



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Conduct A Public Hearing to Approve the Draft 2011/12 Action Plan for the Community Development Block Grant Program.

MEETING DATE: March 16, 2011

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Conduct a public hearing to approve the Draft 2011/12 Action Plan for the Community Development Block Grant Program.

BACKGROUND INFORMATION: A public hearing is required as part of the federal requirements of the Community Development Block Grant (CDBG) program.

In May 2009, the Council approved the 2009-14 CDBG Consolidated Plan, a five-year plan for identifying and addressing community needs. The Consolidated Plan contains an assessment that defines housing and community development needs for low-income persons and families, as well as a variety of special needs populations, including homeless, elderly, and disabled persons. The needs assessment is based on Census data, other available data sources, and input from community residents and service providers. The second component of the Consolidated Plan is a strategic plan, which lays out the City's method for expending CDBG funds over the five-year period and sets goals and priorities for each type of eligible activity.

The Action Plan is the Consolidated Plan's annual implementing document and provides a detailed description of each activity proposed for the fiscal year, as well as the City's CDBG budget and goals for the fiscal year.

Funding Allocation

It is anticipated that the City will receive \$750,000 in CDBG funds from the federal government for the coming fiscal year, an amount equal to what was received in 2009/10.

Funding and Application Process

The remaining process for allocating the 2011/12 CDBG funding is as follows:

- March 16, 2011 Public Hearing to review draft Action Plan documents.
- March 19 – April 20, 2011 Public review period.
- April 20, 2011 Public Hearing to adopt Final Action Plan documents.
- May 15, 2011 Action Plan due to HUD.

At the completion of an application period that ran from January 5, 2011 to February 9, 2011, the City received a total of 10 applications from community-based organizations (CBO's) requesting a total of \$720,426.

APPROVED: _____

A handwritten signature in black ink, appearing to read "Konradt Bartlam".

Konradt Bartlam, City Manager

The review of the applications centered on the rating criteria that focuses on the following areas:

- *Activity Need and Justification.* Activities were evaluated on their ability to address a significant community need and their benefit to very low-income persons.
- *Readiness to Proceed.* Programs and projects were evaluated based on their feasibility of implementation, overall and within the allotted time frame.
- *Cost Reasonableness and Effectiveness.* Budgets were reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding. Organizations applying for service funding were also evaluated on their ability to become self-sustaining.
- *Activity Management and Implementation.* Applicants were evaluated on experience, administrative capacity, and financial management.
- *Past Performance.* Applicants previously receiving CDBG funds from the City will be evaluated on their reporting and timely expenditure of funds.
- *Matching Contributions.* Consideration was given to the amount of non-CDBG/HOME funds committed to the project.

In 2007, the City Council adopted a CDBG allocation policy that predetermines a set-aside of 60 percent of the CDBG adjusted annual allocation for City projects and services, and 40 percent for CBO projects and services. The distribution of CDBG funding in accordance with that policy is indicated in the following Table.

2010/11 CDBG Allocation	\$ 750,000
20% Program Admin	\$(150,000)
Adjusted Balance Available for Distribution	\$ 600,000
60% Set-aside for City Projects & Services	\$360,000
40% Set-aside for CBO Projects & Services	\$240,000

HUD Regulations also place a 15 percent cap on the amount of funding that can be allocated to Public Service activities, whether that be by the City or by a CBO. We have a total of \$307,086 requested in Public Services and a Service Cap of \$112,500 for 2011/12.

CDBG Funding Recommendations

For planning and administrative activities, an allocation of \$150,000 (20 percent of the CDBG 2011/12 allocation) is recommended to cover the costs of managing the CDBG Program. Remaining funding recommendations are grouped into the following categories: City projects, City service programs, community-based organization (CBO) projects, and CBO service programs.

Funding recommendations for these four categories are listed below, with additional detail on applicants and recommendations in Exhibit A (Summary/Ranking of 2010/11 Applications Received), Exhibit B (Internal Applications Received), and Exhibit C (City Manager's Recommendations for Funding).

PROGRAM ADMINISTRATION \$150,000

CITY CAPITAL PROJECTS (\$280,000)

- ADA Curb Ramps (\$100,000)
- Grape Bowl ADA Improvements (\$180,000)

CITY SERVICE PROGRAMS (\$80,000)

- Spay/Neuter Program (\$30,000)
- Graffiti Abatement (\$50,000)

CBO CAPITAL PROJECTS (\$207,500)

- Salvation Army Family Shelter Units (\$207,500)

CBO SERVICE PROGRAMS (\$32,500)

- San Joaquin Fair Housing – Fair Housing Services (\$17,500)
- Second Harvest Food Bank - Food Assistance Programs (\$10,000)
- DRAIL – Residential Handicap Accessibility (\$5,000)

Next Steps

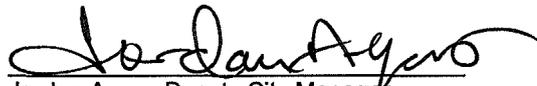
Upon completion of the initial public hearing, the Draft Action Plan will be available for public review and comment and will be brought back for final approval on April 20, 2011. The adopted Action Plan document must be submitted to HUD no later than May 15, 2011 in order to receive funding beginning July 1, 2011. It is anticipated that the City will receive notification of our actual CDBG allocation amount during the 30 day comment period. The Action Plan document brought back for adoption by the City Council on April 20, 2011 will reflect any increase or decrease in our estimated allocation.

FISCAL IMPACT:

CDBG are federal funds. Capital improvements allow for maintenance costs to be reduced. Administration costs are paid via a 20 percent set-aside of the grant funds.

FUNDING AVAILABLE:

2011/12 Community Development Block Grant


Jordan Ayers, Deputy City Manager


Konradt Bartlam
Community Development Director

City of Lodi 2011-12 CBO Summary and Ranking of Applications Received

Project - Organization	Rating Score	Project Description	Activity Type	Fund Request
Fair Housing Services San Joaquin Fair Housing	N/A	Provide required fair housing services, including telephone hotline for tenants and landlords, investigation of complaints, and fair housing testing.	Public Service	\$20,000
Food Distribution Programs Second Harvest Food Bank	94	Provide support for the administration of the Food Assistance and Senior Brown Bag Programs.	Public Service	\$10,000
Residential Handicap Accessibility Improvements Disability Resource Agency for Independent Living (DRAIL)	89	Funding for accessibility improvements in residences such as entry/exit ramps and lifts, assistive technology (lift chairs, bath lifts, wheelchair carriers and wheelchairs), and repairs to equipment.	Public Service	\$5,000
Home Delivered Meals Program SJC Human Services Agency	87	Provide nutritious home-delivered meals to Lodi seniors five days per week.	Public Service	\$30,000
Mobile Farmer's Market Emergency Food Bank of Greater Stockton	87	Offer a mobile farmer's market once a month in Lodi, which includes distribution of free fruits and vegetables, nutrition education, and cooking demonstrations.	Public Service	\$3,000
		TOTAL CBO PUBLIC SERVICE FUNDING		\$68,000

City of Lodi 2011-12 CBO Summary and Ranking of Applications Received

Project - Organization	Rating Score	Project Description	Activity Type	Fund Request
Hope Harbor - Family Shelter Units Salvation Army - Lodi	82	Interior renovations to existing warehouse space at the Hope Harbor facility at 622 N. Sacramento Street, to provide three new family shelter units.	Public Facility	\$288,000
Phase IV Construction Emergency Food Bank	79	Phase IV of the Emergency Food Bank's ongoing expansion and modernization of their facilities located at 7 W. Scotts Avenue in Stockton. .	Public Facility	\$22,326
719 S. Washington - Energy-Efficient Window Retrofit Housing Authority	74	Install new, retrofit, energy-efficient windows in the 6-unit affordable housing apartment complex owned and operated by the Housing Authority at 719 S. Washington.	Public Facility	\$17,100
Land Acquisition for Affordable Housing LOEL Foundation	52	Purchase 200 E. Oak Street for future development of affordable, senior housing units.	Public Facility	\$225,000
Land Acquisition for Rehabilitation Counseling Sunhouse	39	Purchase unspecified property to use for permanent location for case management and counseling services to serve low-income individuals, the homeless and those experiencing life challenges such as domestic violence and mental health issues.	Public Facility	\$100,000
TOTAL CBO PROJECT FUNDING				\$652,426

City of Lodi 2011-12 Internal Applications Received

Project - Department	Project Description	Activity Type	Fund Request	Timeliness	
ADA Curb Ramps Public Works	Public	Install ADA-accessible curb ramps at City-owned facilities and at various intersections to comply with ADA standards.	Public Facility	\$100,000	Project would likely start in 2011. Funds would likely be expended by end of 2012.
Grape Bowl ADA Improvements Parks and Recreation		Install ADA-accessible features within the Grape Bowl facility through the phases of renovation.	Public Facility	\$180,000	Funding would be expended by the end of 2012.
TOTAL CITY PROJECTS REQUESTED				\$280,000	
Spay and Neuter Program Animal Services		Continue the Spay/Neuter Program that offers free spay/neuter services to feral cats and cats and pit bulls owned by low-income households. Animals are also given a rabies shot if needed.	Public Service	\$30,000	Funding would be expended by June 30, 2012.
Graffiti Abatement Public Works		Abate graffiti on public and private properties in the CDBG target areas.	Public Service	\$50,000	Funding would be expended by June 30, 2012.
TOTAL CITY SERVICES REQUESTED				\$80,000	

City Manager's Recommendations for 2011-12 CDBG Funding

YEAR	Projects/Services	Applicant	Requested Funding	City Allocation	CBO Allocation	Service Cap 15%
2011/12	ADA Curb Ramps	Public Works	\$100,000	\$100,000	-	-
	Graffiti Abatement	Public Works	\$50,000	\$50,000	-	\$50,000
	Spay/Neuter Program	LPD Animal Services	\$35,000	\$30,000	-	\$30,000
	Grape Bowl ADA Improvements	Parks & Recreation	\$180,000	\$180,000	-	-
	Fair Housing Services	S.J. Fair Housing	\$20,000	-	\$17,500	\$17,500
	Food Bank Services	Second Harvest	\$10,000	-	\$10,000	\$10,000
	Residential Handicap Accessibility	DRAIL	\$5,000	-	\$5,000	\$5,000
	Homeless Family Units	Salvation Army	\$288,000	-	\$207,500	-
	Meals on Wheels Services	SJC HAS	\$30,000	-	-	-
	Land Acquisition for Senior Housing	LOEL	\$225,000	-	-	-
	Window Replacement at 719 S. Washington	Housing Authority	\$17,100	-	-	-
	Mobile Farmer's Market Program	Emergency Food Bnk	\$3,000	-	-	-
	Emergency Food Bank Expansion - Phase 4	Emergency Food Bnk	\$22,326	-	-	-
	Land Acquisition/Start Up for Rehab Counseling	Sunhouse	\$100,000	-	-	-
			-	-	-	
			-	-	-	
			\$1,085,426	\$360,000	\$240,000	\$112,500
		14 Total Requests		4 City Requests	10 CBO Requests	

RESOLUTION NO. 2011-35

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE DRAFT ACTION PLAN FOR THE
2011/12 FEDERAL ALLOCATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS

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WHEREAS, the Department of Housing and Urban Development has determined that the City of Lodi, California, is entitled to Community Development Block Grant (CDBG) as an entitlement community for fiscal year 2011/12 Federal allocation; and

WHEREAS, the City Council of the City of Lodi has not been made aware of the amount of the CDBG funds available for the 2011/12 Federal allocation of fiscal program year, but is estimating an allocation amount of \$750,000; and

WHEREAS, the City of Lodi has held, with proper notification, a public hearing at the City Council meeting of March 16, 2011, to receive comments and proposals from the public regarding the projected use of CDBG funds and provided the public with adequate information concerning the amount of funds available for community development activities, the range of eligible activities, and other important requirements; and

WHEREAS, staff therefore recommends the following allocations:

PROGRAM ADMINISTRATION \$150,000

CITY PROJECTS (\$280,000)

- ADA Curb Ramps (\$100,000)
- Grape Bowl ADA Improvements (\$180,000)

CITY SERVICE PROGRAMS (\$80,000)

- Spay/Neuter Program (\$30,000)
- Graffiti Abatement (\$50,000)

CBO CAPITAL PROJECTS (\$207,500)

- Salvation Army Family Shelter Units (\$207,500)

CBO SERVICE PROGRAMS (\$32,500)

- San Joaquin Fair Housing – Fair Housing Services (\$17,500)
- Second Harvest Food Bank – Food Assistance Programs (\$10,000)
- DRAIL – Residential Handicap Accessibility (\$5,000)

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the draft Action Plan with the recommended 2011/12 Federal allocations of CDBG funds to the projects recommended by staff in the amount of \$750,000 as indicated above.

Dated: March 16, 2011

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I hereby certify that Resolution No. 2011-35 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 16, 2010, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Katzakian, Mounce, Nakanishi,
and Mayor Johnson

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



RANDI JOHL
City Clerk

2011/12

CDBG Action Plan

Presented by
Community Development Department

March 2011

2011/12 CDBG Action Plan

- Annual Allocation Process
 - 3rd Year as an Entitlement Community
 - Receiving Community Development Block Grant (CDBG) Funds Directly From U.S. Department of Housing and Urban Development (HUD)

- Proposed Federal Budget Includes Reductions in CDBG Program
 - \$750,000 estimated allocation.

2011/12 CDBG Action Plan

- Application Process
 - 10 applications received from Community-Based Organizations (CBO).
 - One application subsequently withdrawn. (LOEL)
 - 4 City Projects/Services identified.
- Factors to consider during review.
 - HUD Regulations
 - Program Administration Cap of 20%
 - Public Service Cap of 15%
 - Timely Expenditure of CDBG Funds
 - Council Policies
 - Preference for Projects over Services.
 - 60% Set-aside for City – 40% for CBO's.
 - Scoring Matrix

2011/12 CDBG Funding Availability

Estimated 2011/12 CDBG Allocation	\$750,000
20% Program Administration	(\$150,000)
Adjusted Balance Available for Distribution	\$600,000
60% Set-aside for City Projects/Services	\$360,000
40% Set-aside for CBO Projects/Services	\$240,000

2011/12 CDBG Action Plan

- Scoring Matrix for CBO Funding Requests
 - Activity Need and Justification
 - Readiness to Proceed
 - Cost Reasonableness and Effectiveness
 - Activity Management and Implementation
 - Past Performance
 - Matching Contributions

Service/Project Agency/Organization	Rating Score	Activity Type	Funding Request
Fair Housing Services SJC Fair Housing	N/A	Public Service	\$20,000
Food Distribution Programs Second Harvest Food Bank	94	Public Service	\$10,000
Res. Handicap Accessibility DRAIL	89	Public Service	\$5,000
Home Delivered Meals Program SJC Human Services Agency	87	Public Service	\$30,000
Mobile Farmer's Market Emergency Food Bank	87	Public Service	\$3,000
Hope Harbor Family Shelter Salvation Army - Lodi	82	Public Facility	\$288,000
Phase IV Construction Emergency Food Bank	79	Public Facility	\$22,326
719 S. Washington - Window Retrofit Housing Authority	74	Public Facility	\$17,100
Land Acquisition for Rehab Facility Sunhouse	39	Public Facility	\$100,000

Service/Project Department	Activity Type	Funding Request
ADA Curb Ramps Public Works	Public Facility	\$100,000
Grape Bowl ADA Improvements Parks & Recreation	Public Facility	\$180,000
Spay and Neuter Program LPD – Animal Services	Public Service	\$30,000
Graffiti Abatement Public Works	Public Service	\$50,000

2011/12 CDBG Action Plan

- **Public Service Funding**
 - Capped at \$112,500.
 - Graffiti Abatement - \$50,000
 - Spay/Neuter Program - \$30,000
 - Leaves only \$32,500 for remaining Public Service requests.
 - Fair Housing - \$20,000
 - Second Harvest - \$10,000
 - HSA – Home Delivered Meals - \$30,000
 - Residential Handicap Access. - \$5,000
 - Mobile Farmer’s Market - \$3,000

2011/12 CDBG Action Plan

- CBO Funding Available - \$240,000
 - Projects – Total of \$427,426 Requested
 - Family Shelter Units - \$288,000
 - Window Replacement - \$17,100
 - Emergency Food Bank Phase IV - \$22,326
 - Rehab Counseling Land Acquisition - \$100,000
 - Public Services \$32,500 Available
 - Fair Housing - \$20,000
 - Second Harvest - \$10,000
 - Residential Handicap Access. - \$5,000
 - HSA – Home Delivered Meals - \$30,000
 - Mobile Farmer’s Market - \$3,000

Service/Project Agency/Organization	Rating Score	Activity Type	Funding Request	Funding Recommendation
Hope Harbor Family Shelter Salvation Army - Lodi	82	Public Facility	\$288,000	\$207,500
Fair Housing Services SJC Fair Housing	N/A	Public Service	\$20,000	\$17,500
Food Distribution Programs Second Harvest Food Bank	94	Public Service	\$10,000	\$10,000
Res. Handicap Accessibility DRAIL	89	Public Service	\$5,000	\$5,000
Home Delivered Meals Program SJC Human Services Agency	87	Public Service	\$30,000	0
Mobile Farmer's Market Emergency Food Bank	87	Public Service	\$3,000	0
Phase IV Construction Emergency Food Bank	79	Public Facility	\$22,326	0
719 S. Washington - Window Retrofit Housing Authority	74	Public Facility	\$17,100	0
Land Acquisition for Rehab Facility Sunhouse	39	Public Facility	\$100,000	0

Service/Project Department	Activity Type	Funding Recommendations
ADA Curb Ramps Public Works	Public Facility	\$100,000
Grape Bowl ADA Improvements Parks & Recreation	Public Facility	\$180,000
Spay and Neuter Program LPD – Animal Services	Public Service	\$30,000
Graffiti Abatement Public Works	Public Service	\$50,000

2011/12 CDBG Action Plan

- Draft Action Plan Document.
 - 30 Day Public Review/Comment Period.
- Final Document to Council on April 20th.
 - Actual Allocation Amount from HUD.
- Submittal to HUD by May 15th.
- Questions or Comments?

CITY OF LODI

ADVERTISING INSTRUCTIONS

SUBJECT: NOTICE OF PUBLIC HEARING FOR DISCUSSION OF POSSIBLE
CDBG APPLICATIONS

PUBLISH (DATES): March 4,2011

ACCT#: 20104930

TEAR SHEETS WANTED: 1 EXTRA (ONLY) DELIVER TO: Community
Development Dept.

AFFIDAVIT & BILL TO: Community Development - CDBG
City of Lodi
221 W. Pine Street
Lodi, CA 95241

DATE: March 2,2011

ORDERED BY: Joseph Wood

TITLE: Neighborhood Services Division Manager



DECLARATION OF POSTING

PUBLIC HEARING TO APPROVE THE DRAFT 2011/12 ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

On Friday, March 4, 2011, in the City of Lodi, San Joaquin County, California, a Notice of Public Hearing to approve the Draft 2011/12 Action Plan for the Community Development Block Grant Program (attached and marked as Exhibit A) was posted at the following locations:

Lodi Public Library
Lodi City Clerk's Office
Lodi City Hall Lobby
Lodi Carnegie Forum

I declare under penalty of perjury that the foregoing is true and correct.

Executed on March 4, 2011, at Lodi, California.

ORDERED BY:

**RANDI JOHL
CITY CLERK**



JENNIFER M. ROBISON, CMC
ASSISTANT CITY CLERK

MARIA BECERRA
ADMINISTRATIVE CLERK



DECLARATION OF MAILING

PUBLIC HEARING TO APPROVE THE DRAFT 2011/12 ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

On Friday, March 4, 2011, in the City of Lodi, San Joaquin County, California, I deposited in the United States mail, envelopes with first-class postage prepaid thereon, containing a Notice of Public Hearing to approve the Draft 2011/12 Action Plan for the Community Development Block Grant Program, attached hereto marked Exhibit A. The mailing list for said matter is attached hereto marked Exhibit B.

There is a regular daily communication by mail between the City of Lodi, California, and the places to which said envelopes were addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on March 4, 2011, at Lodi, California.

ORDERED BY:

RANDI JOHL
CITY CLERK, CITY OF LODI


JENNIFER M. ROBISON, CMC
ASSISTANT CITY CLERK

MARIA BECERRA
ADMINISTRATIVE CLERK

LEGAL NOTICE**NOTICE OF PUBLIC HEARING FOR DISCUSSION OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

NOTICE **IS** HEREBY GIVEN that a public hearing will be held on Wednesday, March 16, 2011 at 7:00 p.m. or as soon thereafter as the matter may be heard, in the Lodi City Council Chambers, 305 West Pine Street, Lodi, CA 95241 in order to consider the Community Development Block Grant (CDBG) Program Action Plan development process and to receive input regarding community needs and funding priorities. The City anticipates receiving approximately \$750,000 in 2011-12.

The CDBG program provides funding for activities that benefit low-income persons, eliminate slum or blight, or serve an urgent need. Eligible activities include property acquisition, public improvements, housing rehabilitation, economic development, and public services.

As a recipient of Community Development Block Grant (CDBG) funding, the City has developed an Action Plan that describes the activities proposed to be funded in 2011-12. The Action Plan generally describes how the City will utilize program funds for eligible activities during the fiscal year. The Action Plan can be amended as needed to reallocate funds to housing and community development activities.

Planning documents will be made available to the public for at least 30 days before adoption by the City Council. The documents are anticipated to be released on March 19, 2011 for public review and comment. An additional public hearing will be held on Wednesday, April 20, 2011 for review and adoption of the Action Plan.

The purpose of this public hearing will be to give citizens an opportunity to make their comments known regarding community needs and potential activities to be funded under the CDBG Program. If you are unable to attend the public hearing, you may direct written comments to the City Clerk, City of Lodi, PO Box 3006, Lodi, CA 95241, or you may telephone (209) 333-6711. In addition, information is available for review at Lodi City Hall (221 West Pine Street) between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

The City promotes fair housing and makes all its programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

Neighborhood Services Manager
Joseph Wood

Dated: March 4, 2011

2011/12 CDBG Applicant Mailing List

EXHIBIT B

Capt. Dan Williams
c/o Salvation Army, Lodi Corps
PO Box 1388
Lodi, CA 95241

Mike Mallory
c/o Second Harvest Food Bank
704 E. Industrial Park Drive
Manteca, CA 95337-6116

Sandra Graham
c/o Disability Resource Agency for Independent Living
501 W. Weber Ave
Stockton, CA 95202

Dean Fujimoto
c/o San Joaquin County Human Services Agency
PO Box 201056
Stockton, CA 95201-3006

Federico Navarro
c/o Emergency Food Bank of Stockton/San Joaquin
7 W. Scotts Avenue
Stockton, CA 95202

Tim Viall
c/o Emergency Food Bank of Stockton/San Joaquin
7 W. Scotts Avenue
Stockton, CA 95202

Peggy Wagner
c/o San Joaquin County Fair Housing Association
247 E. Miner Ave
Stockton, CA 95202

Kristi Rhea
c/o Housing Authority of the County of San Joaquin
448 S. Center Street
Stockton, CA 95202

Tracy Williams
c/o LOEL Foundation, Inc.
105 S. Washington Street
Lodi, CA 95240

Joann Ward-Rimmer
c/o Sunhouse
PO Box 348
Lodi, CA 95241-0348