD approves funding, recommendations, and the Annual Action Plan at their board meeting at the end of June

30, 2016. Then we start the process of environmental reviews, drafting recipient agreements and moving forward with projects and services in the coming year.

The Monterey Urban County Standing Committee will meet as needed unless there is a substantial amendment or changes in projects or funding availability then there would be a meeting. If there are no issues, then we would meet once a year.

- b. Review proposals for projects and services, including fair housing, and make recommendations to the Board of Supervisors for consideration at the March 22, 2015 meeting.

- i) Staff reviewed the recommendations for service programs and fair housing as provided by staff as follows:

Project Title	Applicant Name	Funding Request	Funding Recommendation
Boys & Girls Clubs of Monterey, Gonzales site	Boys & Girls Clubs of Monterey county	\$15,000	\$15,000
Pajaro Park Youth Programs	Central Coast YMCA	\$16,000	\$15,000
Food Bank for Monterey County	Food Bank for Monterey County	\$20,000	\$15,000
Girls Inc. of the Central Coast	Girls Inc. of the Central Coast	\$10,000	\$10,000
Fair Housing Services	Legal Services for Seniors	\$15,000	\$10,000
Home Delivered Meal Program	Meals on Wheels of the Salinas Valley, Inc.	\$15,000	\$15,000
Fair Housing Services	Project Sentinel	\$16,000	\$10,000
Rancho Cielo Independent Living Village	Rancho Cielo	\$60,000	\$15,000
Good Samaritan Center	Salvation Army	15,280	0
TOTAL		\$182,280	\$105,000

Comments from current and prospective recipients were taken.

- Patty Fernandez, Girls Inc.: Introduced Raquel Martinez an alumni of Girls Inc, Ms. Martinez went off to college and is now working in the organization and will give an update on Castroville. There is an alumni database that keeps track of the girls in the program. Girls Inc employees five of the alumni.
- Raquel Martinez, Girls Inc.: Ms. Martinez is the High School Coordinator for Girls Inc. Our Castroville program serves 130 girls. This year we increased by 20 percent which is a great outcome for our program. Our program is important and assists girls in reaching their full potential. This program gives them the tools they need to be involved in their community.
- Barby Wunsch, Grid Alternatives: Provide solar installations for low income families, which in turn create training and jobs for people interested in the field. We model

after the Habitat for Humanity concept. By installing the solar we are helping the environment by reducing green house gases. We were awarded enough money to install seven projects and we still have some money left. With the extra money we will be able to install additional projects this year with the funding that was provided. We have opened a Salinas office this year and we have two constructions crews working out of our local office.

- Molly Current and Diana Malkin, Project Sentinel: We are new to the Monterey County, this is our third year. We are opening an office in Salinas this month. Ms. Malkin is a Monterey County native and Spanish speaking and is imperative to the services we provide. Project Sentinel provides comprehensive fair housing services.
- Bonnie Jellisan, Rancho Cielo: I am new to the team. Rancho Cielo Transitional Housing Village is the newest program on campus. Your grant has allowed to start the program. We have gone from three residents to fifteen residents in a matter of a short time. Many of the youth we serve are between 18-25 years old and many are homeless. They are need of these services. We opened are first female house three weeks ago.

After discussion, Supervisor Salinas moved to approve the funding and the motion was seconded by Supervisor Phillips. The motion carried unanimously.

ii) Staff reviewed the recommendations for projects totaling \$810,758 as follows:

Project Title	Applicant Name	Funding Request	Funding Recommendation
ADA Improvements to Centennial Park	Gonzales\$	142,242	\$146,743

Project Title	Applicant Name	Funding Request	Funding Recommendation
ADA Improvements to Patriot Park	Greenfield	\$250,000	\$248,600

Project Title	Applicant Name	Funding Request	Funding Recommendation
San Lorenzo Park ADA Improvements	Monterey County Parks	\$75,282	\$75,282
Toro Park ADA Improvements	Monterey County Parks	\$99,800	\$0
Cayetano Park	Monterey County Parks	\$256,225	\$256,225 dependent upon a transfer of \$470,477 of DBGS funds being approved and received.
Schilling Place – Scope 1	Monterey County Public Works	\$414,251	\$414,251 dependent upon a transfer of \$470,477 of DBGS

			funds being approved and received
Schilling Place – Scope 2	Monterey County Public Works	\$343,656	Waitlist #2
Schilling Place – Scope 3	Monterey County Public Works	\$170,234	Waitlist #3
Residential Solar System Installation	GRID Alternatives	\$100,000	\$15,000
Playground Improvements 11261 Crane St.	North County Recreation & Park District	50,000	\$50,000
COUNTY TOTAL		\$1,509,448	\$810,758

Comments from current and prospective recipients were taken.

- Meg Clovis, Monterey County Parks Department: Never applied for funding before. Would like to do ADA improvements to San Lorenzo Park and have also applied for grant funding through the Natural Resources Agency.
- John Aleman, Monterey County Parks Department: Toro Park ADA Improvements and tied into a playground renovation project. The name of the renovation project we are looking to do is “Tatum’s Garden Project.”
- Florence Kabwasa-Green, Monterey County Public Works: Cayetano Park is closed. The park was centrally located and heavily used. There is an need for the park and it is missed by the community. The grant will assist with the design of the new playground and improvements.
- Florence Kabwasa-Green, Monterey County Public Works: Schilling Place, One of three different scopes that we presented. The County will be moving to the new Schilling Place. We are in the middle of tentative improvements that are going to take place prior to the move. This grant would fund ADA upgrades in the restrooms and drinking fountains, these are the highest priority.
- Ben Carmona, North County Recreation & Parks: It’s a 22 year old park. On a daily basis 30 to 100 kids use the structure. The equipment is beyond the life of the structure. The center is where kids go after school and before school. The grant would be used to replace worn down equipment.

Jane Barr provided an update on Chualar Park and noted that we have matching funds from the State Housing Related Parks Program and previous funding approved for it through Urban County. She also noted that the bids came in really high and that they are doing value engineering. It could be that the funds are too much but until I get the final bids and we get in contract, I would prefer not to reduce the recommended funding.

After discussion, Supervisor Phillips moved to approve funding for projects as recommended and also approved a waitlist for Toro Park - \$50,000, Grid Alternatives -

\$50,000 total, and Schillings Place – will receive the balance. Supervisor Salinas seconded the motion. The motion carried unanimously.

- 5) **Adjournment:**
The meeting was adjourned at 3:40 PM.


**MONTEREY COUNTY
URBAN COUNTY STANDING COMMITTEE**

MEETING:	March 9, 2017	AGENDA NO.:	4a
SUBJECT:	Receive the 2017-18 Urban County calendar		
DEPARTMENT:	Economic Development Department		

RECOMMENDATION

It is recommended that the Standing Committee receive the 2016-17 Urban County calendar.

Prepared By:



Darby Marshall

Redevelopment & Housing Analyst

URBAN COUNTY TIMELINE FOR FY17-18 RFP AND ACTION PLAN

Order Notice about Availability of RFP (Weekly, El Sol, South County)	November 8, 2016
Publish Notice about Availability of RFP (Eng- Weekly, South County)	November 30, 2016
Issue E-mail to list of non-profits and govts	December 2, 2016
Publish Notice about Availability of RFP (Span- El Sol)	December 3, 2016
Request for Proposals Disseminated/Uploaded	December 9, 2016
Hold RFP Application Workshop/Public Hearing	December 12, 2016
Proposal Due Date	January 20, 2017
Review Proposals for Eligibility & Completeness	February 3, 2017
Issue staff review of services app to cities	February 6, 2017
Hold County/Cities meeting to rate/rank services apps	February 13, 2017
Hold Review of County projects by staff	February 17, 2017
Prepare draft staff report re Action Plan and funding for BOS	February 28, 2017
Post notice of Standing Committee meeting	March 1, 2017
Approve Sand City Council projects @ City Council meeting	
Approve Gonzales City Council projects @ City Council meeting	March 6, 2017
Approve Greenfield City Council projects @ City Council meeting	
Hold Standing Committee meeting	March 10, 2017
Complete Action Plan and draft for Public Review	March 13, 2017
Hold BOS meeting to approve funding and issue draft Action Plan &	March 28, 2017
Order Notice of Comment Period and Hearing (Weekly, South County, El Sol)	April 14, 2017
Post Action Plan for Public Review	April 20, 2017
Publish Notice of Comment Period and Hearing (Eng- Weekly, South County)	April 20, 2017
Publish Notice of Comment Period and Hearing (Span- El Sol)	April 22, 2017
Begin Public Comment Period on Draft Action Plan and	April 20, 2017
Prepare draft staff report for BOS	
End Public Comment Period on Draft Action Plan and	May 9, 2017
Hold Public Hearing and BOS meeting to Approve 15/16 Action Plan and	May 9, 2017
Notify Awardees of Proposed Allocations	May 10, 2017
Submit Action Plan Plan to HUD	May 10, 2017
Begin Environmental review	May 10, 2017
Begin Subrecipient Agreements	May 10, 2017
Complete Environmental reviews	June 30, 2017
Complete Draft Subrecipient Agreements	June 30, 2017
Receive HUD Approval	July 3, 2017
Notify Awardees of Approved Allocations	July 3, 2017
Prepare Files, ERRs, and IDIS Activities	August 4, 2017
Execute HUD Grant Agreement	September 30, 2017
Issue Subrecipient Agreements	July 20, 2017

**MONTEREY COUNTY
URBAN COUNTY STANDING COMMITTEE**

MEETING:	March 9, 2017	AGENDA NO.:	4.b.
SUBJECT:	a. Consider funding proposals for the FY17/18 Urban County program; and, b. Make recommendations to the Board of Supervisors in regard to Urban County allocations for County projects and services based upon an anticipated HUD award of \$1,156,760 and Program Income of \$11,900.		
DEPARTMENT:	Economic Development Department		

RECOMMENDATION:

It is recommended that the Urban County Standing Committee:

- a. Consider funding proposals for the FY17/18 Urban County program; and,
- b. Make recommendations to the Board of Supervisors in regard to Urban County allocations for County projects and services based upon an anticipated HUD award of \$1,156,760 and Program Income of \$11,900.

BACKGROUND:

The County of Monterey has received Community Development Block Grant (CDBG) funding directly from the U.S. Department of Housing and Urban Development (HUD) as an Urban County since FY13/14. The low and moderate income population (households earning up to 80% of the median income) of the unincorporated areas of the County does not represent a large enough proportion of the low-moderate income population within the entire County to qualify as an Urban County. In order to meet this threshold, the County is partnering with the cities of Gonzales, Greenfield and Sand City. As an Urban County, Monterey County is expected to receive new CDBG funds in the amount of \$1,156,760 and Program Income from prior CDBG funded loans in the amount of \$11,900.

On December 15, 2016, a Notice of Funding Availability (NOFA) was issued to solicit project and service proposals for the FY17-18 CDBG program year. On December 15, 2016, an application workshop was held for interested parties to learn more about the Urban County CDBG program. Applications were due on January 20, 2017. The Urban County received four applications for project funding totaling \$616,742 and nine applications to fund services totaling \$308,814. On January 10, 2017, the Board of Supervisors reappointed Supervisors Phillips and Salinas to the Urban County Standing Committee to review and recommend Urban County funding for projects and services.

DISCUSSION:

Each year, HUD recipients are required to submit an Action Plan to HUD which includes approved funding recommendations for projects, services and administration. It is recommended that the Urban County Standing Committee consider the City of Gonzales' and County staff funding recommendations for projects and the recommendations of the joint staff from all four jurisdictions in regard to services. The Cities of Greenfield and Sand City did not submit funding recommendations for projects in FY17/18 electing to roll over their allocations to fund larger projects in FY18/19.

Total estimated funding for FY2017/18 is \$1,168,660. Under HUD regulations the Urban County may use up to 20% of the grant or \$233,731 to fund administrative activities and no more than 15% of the grant or \$173,514 to fund public services. The actual funding received in FY16/17 and the estimated funding in FY17/18 and FY18/19 is shown in Table 1.

Table 1
Urban County Funding Availability by Source

	FY16/17	FY17/18	FY18/19
HUD Grant	\$1,156,760	\$1,156,760	\$1,156,760
Program Income			
Current County Loans	\$38,160	\$11,900	\$10,710
Small Business Rev. Loan Fund	\$470,477	\$0	\$0
Roll Over Funds			
Unspent Admin Funds	\$12,569	\$0	\$68,601
Unspent Project Funds	\$119,677	\$0	\$262,772
Unspent Services Funds	<u>\$0</u>	<u>\$0</u>	<u>\$5,014</u>
Total Available Funding	\$1,797,643	\$1,168,660	\$1,503,857

Table 2
Funding Distribution

Maximum for Administration	\$333,079	\$233,732	\$233,494
Maximum for Public Services	\$173,514	\$173,514	\$173,514
Minimum Amount for Projects			
County Projects	\$905,708	\$872,772	\$422,907
Gonzales Projects	\$146,742	\$147,242	\$146,742
Greenfield Projects	\$248,600	(\$248,600)	\$497,200
Sand City Projects	<u>(\$10,000)</u>	<u>(\$10,000)</u>	<u>\$30,000</u>
Total Funding	\$1,797,643	\$1,168,660	\$1,503,857

As shown in Table 1, the Urban County is expected to have considerably less funding available in FY17/18 than was available in each of the previous two years. The decrease in funding is due to:

1. A one-time transfer of Program Income from the Small Business Revolving Loan Fund and the Committee and Board approved projects utilizing those funds as part of the FY16/17 Action Plan.
2. The FY16/17 Action Plan established a waitlist for projects that would receive funding if available funds from all sources came in higher than anticipated. Establishment of the waitlist essentially eliminated any roll over of unspent project funds.
3. Program Income is declining as the outstanding balances of loans decreases and the Urban County does not make new loans.
4. The Urban County is participating in the preparation of a Regional Assessment of Fair Housing in response to new HUD requirements. Preparing the AFH is expected to use administrative funds that would ordinarily be rolled into the following year for projects.

Table 2 above shows how the available funding is allocated between projects, services, administration, and the participating jurisdictions.

Funding recommendations for projects and services are shown in Tables A through E of Exhibit A. The City of Sand City's allocation as calculated by HUD is \$3,948 but the Urban County program established a minimum annual allocation of \$10,000 for participating cities. For the second year in a row the City has chosen not to undertake a project this year. They are giving their allocation to the County. They plan to pool three years of funding to implement a \$30,000 project in FY18/19. As noted above, the City of Greenfield did not submit a project for funding in FY17/18. The City plans to pool two years of funding and implement a \$497,200 project in FY18/19.

Staff recommendations for County projects are shown in Table A of Exhibit A. Applications for three County projects requesting a total of \$790,000 were received. The funding available for County sponsored projects is projected to be \$852,772 which includes the Greenfield and Sand City's FY17/18 allocation. County staff is recommending that the Committee consider \$50,000 for GRID Alternatives, \$40,000 for Habitat for Humanity, and \$500,000 for Interim, Inc.'s project. Implementing this recommendation will allow the County to have approximately \$422,900 (\$336,400 roll over and \$86,500 of new funding) for projects in FY18/19. There is some risk associated with this recommendation if the funded activities are slow drawing down their allocations and the Urban County is unable to meet HUD's expenditure test in April 2018. If, at that time, the Urban County has more than 150% of the annual grant and PI amount remaining, HUD can withhold the amount in excess of 150% from the following year's grant funds. County staff is working with the cities of Greenfield and Sand City to begin the process of identifying projects. The goal is to begin projects in FY17-18 and begin expending their reserved funds before HUD runs its expenditure test. Funding recommendations for projects sponsored by the cities of Gonzales, Greenfield and Sand City are included in Tables B – D of Exhibit A.

Staff recommendations for Service activities are shown in Table E of Exhibit A. Funding for services is discretionary, except for fair housing services which are required, but cannot exceed 15% of the total HUD allocation, which equals \$173,514. Over the last two years the Urban County has allocated \$115,000 or an average of 11.4% of available funding for fair housing and other services. Staff from the jurisdictions have rated the applications and provided their funding recommendations as show in Table E. The County received nine services applications requesting a total of \$308,814. Six applicants requested continuation of funding at higher levels than previous years. One applicant, Girls, Inc., has requested additional funding so that they can begin offering services in Greenfield. Two new organizations applied for services funding in FY17/18. These applicants are the Central Coast Center for Independent Living (CCCIL) and the Veteran's Transition Center (VTC). Staff recommends funding these applicants at \$15,000 each. This is consistent with funding recommendations for service providers when they first receive funding through the Urban County. The Urban County did not receive any proposals to provide fair housing services. Staff has recirculated a fair housing specific Request for Proposals (RFP) but proposals were not received prior to this staff report being prepared. Therefore, staff is recommending that the Urban County Committee reserve \$12,500 for this service.

As a part of the recommendations for funding, the Urban County must address how it will amend recommendations if more or less funding is awarded or received from HUD. The Urban County

will use the following methodology for any increase in funding over the actual HUD award is as follows:

- The cities of Greenfield and Sand City may submit project proposals at any time during FY17/18 consistent with the Urban County Memorandum of Understanding.
- The city allocations are subject to following pro rata increases:
 - 19.3% - City of Gonzales
 - 32.6% - City of Greenfield
 - 1.3% - City of Sand City
 - 46.7% - Monterey County
- The Urban County does not have any unfunded proposals at this time. Should additional funding become available the Urban County will issue a second request for proposals.

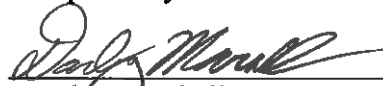
If HUD's the CDBG allocation to the Urban County is less, funding levels for all jurisdictions and services will be adjusted downward on a pro rata basis with the exception of Gonzales whose allocation shall not be reduced below \$150,000.

Finally, administration costs are limited to 20% of the award. Jurisdictions have been allocated 10% of the project allocations for administration but can use that allocation for projects if they so choose. Please refer to Table F in Exhibit A for the administration allocations based upon the expected HUD award. If the Urban County does not fully expend the administrative allocation the funds will be used to fund projects in FY18/19.

OTHER AGENCY INVOLVEMENT:

The city councils in Gonzales, Greenfield and Sand City have reviewed and concur with the funding recommendations.

Prepared by:



Darby Marshall
Housing Analyst

Recommended by:

David Spaur
Director of Economic Development

Exhibit A
Urban County Funding Recommendations

Table A
Urban County Recommendations for County Projects

<u>Project Title</u>	<u>Applicant Name</u>	<u>Requested Funding</u>	<u>Recommend Funding</u>
Residential Solar System Installation	GRIC Alternatives	\$100,000	\$50,000
My House My Home Repair	Habitat for Humanity	\$40,000	\$40,000
Bridge House at Shelter Cove	Interim, Inc.	\$650,000	\$500,000

Table B
City of Gonzales Project Recommendation

<u>Project Title</u>	<u>Applicant Name</u>	<u>Requested Funding</u>	<u>Recommend Funding</u>
ADA Improvements - City Hall & Council Chambers	City of Gonzales	\$147,242	\$147,242

Table C
City of Greenfield Project Recommendation

<u>Project Title</u>	<u>Applicant Name</u>	<u>Requested Funding</u>	<u>Recommend Funding</u>
No Project	City of Greenfield	\$0	\$0

The City may submit a CDBG eligible project requesting up to \$248,600 at any time during FY17/18

Table D
City of Sand City Project Recommendation

<u>Project Title</u>	<u>Applicant Name</u>	<u>Requested Funding</u>	<u>Recommend Funding</u>
No Project	City of Sand City	\$0	\$0

The City may submit a CDBG eligible project requesting up to \$20,000 at any time during FY17/18

Exhibit A
Urban County Funding Recommendations

Table E
Public Service Recommendations

<u>Project Title</u>	<u>Applicant Name</u>	<u>Requested Funding</u>	<u>Recommend Funding</u>
Boys & Girls Clubs of Monterey, Gonzales site	Boys & Girls Clubs of Monterey County	\$15,000	\$15,000
Fair Housing Counseling	Reservation	\$0	\$12,500
Housing Assistance Services for People with Disabilities	Central Coast Center for Independent Living	\$50,000	\$15,000
Pajaro Park Programming	Central Coast YMCA	\$16,000	\$16,000
North County Food Distribution	Food Bank for Monterey County	\$20,000	\$20,000
Girls Inc. of the Central Coast	Girls, Inc. of the Central Coast	\$20,000	\$20,000
Legal Aide for Seniors	Legal Services for Seniors	\$15,000	\$15,000
Home Delivered Meal Program	Meals on Wheels of the Salinas Valley	\$20,000	\$20,000
Independent Living Village - Counseling Services	Rancho Cielo	\$20,000	\$20,000
Transitional Housing & Case Management Services for Homeless Veterans	Veteran's Transition Center	\$132,814	\$15,000
Total Requested / Recommended		\$308,814	\$168,500

Exhibit A
Urban County Funding Recommendations

Table F
Urban County Administrative Allocations

	General Admin	General and Project Admin	Service Admin	Total
County of Monterey	\$115,676	\$23,600	\$16,850	\$156,126
G.A. = 10% of HUD Grant				
Gen & P.A = 4% of approved Project Funds				
Service = 10% of approved public services				
City of Gonzales	\$0	\$15,805	\$0	\$15,805
Gen & P.A = 10% of City's total allocation of \$163,047				
City of Greenfield	\$0	\$0	\$0	\$0
City of Sand City	\$0	\$0	\$0	\$0
TOTAL	\$115,676	\$39,405	\$16,850	\$171,931
			NTE	\$231,352

Greenfield and Sand City have elected not to use their funding for administrative costs.