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| CARNEGIE FORUM 305 WEST PINE STREET LODI, CALIFORNIA | REGULAR AGENDA LODI IMPROVEMENT COMMITTEE | REGULAR SESSION TUESDAY, March 12, 2019 @ 6:00 PM |
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For information regarding this Agenda please contact:
 PATRICE CLEMONS
 TELEPHONE: (209) 333-6800 x3404

NOTE: All staff report or other written documentation relating to each item of business referred to on the agenda are on file in the Office of Community Development Department, located at 221 W. Pine Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability -related modification or accommodation contact the City Clerk's office as soon as possible and at least 24 hours prior to the meeting date.

6:00 p.m. Roll Call

Minutes

- October 10, 2018 – Regular Meeting
- November 13, 2018 – Regular Meeting
- January 02, 2019 – Special Meeting
- February 12, 2019 – Special Meeting

Comments by the Public on Non-Agenda Items (5 minute limit per speaker)

Annual Goals

- A. Update on CDBG Program from Staff
 - a. Review and revise Scoring Rubric and Application for next program year
 - b. Review revised project allocations, including graffiti
 - c. Schedule for Consolidate Plan and AAP approval
- B. Update on ABCD Activities from Staff
 - a. Invitation to join Cycle III
- C. Update on LIC 2018-19 Goals from Members and Staff

Regular Business

- A. Determine topics for upcoming meetings
 - a. April 9, 2019
 - b. May 14, 2019

Comments from Board members and Staff on Non-Agenda Items (5 minute limit per speaker)

Announcements

Adjournment

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the regularly scheduled meeting (or 24 hours in advance of a special meeting) at a public place freely accessible to the public 24 hours a day.

Patrice Clemons
 CDBG Program Specialist

October 10, 2018 – Regular,
November 13, 2018 – Regular
January 2, 2019 – Special
&
February 12, 2019 - Special

The above Lodi Improvement Committee Meeting minutes were not available at the time of packet preparation.

They will be made available prior to the start of the March 12, 2019 meeting if they have been completed.



MEMORANDUM, City of Lodi, Community Development Department

To: Lodi Improvement Committee
From: Patrice Clemons, CDBG Program Specialist/City Staff Liaison
Date: March 12, 2019
Subject: Staff Report on Updates to the Community Development Block Grant (CDBG) Program for the 2019-20 Program Year.

Purpose: Lodi Improvement Committee makes a recommendation to the City Council on scores and funding allocations for projects during the 2019-20 Annual Action Plan cycle.

Action: Lodi Improvement Committee will 1) review and make recommendation to City Council on revised project allocations for 2019-20 program year; 2) review and make recommendations to staff for revising the CDBG grant application and scoring rubric for next plan cycle.

Background:

Lodi's Community Development Block Grant

The City of Lodi (City) receives an annual allocation of funds (approximately \$630,000) from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. The primary purpose of this program is to improve the quality of life for low- and moderate- income persons, households, and neighborhoods by supporting public services, public facilities, crime prevention, access for disabled persons, affordable housing, and economic development. The City adopts a five-year Consolidate Plan, as required by HUD, which lays out how the City plans to use the funds through strategies and goals that improve quality of life in Lodi and address community needs.

Each year the City prepares an Annual Action Plan that identifies the services and projects to fund that will meet these Consolidated Plan goals. As part of this planning process, the City gathers public comment on the community needs and recommended activities to meet those needs. Applications for funds are scored by staff and the Lodi Improvement Committee. Activities that further the City's five-year Consolidated Plan goals and meet priority community needs are given the highest priority for funding.

Revised 2019-20 Project Allocations:

CDBG Public Service Projects:

Per HUD regulations, public service activities are limited to 15% of the total grant award. Next year's estimated cap on public services is \$94,500; this is based on the City receiving \$630,000 in total award

funds. The City received applications from seven community-based organizations and one city-sponsored project of \$30,000 for Graffiti Abatement. The LIC reviewed and scored applications, and recommended that five of the seven received CDBG funds for the 2019-20 program year. Additionally, the LIC directed staff to research whether Graffiti Abatement could be partially funded with CDBG at \$20,000 and the remainder covered by other City funds. Based on management feedback, no other funds are available to cover Graffiti Abatement so staff suggests the revised allocations, as described in the attachment. However, staff is also reaching ways that Graffiti Abatement can come from capital improvement funding.

Scoring Rubric and Application:

See the attached scoring rubric and application for review.

Fiscal Impact:

HUD's annual allocation for CDBG funds will likely be announced in Spring of 2019. Depending on HUD's budgeting schedule, funds will likely be available beginning in July. The City estimates receiving \$630,000.

Attachments:

1. 2019-20 Draft CDBG Budget
2. Scoring Rubric
3. CDBG Grant Application

2019-20

LIC AND STAFF RECOMMENDATIONS FOR CDBG FUNDING

2018-19 CDBG Allocation (Estimated)

Program Administration (20%)

City Program Admin Activities
 Fair Housing (6.9% CRLA, 15.3% SJFH)
 CRLA-\$7,091 SJFH-\$15,750

Total Funding Available

City Projects

NA Blakely Restroom w AD
 NA HEAP

City Service Programs

NA Graffiti Abatement (4%)

CBO Projects

126 Salvation Army: HVAC/ Refrigerator Repairs (with AD)

CBO Service Programs

140 Second Harvest Food Bank
 135 Salvation Army: Hope Harbor Shelter
 130 LOEL Foundation - Meals on Wheels Program
 128 Community Partnership for Families of SJ
 124 CA Human Development

Fair Housing - Plan Admin

119 CRLA
 126 SJ Fair Housing

| | \$630,000 | PROPOSED | LIC | | | |
|------------|-----------|--------------------|-------------------------|-------------------|---------------------|-----------------|
| | \$126,000 | with Full Graffiti | RECOMMENDATION | | | |
| | | with Less Graffiti | | | | |
| | | | 2019-20 CDBG Allocation | | Non-Social Services | Social Services |
| | | | 60% City Set-Aside | 40% CBO Set-Aside | No CAP | 15% CAP |
| | \$103,159 | | | | | |
| | \$22,841 | | | | | |
| | | | \$302,400 | \$201,600 | \$409,500 | \$94,500 |
| | \$504,000 | | | | | |
| | | | | | | |
| | \$273,000 | | \$273,000 | | \$273,000 | |
| | \$0 | | \$0 | | \$0 | |
| | \$0 | | \$0 | | \$0 | |
| | | | | | | |
| | \$30,000 | \$20,000 | \$30,000 | | | \$30,000 |
| | | | | | | |
| | \$120,000 | | | \$120,000 | \$120,000 | |
| | | | | | | |
| | \$9,000 | \$10,000 | | \$9,000 | | \$9,000 |
| | \$12,000 | \$12,000 | | \$12,000 | | \$12,000 |
| | \$7,500 | \$8,000 | | \$7,500 | | \$7,500 |
| | \$28,000 | \$35,000 | | \$28,000 | | \$28,000 |
| | \$8,000 | \$10,000 | | \$8,000 | | \$8,000 |
| | | | | | | |
| | \$0 | | | \$7,091 | | \$0 |
| | \$0 | | | \$15,750 | | \$0 |
| | | | | | | |
| | \$487,500 | | \$303,000 | \$207,341 | \$393,000 | \$94,500 |
| Sum | | | | | | |
| Difference | | \$16,500 | | (\$600) | (\$5,741) | \$16,500 |
| | | | | | | \$0 |

(Draft 94,500)

| | |
|-----------------------------|-------------------------|
| Applicant: | |
| Proposed Project: | (i.e. Food for seniors) |
| Total Points Earned: | _____ out of 157 points |
| Scorer Name: | |

Instructions to LIC: Fill-out all questions, except those marked with X. Those are for Staff only to fill-out. Staff will add its Staff score to LIC member’s score for the total.

Threshold Rating:

| | |
|---------------|--|
| Staff: | |
| Y / N | Activity is eligible under CDBG |
| Y / N | Activity meets one National Objective |
| Y / N | For public services, the service is new or an expansion of existing service |
| Y / N | Applicant submitted a complete application (all questions filled out and attachments) |
| Y / N | Applicant meets all of the threshold criteria above. If so, continue scoring. |

Application Rating

| LIC: | Staff: | Meets National Objectives and Consolidate Plan Goals |
|-------------|---------------|---|
| | | The activity meets one of the three national Objectives: 5 – Activity principally benefits low- and moderate- income persons 3 – Activity prevents or eliminates blight or slum 3 – Activity addresses an urgent need or problem in the community |
| | | The activity meets one of the City’s <u>previous</u> 2014-2018 Consolidated Plan goals: 5 – Yes 0 – No |
| | | How much of an impact will the project have in addressing the goal? 2 – Regular impact 0 - Weak impact |
| | | Though in its draft form, how likely is it that the project will address needs/goals of the update 2019-2023 Consolidated Plan: 3 – Likely 1 – 50/50 chance 0 – Unlikely |
| X | | How important is meeting this Con Plan goal for this AAP cycle: 5 – High Priority (e.g. urgent need, project won’t be available next year) 3 – Regular priority 1 - Low priority (e.g. goal already met by other previous year projects) |
| | | Total: (LIC + Staff Scores) _____ (20 Pts) |

| LIC: | Staff: | Serving Priority Needs and Populations |
|------|--------|--|
| | | <p>Activity will serve how many of the following areas of priority need (services):</p> <ul style="list-style-type: none"> - Housing needs include new affordable housing construction, emergency or minor housing rehabilitation, preservation and rehabilitation of existing affordable rental housing and public housing, tenant-based rental assistance, down payment assistance, affordable rental housing for seniors and low-income families, or other housing need identified through public outreach that is added to this list. If other housing need, please indicated which one _____. - Priority needs for public facilities are community centers, youth facilities, community gardens, child care facilities, and one-stop service centers. Priority public Improvements are alley improvements, American’s with Disability Act accessible curb ramps, and sidewalk infill. Or other public facilities/improvement need identified through public outreach that is added to this list. If other public facilities/improvement, please indicated which one _____. - Public services include crime prevention, affordable youth activities, senior services, job training/education, or other service need identified through public outreach that should be added to the list. If other service, please indicate which one _____. <p>5 – Two of the targeted priority needs 3 – One of the targeted priority needs 0 – None of the targeted priority needs</p> |
| | | <p>Activity will serve how many of the following targeted priority populations: Extremely low-income and very low-income households, seniors, youth aged 6-17, persons with disabilities, and foster youth.</p> <p>5 – Two of the targeted priority populations 3 – One of the targeted priority populations 0 – None of the targeted priority populations</p> |
| | X | <p>Total: (LIC + Staff) _____ (10 Pts)</p> |

| LIC: | Staff: | Activity Need and Justification |
|------|--------|---|
| | | <p>5 – Applicant has demonstrated that the problem or need being addressed is significant in scope and intensity and is likely to cause numerous major problems in the community within the next five years.</p> <p>3 – Applicant has demonstrated that the problem or need being addressed is moderate in scope and intensity and is likely to cause some problems in the community within the next five years.</p> <p>0 – Applicant has not demonstrated that the problem or need being addressed is likely to cause numerous major problems in the community within the next five years.</p> |
| | | <p>The proposed project will</p> |

| | | |
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| | | <p>5 - Completely solve the problem or need for at least five years (15 years for capital projects, which are those that are physical improvements)</p> <p>3 - Significantly solve a portion of the problem or need for at least five years (15 years for capital projects, which are those that are physical improvements)</p> <p>0 - Unlikely solve the problem or need for at least five years (15 years for capital projects, which are those that are physical improvements)</p> |
| | X | Total: _____ (10 Pts) |

| LIC: | Staff: | Activity Benefit |
|------|--------|---|
| | | <p>Activity’s Potential Benefit to Target Beneficiaries</p> <p>1 to 10 - Activity benefits the target beneficiaries</p> <p>0 - No benefit to their beneficiaries</p> |
| | | <p>Activity’s Potential benefit to the City of Lodi</p> <p>1 to 20 – Activity’s benefit to the community as a whole</p> <p>0 - No benefit to Lodi</p> |
| | X | Total: _____ (30 Pts) |

| LIC: | Staff: | Readiness to Proceed During Program Year |
|------|--------|---|
| | | <p>5 - All predevelopment steps necessary to have been completed</p> <p>3 - Some predevelopment steps have been completed, with all the steps likely to be completed by July 1, 2019</p> <p>1 - Predevelopment steps are in process but unlikely to be completed by July 1, 2019</p> <p>0 - Predevelopment has not been adequately considered</p> |
| | | <p>5 – Project will begin after July 1, 2019, and end on or before June 30, 2020.</p> <p>3 – Project will begin after July 1, 2019 and end on or before December 30, 2020.</p> <p>0 – Project will be completed on or after January 1, 2020.</p> |
| X | | <p>4 Project timeline is realistic, with potential delays built into the schedule.</p> <p>2 Project timeline is realistic, but may not adequately account for delays.</p> <p>0 Project timeline is unrealistic</p> |
| | | <p>3 - Project will be completed fully without needing further funding commitment from another source.</p> <p>2 - Project is likely to be fully completed, but depends on funding commitments from other organizations/source.</p> <p>0 - Project may not be fully completed.</p> |
| | | Total: (LIC + Staff) _____ (17 Pts) |

| LIC: | Staff: | Cost Reasonableness and Effectiveness |
|------|--------|--|
| X | | 5 - Project costs are fully justified and within an expected range. 3 - Project costs are somewhat justified and are slightly above what is expected. 0 - Project costs are excessive, are unrealistically low, or are not justified. |
| X | | 4 - Proposed costs are supported by previous actual budgets, surveys of similar organizations, or independent cost estimates. 2 - Proposed costs are supported by internal cost estimates. 0 - Proposed costs are not supported. |
| | | 3 - The organization is, with the exception of capital funds, self-sustaining without on-going need for CDBG funds to continue activity. 2 - The organization has a realistic plan to become self-sustaining. 0 - The organization would likely need ongoing CDBG funding to continue this activity. |
| | | Total: (LIC + Staff) _____ (12 Pts) |

| LIC: | Staff: | Activity Management and Implementation |
|------|--------|---|
| | | The organization: 3 - Has sufficient management resources available. 0 - Does not have sufficient management resources available. |
| | | The organization: 3 - Displays a commitment to operating and managing their activity according to CDBG regulations. 0 - Fails to display adequate commitment to operating and managing their activity according to CDBG regulations. |
| | | The organization: 3 - Has a record of proper management of all relevant activities. 0 - Has had some problems with managing activities properly. |
| | | The organization: 2 - Has the appropriate resources readily available to support the activity. 0 - Will require more than 2 months to obtain the resources necessary to perform the activity. |
| | | The organization: 3 - Provided a realistic estimate of the number of persons who will benefit from the activity. 0 - Provided an estimate of the number of beneficiaries that was inflated, as compared to past performance or similar activities. |
| | | The organization: 3 - Has a viable method for ensuring beneficiaries are low- and moderate-income persons. 0 - Does not have a method for determining beneficiary income, or does not have |

| | | |
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| | | sufficient resources to implement it. |
| | | <p>The organization:</p> <p>3 - The financial statement shows sufficient resources to support the organization. 1 - The financial statement raises concerns for the organization's long-term stability. 0 - The financial statement indicates significant problems with expenditures or oversight.</p> |
| | X | Total: _____ (20 Pts) |

| LIC: | Staff: | Experience and Past Performance |
|------|--------|--|
| | | <p>Based on the qualifications of staff and prior experience, the applicant has:</p> <p>8 - Extensive experience undertaking and managing similar projects. 5 - Limited experience undertaking and managing similar projects. 3 - Sufficient resources to undertake and manage the project, but little experience with similar projects. 0 - No experience undertaking and managing similar projects.</p> |
| X | | <p>In the past 5 years, the applicant:</p> <p>5 - Expended funds according to their schedule in their contract and within program year. 3 - Expended funds up to six months beyond the program year. 0 - Has unexpended funds that are more than 18 months old. Note: Applicants who have not received City grants in the past 5 years are awarded all 5 points.</p> |
| X | | <p>In the past 5 years, the applicant:</p> <p>3 - Turned in all required reports fully completed and on time. 1 - Reports not fully completed or not on time; however, made an effort to improve reporting performance and exhibited a significant improvement. 0 - Turned in required reports uncompleted or late and showed little improvement in reporting compliance. Note: Applicants who have not received City grants in the past 5 years are awarded all 3 points.</p> |
| X | | <p>In the past 5 years, the applicant:</p> <p>2 - Sufficiently completed all activities in their scope of services. 1 - Completed most of the activities in their scope of services. 0 - Exhibited serious issues in adhering to their scope of services. Note: Applicants who have not received City grants in the past 5 years are awarded all 2 points.</p> |
| | | Total: (LIC + Staff) _____ (18 Pts) |

| LIC: | Staff: | Matching Contributions |
|------|--------|---|
| | | The applicant: 4 - Made an effort to secure other funding for the activity. 0 - Did not clearly make an effort to secure other funding for the activity. |
| | | The applicant: 3 – Has 100% of other funding sources committed 2 - Has at least 75% of other funding committed. 1 - Has 25% of other funding source committed. 0 - Has no other funding sources. |
| | | The ratio of eligible matching funds to CDBG funds is: 8 - 1.1 or more 6 - 0.75 to 1 4 - 0.5 to 1 2 - 0.25 to 0.5 0 - Less than 0.25 |
| | | CDBG funds are an appropriate source for the proposed activity: 5 – Funds are appropriate 0 – Other funding sources would be a better fit |
| | | Total: _____ (20 Pts) |

| LIC: | Staff: | HUD Issues |
|------|--------|--|
| X | | Any HUD eligibility issue related to the proposed activity: 0 - Not applicable -2 - Eligibility Issue |
| | | Total: (Staff Only) _____ (0 Pts) |

GRAND TOTAL: _____ (157 Pts)



**City of Lodi
Community Development Block Grant (CDBG)
2019-20 Annual Action Plan
Application Questions**

Applicant Name (Agency or Non-Profit) *: [INSERT]

Applicant Contact:

Please indicate the authorized signatory of your organization/agency, e.g. executive director, president, or equivalent.

Name *: [INSERT]

Address *: [INSERT]

Email *: [INSERT]

Phone Number *: [INSERT]

What is your organization's mission and briefly describe your programs and activities? (1000 character limit) *:

[INSERT]

Program or Project Name *: [INSERT]

Amount Requested *: \$00,000.00 [INSERT]

Program or Project Description (3000 character limit) *:

[INSERT]

General Information: Select the category which best describes the type of activity for which funds are being requested. *

- Public facilities and public improvements
- Economic development and employment training
- Real property acquisition or rehab

- Public services
- Crime prevention
- Building capacity of community resources
- Code enforcement (reduce blight)
- Homeless facilities
- Fair housing (prevent discrimination)
- Housing rehabilitation or home ownership assistance
- New housing construction (community-based development organizations only)
- Emergency repairs or assistance due to displacement
- Electrical utilities improvements
- Energy conservation and renewable resources
- Other, describe:

Project Eligibility: Indicate which HUD National Objective the activity meets. Low-income means households earning less than 80% of the area median income. *

- Benefit to low-income individuals or households
- Addresses the prevention or elimination of slums or blight
- Meets a particularly urgent community development need

Is this project new, continuing, or an expansion of existing project/program? To be eligible projects must be new or an expansion of existing project/program. *

- New
- Expansion of existing program/project
- Continuing

If your project/program received funding in the last program year, then briefly describe how your existing program has been expanded. For example, expansion may include an increase in the number of beneficiaries, new activities/services offered to beneficiaries, an additional location added, or program hours expanded. (250 character limit) *

[INSERT]

Consolidated Plan Goals: Which 2014–2018 Consolidated Plan goal or goals does your project/program address? *

- Improving access to social services
- Improving accessibility to public facilities
- Constructing/upgrading public facilities
- Addressing slum, blight, and nuisance conditions
- Building capacity and leadership in marginalized communities
- Preserving existing affordable housing
- Securing additional funding
- Expanding financial opportunities for lower-income individuals and families

Consolidated Plan Goals: Please briefly describe how your project/program addresses the selected goal or goals. (1000 character limit) *

[INSERT]

Beneficiary Description: Who will benefit from this program or project, and how will your organization track and report on beneficiaries? (2000 character limit) *

[INSERT]

Program/Project Accomplishments: How will you report your accomplishments? Please select one. *

- Individuals
- Households
- Housing Units
- Low-Income Area

About how many total people/households/housing units will your program assist? For neighborhoods, please estimate the number of low-income residents in the targeted area. If you have more than one type of activity to report within your project/program, then please indicate the number assisted per activity as well as the total. (250 character limit) *

[INSERT]

Project/Program Schedule: Please provide an overview of your program schedule, including start and end dates and milestones. (250 character limit) *

[INSERT]

Performance and Outcomes: Identify the beneficiary needs that this project/program will address? (3000

character limit) *

[INSERT]

Performance and Outcomes: How will your project/program meet the needs of the larger Lodi community? (3000 character limit) *

[INSERT]

Performance and Outcomes: What are the goals of your program or project and how will they address existing community needs, both to beneficiaries and larger Lodi community? (3000 character limit) *

[INSERT]

Does your project/program have an area-benefit or serve a limited clientele? (See Application Instructions for definition of terms.) *

Area - benefit

Limited clientele

Describe the location where services/improvements will be provided, including days and hours of operations and provisions for access to disabled persons. (850 character limit) *

[INSERT]

Organizational Capacity: Describe your organization's experience with similar programs/project. (1000 character limit) *

[INSERT]

Grant Management Experience: Please describe your organization's experience in managing federal and/or state grants. (1000 character limit) *

[INSERT]

Staff: Please identify the staff that will be available to assist on this project/program? Include their role and if they are Full Time Employees, Part Time Employees, or Volunteers. (1000 character limit) *

[INSERT]

Program Contact: Please provide the contact information for the person directly responsible for managing

the program or project on a day to day basis.

Name * : [INSERT]

Address (if different than the contact information address on Page 1): [INSERT]

Email * : [INSERT]

Phone Number * : [INSERT]

Position or Title * : [INSERT]

Years of Experience * : [INSERT]

Partner Agencies/Non-Profits: Will your organization be partnering with any outside agencies or groups on this project/program? If so, which agencies or groups will you be partnering with? Please identify which agency will take the lead in reporting and day to day program/project management. (250 character limit) *

[INSERT]

Could your program/project be successful if you received less than your requested grant funding? *

Yes

No

Unsure

If you answered "Yes" to the above, please describe the changes your organization will make so that the program or project is successful with reduced funding. (500 character limit)

[INSERT]

Will your project/program have other funding besides CDBG? Please provide an estimate of other funding, including funding sources and amounts. (1000 character limit)

[INSERT]

Please ATTACH your program/project budget for the 2019–20 year, and include a brief narrative of how

CDBG funding will be used and what costs will be covered by CDBG funds versus other non-CDBG funds. If applicable, please include direct and indirect cost allocation plan. *

-- Program/Project Budget for proposed project Attached

Please include the following additional Attachments:

-- Map indicating the location of your project/program within the City

-- Articles of Incorporation and By-laws and Amendments

-- Secretary of State Certification of Good Standing (Online printout/screenshot is acceptable)

-- Organizational Chart and Agency Mission Statement

-- Certified Audit (Most recent)

-- Profit and Loss Statement for most recent year.

-- Current Fiscal Year Agency Budget – including all funding commitments/sources

-- Other Documents