



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Conduct A Public Hearing to Approve the Draft 2013/14 Action Plan for the Community Development Block Grant Program

MEETING DATE: March 20, 2013

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Conduct a public hearing to approve the Draft 2013/14 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

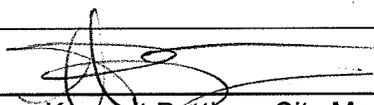
The City expects to receive \$597,871 in CDBG funds from the federal government for the coming fiscal year, a 5.1 percent reduction from 2012/13 that is based upon the most recent sequestration cuts.

Funding and Application Process

The remaining process for allocating the 2013/14 CDBG funding is as follows:

- March 20, 2013 Public Hearing to review draft Action Plan documents.
- April 1 – May 1, 2013 Public review period.
- May 1, 2013 Public Hearing to adopt Final Action Plan documents.
- May 15, 2013 Action Plan due to HUD.

APPROVED:


Konrad Bartlam, City Manager

At the completion of an application period that ran from January 9, 2013 to February 6, 2013, the City received a total of 11 applications from community-based organizations (CBO's) requesting a total of \$527,354. Those 11 applications were then evaluated with a grading/scoring matrix that is intended to provide a standard of measurement to allow for an empirical rating of applicants. Each application is rated on a grading scale that allows a maximum of 100 points

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.

2013/14 CDBG Allocation	\$ 597,871
20% Program Admin	(\$119,574)
Total Funding Available for Distribution	\$478,297
60% Set-aside for City Projects & Services	\$ 286,978
40% Set-aside for CBO Projects & Services	\$ 191,319

The total amount of funding requested for City projects and services was \$9,978 less than the total available in the City's 60 percent set-aside, so those funds are being recommended to be used for CBO services and projects.

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 \$199,531 requested in Public Services and a Service Cap of \$89,680 for 2013/14.

CDBG Funding Recommendations

For planning and administrative activities, an allocation of \$119,574 (20 percent of the CDBG 2013/14 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, CBO projects, and CBO service programs.

Funding recommendations for these categories are listed below, with additional detail on applicants and recommendations in Exhibit A (Summary/Ranking of 2013/14 Applications Received), Exhibit B (Internal Applications Received), and Exhibit C (City Manager's Recommendations for Funding).

PROGRAM ADMINISTRATION \$119,574

CITY CAPITAL PROJECTS (\$215,000)

- ADA Retrofit Improvements (\$100,000)
- Hutchins Street Square – South Entrance ADA Improvements (\$75,000)
- Kofu Park ADA Improvements (\$40,000)

CITY SERVICE PROGRAMS (\$62,000)

- Spay/Neuter Program (\$20,000)
- Graffiti Abatement (\$42,000)

CBO CAPITAL PROJECTS (\$173,617)

- Housing Authority – Housing Weatherization Improvements (\$18,000)
- LOEL Center – 125 S. Washington Project – Phase II (\$155,617)

CBO SERVICE PROGRAMS (\$27,680)

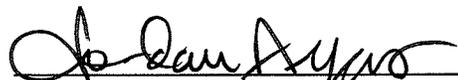
- San Joaquin Fair Housing – Fair Housing Services (\$18,000)
- Second Harvest Food Bank - Food Assistance Programs (\$8,180)
- Emergency Food Bank – Mobile Farmer's Market (\$1,500)

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 May 1, 2013. The adopted Action Plan document must be submitted to HUD no later than May 15, 2013 in order to receive funding beginning July 1, 2013.

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: \$597,871 – 2013/14 Annual Community Development Block Grant Award


Jordan Ayers, Deputy City Manager


Konradt Bartlam
Community Development Director

Attachments

KB/jw

SUMMARY AND RANKING OF 2013/14 CBO APPLICATIONS

Applicant	Project/Program	Ranking	Amount Requested	Public Service	Capital Improvement	Economic Development	Housing
COMMUNITY-BASED ORGANIZATION APPLICATIONS							
C. Sandige Associates	Lodi Station - Applicant is seeking funding for pre-development costs for a proposed development of transit-oriented, workforce housing units to be built in "Downtown Mixed-Use District". The site is located on N. Sacramento Street, directly across from the Lodi Transit Parking Structure.	51	175,000.00				175,000.00
Housing Authority of San Joaquin Co	Housing Weatherization Improvements - Window replacement in the six-units of affordable housing apartment complex located at 719 S. Washington St.	85	17,910.00				17,910.00
LOEL Foundation	Phase II Site Improvements - Continuation of project at 125 S. Washington. Phase I included the demolition of the old church building and preliminary site improvements that include off-street parking, a community garden and security fencing. Phase II continues site improvements, ADA accessibility improvements and underground utilities that must be relocated.	82	194,913.00		194,913.00		
Small Business Development Center (Delta College)	Small Business Assistance - Provides confidential, individual and free business consulting to existing and prospective Lodi business owners, and monthly small business start up workshops.	91	10,000.00			10,000.00	
San Joaquin Fair Housing	Fair Housing Services - HUD-mandated counseling services and outreach to tenants, property owners and property managers to satisfy HUD/CDBG requirement for affirmatively furthering fair housing.	74	18,000.00	18,000.00			
180 Teen Center	Care Lodi - Three-phase collaborative effort among law enforcement, faith-based organizations and community agencies, to provide opportunities for youth in the target neighborhood, appropriate existing resources for residents in the target neighborhood, and activate the faith-based community in order to provide resources which will contribute to long term change.	84	45,540.00	45,540.00			
Emergency Food Bank and Family Services	Mobile Farmers' Market program - The MFM is an existing program that provides access to fresh fruits and vegetables, healthy cooking demonstrations and health and nutrition-related information to low-income residents.	89	1,500.00	1,500.00			
Human Services Agency (SJ County)	Home-Delivered Meals - Elderly recipients have a package of five frozen meals delivered once a week.	95	5,000.00	5,000.00			
Second Harvest	Hunger Relief Programs - Funding for the operation of the Food Assistance Program, the Senior Brown Bag Program, and the Food 4 Thought Program.	96	10,000.00	10,000.00			
Catholic Charities	Women's Drop-in Center - A collaborative effort with St. Anne's Church, the Salvation Army and Lodi House, that will serve homeless women and their children through a daytime resource center that will be located at 108 S. Pleasant Ave.	81	29,491.00	29,491.00			
Salvation Army	Tutoring and Mentoring Program - An after-school program out of the Salvation Army Lockeford Street facility that will operate between 3:00 and 5:00 on weekdays. The program will focus on tutoring, mentoring, character building, crafts and sports/recreational activities.	85	20,000.00	20,000.00			
TOTAL REQUESTS			\$ 527,354.00	129,531.00	194,913.00	10,000.00	192,910.00

INTERNAL APPLICATIONS RECEIVED

Applicant	Project/Program	Amount	Public Service	Capital Improvement	Economic Development	Housing
CITY APPLICATIONS						
LPD - Animal Services	Spay and Neuter Program - Sterilization for Feral cats trapped and released within the CDBG Target Area, as well as both friendly cats and pit-bull dogs from low income households.	20,000.00	20,000.00			
Public Works Dept.	Graffiti Abatement - The Public Works Department will abate graffiti on public and private property that is viewable from the public right-of-way and within the CDBG Target Area.	50,000.00	50,000.00			
Public Works Dept.	ADA Accessibility Improvements - The Public Works Department will make improvements in the public right of way and at public facilities to remove barriers to accessibility. The activities will be targeted in LMI areas and areas serving public facilities.	100,000.00		100,000.00		
Parks, Recreation & Cultural Services	Hutchins Street Square - South Entrance ADA - Improvements necessary to provide path of travel and to remove barriers to accessibility.	70,000.00		70,000.00		
Parks, Recreation & Cultural Services	Kofu Park ADA Improvements - Install ADA-compliant parking stalls and path of travel improvements at Kofu Park to remove barriers to accessibility.	37,000.00		37,000.00		
	Total requests	\$ 277,000.00	\$ 70,000.00	\$ 207,000.00	-	-

RESOLUTION NO. 2013-46

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE DRAFT ACTION PLAN FOR THE
2013/14 FEDERAL ALLOCATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS

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WHEREAS, the Department of Housing and Urban Development (HUD) has determined that the City of Lodi, California, is entitled to Community Development Block Grant (CDBG) funds as an entitlement community for fiscal year 2013/14 Federal allocation; and

WHEREAS, the City of Lodi is estimating that the allocation for the 2013/14 fiscal program year will be \$597,871; and

WHEREAS, the City of Lodi has held, with proper notification, a public hearing at the City Council meeting of March 20, 2013, 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 \$119,574

CITY Capital Projects (\$215,000)

- ADA Retrofit Improvements (\$100,000)
- Hutchins Street Square – South Entrance ADA (\$75,000)
- Kofu Park ADA Improvements (\$40,000)

CITY Service Programs (\$62,000)

- Spay/Neuter Program (\$20,000)
- Graffiti Abatement (\$42,000)

CBO Capital Projects (\$173,617)

- LOEL Center – 125 S. Washington Project – Phase II (\$155,617)
- Housing Authority – Housing Weatherization Improvements – Window Replacement (\$18,000)

CBO Service Programs (\$27,680)

- San Joaquin Fair Housing – Fair Housing Services (\$18,000)
- Second Harvest Food Bank – Food Assistance Programs (\$8,180)
- Emergency Food Bank – Mobile Farmer's Market (\$1,500)

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby approve the draft Action Plan, which includes the recommended 2013/14 Federal allocations of CDBG funds to the projects recommended by staff in the amount of \$597,871 as indicated above.

Dated: March 20, 2013

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I hereby certify that Resolution No. 2013-46 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 20, 2013, by the following vote:

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

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



RANDI JOHL
City Clerk

2013/14

CDBG Action Plan

Presented by
Community Development Department

March 2013

2013/14 CDBG Action Plan

- Estimated Allocation Based Upon Sequestration Cuts Effective March 1st.
 - Estimated Allocation: \$597,871.
 - 5.1% reduction

 - Application Process
 - 11 applications received from Community-Based Organizations (CBO).
 - One deemed ineligible.
 - 5 City Projects/Services identified.
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2013/14 CDBG Funding Availability

Estimated 2013/14 CDBG Allocation	\$597,871
20% Program Administration	(\$119,574)
Balance Available for Distribution	\$478,297
60% Set-aside for City Projects/Services	\$286,978
40% Set-aside for CBO Projects/Services	\$191,319

2013/14 CDBG Action Plan

- Public Service Funding
 - Capped at \$89,680.
 - Graffiti Abatement - \$42,000
 - Spay/Neuter Program - \$20,000
 - Fair Housing - \$18,000
 - Leaves only \$9,680 for remaining Public Service requests.
 - Remaining Public Services requests total \$111,531

Service/Project Department	Activity Type	Requested Funding	Funding Recommendations
ADA Retrofit Improvements Public Works	Public Facility	\$100,000	\$100,000
HSS – South Entrance ADA Parks & Recreation	Public Facility	\$70,000	\$75,000
Kofu Park ADA Improvements Parks & Recreation	Public Facility	\$37,000	\$40,000
Spay and Neuter Program LPD – Animal Services	Public Service	\$20,000	\$20,000
Graffiti Abatement Public Works	Public Service	\$50,000	\$42,000

Service/Project Agency/Organization	Rating Score	Activity Type	Funding Request	Funding Recommendation
Food Distribution Programs Second Harvest Food Bank	96	Public Service	\$10,000	\$8,180
Home-Delivered Meals SJC Human Services Agency	95	Public Service	\$5,000	0
Mobile Farmer's Market Emergency Food Bank	91	Public Service	\$1,500	\$1,500
Small Business Assistance Small Business Development Center	91	Economic Development	\$10,000	0
Window Replacement Project Housing Authority	85	Housing	\$17,910	\$18,000
Tutoring and Mentoring Program Salvation Army – Lodi Corp	85	Public Service	\$20,000	0
Care Lodi One-Eighty Teen Center	84	Public Service	\$45,540	0
125 S. Washington Project – Phase II LOEL Center & Gardens	82	Public Facility	\$194,193	\$155,617
Women's Drop-in Center Catholic Charities	81	Public Service	\$29,491	0
Fair Housing Services SJC Fair Housing	74	Public Service	\$18,000	\$18,000

2013/14 CDBG Action Plan

- Draft Annual Action Plan.
 - 30 Day Public Review/Comment Period.
- Final Documents to Council on May 1st.
- Submittal of Annual Action Plan to HUD by May 15th.
- Questions or Comments?

CITY OF LODI

LEGAL ADVERTISEMENT

ADVERTISING INSTRUCTIONS

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

PUBLISH (DATES): March 7, 2013

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 5, 2013 ORDERED BY: Joseph Wood

TITLE: Neighborhood Services Division Manager



DECLARATION OF POSTING

PUBLIC HEARING TO APPROVE DRAFT 2013/14 ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

On Thursday, March 7, 2013, in the City of Lodi, San Joaquin County, California, a Notice of Public Hearing to approve Draft 2013/14 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 7, 2013, at Lodi, California.

ORDERED BY:

**RANDI JOHL
CITY CLERK**

A handwritten signature in blue ink that reads "Jennifer M. Robison".

JENNIFER M. ROBISON, CMC
ASSISTANT CITY CLERK

MARIA BECERRA
ADMINISTRATIVE CLERK



DECLARATION OF MAILING

PUBLIC HEARING TO APPROVE DRAFT 2013/14 ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

On Thursday, March 7, 2013, 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 Draft 2013/14 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.

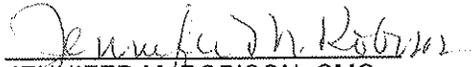
There is a regular daily communication by mail between the City of Lodi, California, and the places to which said envelopes were addressed.

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

Executed on March 7, 2013, 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 20, 2013 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 expects to receive \$597,871 in CDBG funds for 2013/14.

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 2013-14. 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 22, 2012 for public review and comment. An additional public hearing will be held on Wednesday, May 2, 2012 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 5, 2013

2013/14 CDBG Mailing List



Captains Tory and Martin Ross
c/o Salvation Army, Lodi Corps
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Lodi, CA 95241
martin.ross@usw.salvationarmy.org
209-369-5896 x107

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Mike Mallory
c/o Second Harvest Food Bank
704 E. Industrial Park Drive
Manteca, CA 95337-6116
ktapia@feedingamerica.org
209-239-2091

Dean Fujimoto
c/o SJC Human Services Agency
PO Box 201056
Stockton, CA 95201

Rebeca Knodt
c/o Emergency Food Bank of Stockton/San Joaquin
7 W. Scotts Avenue
Stockton, CA 95202
rknodt@stocktonfoodbank.org
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Peggy Wagner
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247 E. Miner Ave
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Nate McBride, Acting Director
Small Business Development Center
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Stockton, CA 95203