



CITY COUNCIL
HOUSING AUTHORITY AND
SUCCESSOR AGENCY TO THE EL CAJON
REDEVELOPMENT AGENCY

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

FEBRUARY 25, 2020, 7:00 p.m.

Bill Wells, Mayor
Phil Ortiz, Deputy Mayor
Steve Goble, Councilmember
Gary Kendrick, Councilmember
Bob McClellan, Councilmember

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Morgan Foley, City Attorney
Angela Cortez, City Clerk

CALL TO ORDER: Mayor Bill Wells

ROLL CALL: City Clerk Angela Cortez

PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

PRESENTATIONS:

Commendation: Veronica Longoria

AGENDA CHANGES:

PUBLIC COMMENT:

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

PUBLIC HEARINGS:

100. FY 2020-21 CDBG and HOME Allocations for One Year Action Plan

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and accepts testimony;
2. Accepts public input for the FY 2020-21 One Year Action Plan;
3. Closes the public hearing; and
4. Allocates funds to projects and programs that will be funded from the FY 2020-21 Community Development Block Grant (CDBG) and HOME grant programs.

Staff will prepare a preliminary funding schedule reflecting the City Council's decisions from the public hearing relative to the FY 2020-21 One Year Action Plan, and will present it for final adoption at the second public hearing scheduled for April 28, 2020.

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 25th day of February 2020, is adjourned to Tuesday, March 10, 2020, at 3:00 p.m.



City Council
Agenda Report

DATE: 02/25/2020
TO: Honorable Mayor and City Councilmembers
FROM: Jamie Van Ravesteyn, Housing Manager
SUBJECT: FY 2020-21 CDBG and HOME Allocations for One Year Action Plan

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and accepts testimony;
2. Accepts public input for the FY 2020-21 One Year Action Plan;
3. Closes the public hearing; and
4. Allocates funds to projects and programs that will be funded from the FY 2020-21 Community Development Block Grant (CDBG) and HOME grant programs.

Staff will prepare a preliminary funding schedule reflecting the City Council's decisions from the public hearing relative to the FY 2020-21 One Year Action Plan, and will present it for final adoption at the second public hearing scheduled for April 28, 2020.

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) provides funding each year to eligible jurisdictions through the federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) grant programs. These federal funds must be used for eligible projects and programs that benefit low- and moderate-income individuals and households in the City of El Cajon. "Low- and moderate-income" is defined as those persons and households who earn at or below 80% of the Area Median Income (AMI) adjusted for family size for the San Diego Metropolitan Service Area. This equates to \$85,600 for a family of four. CDBG funds are used for community development (public services) activities and public facility/capital improvement projects. HOME funds can be used solely to assist in providing affordable housing opportunities.

FIVE-YEAR CONSOLIDATED PLAN

In order to receive the CDBG and HOME funds, every five years the City must prepare and submit a Five Year Consolidated Plan (Consolidated Plan) which describes the community's needs, goals and priorities for the use of the CDBG and HOME funds over a five-year period. The Consolidated Plan is developed with significant citizen and community participation. The current FY 2019-2023 Consolidated Plan was adopted on April 23, 2019 and expires on June 30, 2024. The goals and priorities established in the current Consolidated Plan are described briefly in the attached CDBG Fact Sheet (Attachment "1"). The current Consolidated Plan is

available for public review on the following web page: www.cityofelcajon.us/housing. The Consolidated Plan is also available for review during normal operating hours at the Project Assistance Center counter on the third floor of City Hall.

ANNUAL ACTION PLAN

To implement the Five Year Consolidated Plan, the City must annually prepare and adopt a One Year Action Plan, which specifies how the CDBG and HOME resources will be allocated in that year to address the goals and priorities in the Five Year Consolidated Plan. The projects and programs awarded allocations of funding today will form the core of the FY 2020-21 One Year Action Plan, which will be the second year of the current Consolidated Plan period.

Following the allocation decisions from this public hearing, the draft One Year Action Plan will be prepared and made available for public review and comment for a 30-day period. The One Year Action Plan will be finalized and presented to the City Council at the second public hearing on April 28, 2020, for approval and adoption.

Once approved by the City Council, the One Year Action Plan will be submitted to HUD for review. Upon approval, the funds will become available on or after July 1, 2020. The attached CDBG Fact Sheet provides a summary of eligible and ineligible activities, and a timeline for citizen participation in the development of the One Year Action Plan for FY 2020-21.

EVALUATION OF PAST YEAR'S PERFORMANCE

Annually, the City submits a comprehensive review of each fiscal year's performance to HUD, including the progress made towards meeting the goals of the Five Year Consolidated Plan. A complete review of the City's FY 2018-19 One Year Action Plan performance is included in the City's Consolidated Annual Performance and Evaluation Report ("CAPER"), which is available for public review on the Community Development – Housing webpage, located at www.cityofelcajon.us/housing. The CAPER is also available for review during normal operating hours at the Project Assistance Center counter on the third floor of City Hall. Projects and programs are currently underway for the FY 2019-20 Action Plan period, the first year of the current Five Year Consolidated Plan.

FY 2020-21 CDBG AND HOME FUNDING

The annual allocations of CDBG and HOME funding are based on formulas calculated by HUD and are released in the spring of each year. HUD has tentatively announced the allocation amounts for FY 2020-21. While allocation amounts have been provided, these amounts could change prior to signing an agreement with HUD. For FY 2020-21, the CDBG allocation is approximately \$1,364,440, and the HOME allocation is approximately \$646,351.

City Council action is requested to identify the projects, programs and activities to be conducted that will receive allocations of CDBG and HOME funding in FY 2020-21. Action is also requested to identify existing and/or alternative projects that will automatically be funded, or will receive increases or decreases in funding, once the actual funding amounts are known, in order to preclude the need for additional public hearings to allocate minor amounts.

CATEGORIES OF FUNDING/RESTRICTIONS

The federal regulations for CDBG and HOME funding detail the eligible activities under each grant source. For certain categories of activities, restrictions are placed on the amounts of the total grant allocation that may be expended in a given year.

For the CDBG program, the regulations restrict the amount of funds that may be reserved and expended as follows:

- No greater than 20% of the annual CDBG grant allocation may be awarded or expended during that year for planning and grant administration activities;
- No more than 15% of the annual CDBG grant allocation may be awarded or expended for public service activities.

For the HOME program, the regulations restrict the amount of funds that may be reserved and expended as follows:

- No more than 10% of the total HOME grant allocation may be awarded or expended for planning and grant administration activities during the year;
- A minimum of 15% of the total HOME grant amount must be reserved for eligible affordable housing activities to be conducted by Community Housing Development Organizations (CHDOs) as outlined below.

CDBG PROPOSALS RECEIVED

Through the published application process for CDBG projects and programs, the City received 12 eligible requests for the CDBG funding. As in past years, the requests for funding exceed the amounts expected to be available for allocation. The complete Applications Binder is available in the City Clerk's Office for City Council and public review.

Subject to the funding restrictions outlined above, staff recommendations for the various categories of funding are listed below and are also summarized in Attachment "2" of this report.

PLANNING AND ADMINISTRATION (Maximum 20% of CDBG Grant)

CDBG funds can be used for grant administration and planning activities, including general administration, management oversight, program implementation and fair housing services. A maximum of \$272,888 will be available for allocation to Planning and Administration activities and recommends awarding the funds as follows:

- CDBG Administration – The City provides staffing and management oversight for the administration and implementation of the CDBG and HOME programs. These activities will require the maximum amount of CDBG Administration funds available to adequately administer both programs for FY 2020-21. Staff recommends allocating \$247,888 of CDBG funds to the City's Community Development Department for continued administration of both grant programs, including internal and external costs.
- CSA San Diego County – Fair Housing Services/Housing Placement Services – The provision of fair housing services is mandatory for federal programs, including the CDBG and HOME programs. CSA San Diego County has requested funds to provide fair housing and landlord/tenant services for City of El Cajon residents, including fair housing

testing in the City. Staff recommends funding for CSA San Diego County, in the amount of \$30,000 (\$25,000 in CDBG funds and \$5,000 in HOME funds) for the provision of essential fair housing services and testing.

PUBLIC FACILITIES/CAPITAL IMPROVEMENT PROJECTS (No Maximums)

Under the CDBG program, the City may use funds to undertake a variety of public facility and public improvement projects that benefit low- and moderate-income residents. This includes facilities and improvements that are publicly owned, or that are owned by a nonprofit and open to the public (with certain exceptions). The City received several proposals for Public Facility/Capital Improvement funds.

Previous City Council direction has been to maximize and prioritize the use of CDBG funds for CDBG-eligible, City-owned Public Facility improvements serving the entire community, and to bring all public facilities into compliance with ADA requirements. The City Council has preferred to prioritize funding to continuing phased projects and projects already underway, before funding new projects.

Approximately \$886,886 will be available for allocation to public facility/capital/other activities. The following is a brief discussion of each project's submittal for Public Facilities/Capital funds, and staff's recommendations for funding:

- City Public Works (Neighborhood Street Light Improvement Program) – Funding has been requested to install new street lights in qualified CDBG-eligible residential census tracts. Locations for the lighting improvements will be supported by an internal engineered lighting study. If funded, approximately 40 street lights will be installed to eliminate the dangers associated with crossing streets at night and to ensure residents' safety. Staff recommends funding for this activity in the amount of \$500,000.
- City Public Works (ADA Curb Ramps & Sidewalks Improvements) – Funding has been requested for this ongoing project to include the installation of new ADA compliant curb ramps, as well as the retrofit of existing curb ramps throughout the City during the fiscal year. Staff recommends funding this activity in the amount of \$275,000. Approximately 78 curb ramps and adjacent sidewalks can be completed with this funding amount.
- Home of Guiding Hands (Facility Improvements at 1401 South Lemon) – Funding has been requested for additional major facility improvements to one group home serving developmentally disabled adults. This rehab project will upgrade the home at 1401 Lemon Avenue, allowing for a longer term care facility. Improvements requested include the remodel of two bathrooms, flooring replacement, roof replacement and replacement and expansion of walkways. Several improvements have previously been completed at this home, including full upgrades to both bathrooms, using CDBG funds. Staff recommends funding this activity in the amount of \$24,000.
- Boys and Girls Club of East County (Gymnasium Roof Replacement at 1171 E. Madison Ave.) – Funding has been requested for the replacement of the original gymnasium roof. The El Cajon Clubhouse serves over 500 disadvantaged youth by providing development opportunities and a safe place after school and during the summer months. Staff recommends funding this activity in the amount of \$21,000.
- East County Transitional Living Center (ECTLC) (Guardrail Replacement) – Funding has been requested for the replacement of the hand and guardrails on three stairwells and an upper story of the facility. ECTLC serves individuals and families who are facing homelessness through shelter, meals and case management. This project will promote the safety of their guests. ECTLC will be required to submit additional information that

ensures only the eligible portions of the project will benefit from the use of CDBG funds. Staff recommends funding this activity in an amount not to exceed \$25,000 for the eligible portions of the project.

- Housing Rehabilitation Loan Program (HRLP) – Funding is required annually for continuation of the City’s HRLP. This program provides loans of up to \$20,000 to low-income mobile home owners for comprehensive rehabilitation to their homes. Staff recommends funding this activity in the amount of \$47,445.

PUBLIC SERVICES (Maximum 15% of Grant)

The City received six applications for public service programs. A maximum amount of approximately \$204,666 will be available for allocation to Public Service programs and projects. Of the \$204,666, staff recommends allocating \$199,107 for Public Service and using the remaining funds on the Housing Rehabilitation Loan Program. Staff recommendations are as follows:

- Community Policing (Crime Free Multi-Housing) - Funds have been requested for the continued provision of the very successful Crime Free Multi-Housing Program which serves residents citywide by reducing crime and increasing safety in neighborhoods. Staff recommends funding this activity in the amount of \$49,107.
- Interfaith Shelter Network (Rotational Shelter Program) - Funds have been requested for this program that provides emergency shelter for homeless individuals at East County churches on a rotational basis during the winter months. Each church agrees to provide beds, food and shower facilities. The program proposes to serve up to 40 people (20 from El Cajon) over the winter months the shelter is operating. Staff recommends funding this activity in the amount of \$10,000.
- Voices for Children (East County Case Liaison Program) – Funds have been requested for operational support for the Case Liaison Program which supports children in the foster care system with case advocacy. VFC anticipates that 195 City of El Cajon children will spend time in foster care in 2020. VFC currently operates in East County at the East County Courthouse. Funds would primarily support costs such as salary expenses. Since past City Council practice has been to maximize the available funds for basic services that benefit all parts of the City, this program is not recommended for funding.
- ElderHelp of San Diego (Care Coordination Program) – Funds have been requested for operational support for the provision of case management, referrals and transportation for El Cajon seniors. The program received funding in FY 2019-2020 and has currently served 23 individuals to date. ElderHelp anticipates serving 50 individuals in FY 2020-21. Staff recommends funding this activity in the amount of \$15,000.
- Meals on Wheels (More than a Meal) - Funds have been requested for the provision of meals to low-income, homebound seniors within the City. The program proposes to serve 126 El Cajon seniors. This program has received operational support since 1992. Meals on Wheels was granted \$25,000 for FY 2019-20 based on expected growth in the number of seniors in El Cajon requiring services. As of December 2019, Meals on Wheels has served 86 individuals during this program year. Staff recommends funding this activity in the amount of \$25,000.
- East County Transitional Living Center (Emergency Shelter Program) - Funds have been requested to provide emergency shelter for the homeless. The program proposes to serve 280 persons with emergency shelter beds (up to 28 days), as well as providing food and case management. This program has received operational support since 2005. Staff recommends funding this activity in the amount of \$100,000.

HOME PROGRAM

The HOME program mandates a 10% set-aside for Administration, a 15% set-aside for Certified Housing Development Organizations (CHDOs), and the balance is reserved for ongoing City Council-authorized entitlement projects such as the City's First Time Homebuyer Down Payment Assistance Program and the Housing Rehabilitation Loan Program (for single-family, mobile homes and multi-family homes). Staff recommendations for funding in each category are summarized below and included in Attachment "3." The total HOME program allocation is approximately \$646,351 in FY 2020-21.

PLANNING AND ADMINISTRATION (Maximum 10% of Grant)

HOME funds are used for administration and planning activities, including general management, oversight, program implementation and fair housing services. Staff anticipates that a maximum amount of approximately \$64,635 will be available for allocation to Planning and Administration activities, and recommends as follows:

- HOME Administration - Staff recommends allocating \$59,635 to Community Development Department for administration of the HOME Program, including internal and external costs. Since this amount of funding is not sufficient to adequately administer the HOME program, funds awarded for CDBG Administration are used to pay for administration costs of the HOME program over this amount.
- CSA San Diego County (Fair Housing Services) – As noted earlier, staff recommends funding of \$5,000 from HOME funds, along with an allocation of \$25,000 from CDBG funds (see the discussion above), for a total contract for \$30,000 for the provision of fair housing and testing in El Cajon.

CHDO SET-ASIDE FUNDING (Minimum 15% of HOME Grant)

The HOME program also requires that 15% of the grant be reserved for the production of affordable housing opportunities by one or more Community Housing Development Organizations ("CHDOs"). A CHDO is a private nonprofit, community-based service organization that has as its mission the provision of affordable housing for the community it serves. A CHDO must also have staff on board with the capacity to develop affordable housing, along with meeting other criteria. Once a CHDO has met the criteria, it must be certified by the City of El Cajon in order to qualify for the use of CHDO funds, and a specific project must be identified.

For FY 2020-21, \$96,953 is to be set-aside for future allocation to one or more CHDOs. Staff will return with recommendations for a specific CHDO and project at a later time once a CHDO and a project have been identified. At this stage, in order to comply with HOME regulations, funds must simply be reserved.

ENTITLEMENT PROJECTS (Balance of Grant)

The amount available for continuing housing programs is approximately \$484,763. Staff recommends the balance be allocated to the Housing Programs Pool of Funds for continuing City Council-authorized housing activities, including the Housing Rehabilitation Loan Programs and the First-Time Homebuyer Program. Funds will be moved from the Housing Programs Pool of Funds to these HOME Entitlement programs on an as-needed basis, based on market conditions and demand. These programs assist the City with meeting the goals and objectives adopted in the City's Five Year Consolidated Plan.

FISCAL IMPACT:

There is no impact to the General Fund. All CDBG and HOME grant allocations will be utilized to fund project and program costs pursuant to Federal law.

Prepared By: Marybrook Cox, Housing Specialist

Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

Attachments

Attachment 1 CDBG Fact Sheet

Attachment 2

Attachment 3

CDBG FACT SHEET & ANNUAL ACTION PLAN TIMELINE*

I. Introduction

This FACT SHEET has been prepared to assist the community to understand the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) program in El Cajon. Also, this FACT SHEET provides information as to how non-profit organizations may apply for CDBG funds from the City of El Cajon and how those funds must be used to benefit the community.

II. Overview of Program

- A. Per Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended, the City of El Cajon is entitled to receive federal CDBG funds on an annual basis. The purpose of the federal grant program is to assist cities, such as El Cajon, with the development of decent housing, a suitable living environment, and economic opportunities for the benefit of low and moderate-income residents.
- B. **All CDBG-funded projects and programs must meet one or more of the following NATIONAL OBJECTIVES:**
- 1) **Benefit low/moderate income residents; or**
 - 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need. (A condition will be considered urgent or of recent origin if it developed or became critical within the 18-month period preceding the application); or
 - 3) Aid in the prevention or elimination of conditions of slum and blight.

NOTE: All CDBG-funded projects in the City of El Cajon must address the national objective to benefit low/moderate income residents.

- C. **Additionally, projects must meet at least one or more of the local goals/priorities developed by the City of El Cajon in its FY 2019-2023 Five-Year Consolidated Plan:**

- Goal 1:** Provide Decent and Affordable Housing
Goal 2: Support Continuum of Care for the Homeless
Goal 3: Provide Community Facilities and Infrastructure
Goal 4: Provide Community and Supportive Services

The Goals/Priorities are more fully described in the FY 2019-2023 Five-Year Consolidated Plan which is available for review at the Community Development - Housing public counter, located at 200 Civic Center Way, Third Floor, El Cajon, CA 92020 during regular business hours. The FY 2019-2023 Five-Year Consolidated Plan is also available for review any time on the City's website at <http://www.cityofelcajon.us/dept/redev/housing/funding.aspx>.

- D. In addition, proposed projects/programs will be assessed according to the following objectives and outcomes:

PERFORMANCE MEASUREMENT STANDARDS

Outcomes → Objectives ↓	Availability / Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved/ new affordability	Enhance suitable living environment through improved/ new sustainability
Decent Housing	Create decent housing with improved/ new availability	Create decent housing with improved/ new affordability	Create decent housing with improved/ new sustainability
Economic Opportunity	Provide economic opportunity through improved/ new accessibility	Provide economic opportunity through improved/ new affordability	Provide economic opportunity through improved/ new sustainability

NOTE: City staff will assign the most suitable Outcome/Objective classification.

III. Eligible Activity Categories (24 CFR 570.201)

The following provides a sample of activities that may be eligible for funding under the CDBG program. Please note that each category is subject to very specific guidelines.

- ◆ Acquisition of real property
- ◆ Disposition of real property
- ◆ Public facilities and improvements
- ◆ Infrastructure improvements
- ◆ Public services
- ◆ Housing and fair housing services
- ◆ Construction of improvements related to housing
- ◆ Rehabilitation and preservation activities
- ◆ Homeownership assistance
- ◆ Facilitation of economic development
- ◆ Planning and Program administration

IV. Ineligible Activities (24 CFR 570.207)

The following provides a sample of activities which would **NOT** be eligible for CDBG funding:

- ◆ Buildings, or portions thereof, used for the general conduct of government.
- ◆ General government expenses.
- ◆ Political activities.
- ◆ Purchase of construction equipment.
- ◆ Purchase of equipment, fixtures, motor vehicles, furnishings or other personal property that is not an integral structural fixture (specific exceptions exist—contact program administrator with questions).
- ◆ Income payments to individuals for housing or any other purpose.
- ◆ Services, activities or improvements to facilities which do not serve primarily low income persons and households.

V. Citizen Participation

To encourage public participation in the development of the CDBG program, the City has adopted a Citizen Participation Plan which outlines the procedures to be followed by public officials and private citizens to establish a statement of projects for a given program year. The complete Citizen Participation Plan is available for review at the public counter of the Community Development - Housing, Third Floor, 200 Civic Center Way, El Cajon, CA 92020 and also on the City’s webpage at <http://www.cityofelcajon.us/your-government/departments/community-development/housing-division/funding-sources>. A summary of the application process for CDBG funds is provided below for organizations and/or private citizens who wish to participate in the City’s program.

The application process for CDBG funding begins each year in the fall. A “Notice of Funding Availability” is published in the local newspaper of general circulation for review by the public and a courtesy copy is mailed to all persons and organizations that requested to be placed on the City’s mailing list. The Notice will provide information regarding the amount of funds expected to be available, the procedures to follow for submitting proposals to the City with a schedule of applicable activities, and any additional information determined to be necessary by the program coordinator.

ATTACHMENT “1”

In the “Notice of Funding Availability”, the City will request applications for proposed projects from community agencies for eligible projects to be funded through the CDBG program. Applicants will be given at least thirty (30) days to submit a proposal or submit program comments/suggestions to the Community Development - Housing, 200 Civic Center Way in El Cajon. Staff will review project submittals and determine whether or not a proposed project meets the stated criteria and is eligible for CDBG funding, and will then forward all eligible projects to the City Council for further consideration at two (2) public hearings.

The City Council will select the projects to be funded through the CDBG program and those projects will be included in the One Year Action Plan that is submitted to the U.S. Department of Housing and Urban Development for additional review and final approval. Once the Action Plan is approved, and all other stated conditions are met, project activities may begin and CDBG funding will be available for disbursement to the agencies who were selected to participate in the program.

For additional information on the CDBG program and/or to obtain an application for funding, contact City of El Cajon Community Development - Housing at (619) 441-1567.

SAMPLE ANNUAL ACTION PLAN TIMELINE*

(*In this Fact Sheet, all dates are approximate and should be viewed as sample dates for any given funding application/year)

November 7, 2019	“Notice of Funding Availability” published in the newspaper and notice mailed to interested parties’ list.
November 7, 2019	Applications for CDBG Funding available.
December 20, 2019	Deadline for proposals/applications for CDBG funds to be submitted to Community Development - Housing, 200 Civic Center Way, Third Floor, El Cajon, CA 92020 by 5:00 p.m.
January 31, 2020*	Notify applicants regarding eligibility.
February 6 & 13, 2020	“Notice of First Public Hearing” to be published in newspaper.
February 25, 2020*	First Public Hearing at 7:00 p.m. to solicit public input and to tentatively allocate FY 2020-21 CDBG and HOME funds.
March 5, 2020	“Notice of 30-day Public Review Period and Second Public Hearing” to be published in newspaper. Notice includes full listing of approved projects, amounts and regulatory citations, and seeks public input. Draft of Action Plan is available at the Community Development - Housing Counter.
April 9 & 16, 2020*	“Notice of Second Public Hearing” to be published in newspaper.
April 28, 2020*	Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of FY 2020-21 One-Year Action Plan.
May 15, 2020*	One-Year Action Plan submitted to HUD for approval.
May 18, 2020*	Begin contract negotiations with selected CDBG subrecipients and initiate environmental reviews. Agreements targeted for execution on or about July 1, 2020.
May 21, 2020*	“Notice of Submittal of One-Year Action Plan” published in newspaper.
May 15 – June 30, 2020	HUD review period of One-Year Action Plan.
July 1, 2020	Begin Fiscal 2020-2021. Program activities may not begin until all pre-conditions of the funding are met and agency is notified that it may proceed.

***All dates listed herein are approximate and are subject to change.** Persons relying on this Schedule must contact the Community Development - Housing at (619) 441-1567 or mcox@cityofelcajon.us to confirm the actual date of each event as the timeframe nears.

CDBG FUNDS AVAILABLE FY 2020-21	
FY 2020-21 CDBG Grant Allocation:*	\$ 1,364,440
Less 20% for ADMIN:	\$ (272,888)
Less 15% for PUBLIC SERVICES:	\$ (204,666)
CDBG Funds Available for Capital projects:	\$ 886,886

*Assumes level funding over current year

ADMINISTRATION - 20% CAP							
Tab No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
--	City - Housing	CDBG Administration (1)	CDBG	Admin	\$ 236,645	\$ 247,888	\$ 247,888
1	CSA San Diego County	Fair Housing Services	CDBG	Admin or PS	\$ 30,000	\$ 30,000	\$ 25,000
(1) When the actual final allocation from HUD is determined, CDBG Administration is authorized to be allocated any excesses or decreases in CDBG funds for Planning/Administration, to the maximum allowed (20%).					sub-total:	\$ 277,888	\$ 272,888

FY 2020-21 CDBG ALLOCATIONS WORKSHEET

ATTACHMENT "2"

PUBLIC FACILITIES/CAPITAL/OTHER - NO CAP							
Tab No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR(S)	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
2	City - Public Works	Neighborhood Street Light Improvement Program (2021)	CDBG	Capital	\$ -	\$ 500,000	\$ 500,000
3	City - Public Works	ADA Pedestrian Curb Ramps & Sidewalks Program (2021)	CDBG	Capital	\$ 235,213	\$ 300,000	\$ 275,000
4	Home of Guiding Hands	Facility Improvements at 1401 South Lemon Ave.	CDBG	Capital	\$ -	\$ 45,525	\$ 24,000
5	Boys & Girls Club of East County	Replacement of gymnasium roof at 1171 E. Madison Ave.	CDBG	Capital	\$ 54,085	\$ 20,784	\$ 21,000
6	East County Transitional Living Center	Guardrail Replacement at 1527 E. Main Street	CDBG	Capital	\$ 25,000	\$ 25,000	\$ 25,000
-	City-Community Development	Housing Rehabilitation Loan Program*	CDBG	Capital	\$ -	\$ -	\$ 47,445
*When the actual final allocation from HUD is determined, and after adjusting for the maximum Planning/Admin and Public Services allocations, the Housing Rehabilitation Loan Program is authorized to receive any excesses in CDBG funds awarded by HUD.					sub-total:	\$ 891,309	\$ 892,445

PUBLIC SERVICES - 15% CAP

Tab No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
7	City - Police Services	Community Policing (Crime-Free Multi-Housing Program)	CDBG	Pub Svc	\$ 49,107	\$ 49,107	\$ 49,107
8	Interfaith Shelter Network	Rotational Shelter Program	CDBG	Pub Svc	\$ 10,000	\$ 10,000	\$ 10,000
9	Voices for Children	East County Case Liaison Program	CDBG	Pub Svc	\$ -	\$ 79,469	\$ -
10	Elderhelp of San Diego	Senior Care Coordination Program	CDBG	Pub Svc	\$ 15,000	\$ 15,000	\$ 15,000
11	Meals on Wheels Greater San Diego	Meals on Wheels El Cajon	CDBG	Pub Svc	\$ 25,000	\$ 25,000	\$ 25,000
12	East County Transitional Living Center	Emergency Shelter Program	CDBG	Pub Svc	\$ 100,000	\$ 100,000	\$ 100,000
subtotal:						\$ 278,576	\$ 199,107

FY 2020-21 HOME ALLOCATIONS WORKSHEET

ATTACHMENT "3"

HOME FUNDS AVAILABLE FY 2020-21:	
FY 2020-21 HOME Grant Allocation:	\$ 646,351
Less 10% Reserved for Admin:	\$ (64,635)
Less 15% Required for CHDO Set-Aside:	\$ (96,953)
Total HOME available to allocate:	\$ 484,763

City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	REQUESTED NEXT YEAR	STAFF RECOMMENDATIONS
ADMINISTRATION - 10% CAP							
HADMIN	City - Housing	HOME Administration (1)	HOME	Admin	\$ 52,946	\$ 59,635	\$ 59,635
H0715	CSA San Diego County	Fair Housing Services	HOME	Admin	\$ 5,000	\$ 5,000	\$ 5,000
(1) HOME Administration is authorized to be allocated excesses or decreases in HOME funds when the actual final allocation from HUD is determined, to the maximum allowed (10%).						sub-total:	\$ 64,635
							\$ 64,635

REQUIRED CHDO RESERVE - 15% MINIMUM							
--	TBD	CHDO Set Aside Funds (2)	HOME	CHDO Set-aside	\$ 86,919	\$ 96,953	\$ 96,953
(2) CHDO Reserve amount is authorized to be adjusted automatically to 15% of the total HOME allocation when the actual final allocation of HOME funds from HUD is determined.						sub-total:	\$ 96,953
							\$ 96,953

ENTITLEMENT PROGRAMS - NO CAP							
H0719	City - Housing Division	American Dream First-Time Homebuyer*	HOME	Entitlement	\$ -	\$ -	\$ -
H0722	City - Housing Division	Single-Family Rehabilitation Program*	HOME	Entitlement	\$ -	\$ -	\$ -
H0721	City - Housing Division	Mobilehome Rehab/Replacement Program*	HOME	Entitlement	\$ -	\$ -	\$ -
H0720	City - Housing Division	Housing Programs Pool of Funds*	HOME	Entitlement	\$ 434,595	\$ 484,763	\$ 484,763
*These programs are City Council-authorized, and the City Manager is authorized to move funds between the Housing Programs Pool of Funds (H0720) and these authorized HOME Entitlement programs (H0719, H0722, H0721) on an as-needed basis, based on market conditions and demand.						sub-total:	\$ 484,763
							\$ 484,763

FY 2020-21 Grand Totals:	\$ 646,351	\$ 646,351
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