



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 23, 2021, 7:00 p.m.

**Please note that, pursuant to the State of California Governor's Executive Order N-29-20, and in the interest of the public health and safety, members of the City Council and Staff may attend the meeting telephonically.**

**Further, Orders from the San Diego County Health Officer prevent persons other than City officials and essential employees to be physically present.**

**In accordance with the Executive Order, and in compliance with the County Health Officer's Orders, the public may view the meeting on the City's website. Please visit <https://www.cityofelcajon.us/videostreaming> for more details.**

**To submit comments on an item on this agenda, or a Public Comment, please visit the City's website at <https://www.cityofelcajon.us/videostreaming>. Comments will be accepted up to the conclusion or the vote of each item. Comments will be limited to 300 words and will be entered into the official Council Meeting Record. The City Council will endeavor to include all comments prior to taking action.**

**If you find that you are unable to submit a comment through the website, please contact the City Clerk's Office at (619) 441-1763, not later than 2:30 p.m. prior to the start of the City Council Meeting.**

**Should technical difficulties arise, they will be resolved as soon as possible.**

Bill Wells, Mayor  
Gary Kendrick, Mayor Pro Tem  
Michelle Metschel, Councilmember  
Steve Goble, Councilmember  
Phil Ortiz, 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**

**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 2021-22 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 2021-22 One Year Action Plan;
3. Closes the public hearing; and
4. Allocates funds to projects and programs that will be funded from the FY 2021-22 Community Development Block Grant (CDBG) and HOME grant programs.

Staff will prepare a preliminary funding schedule reflecting the City Council's decisions from this public hearing relative to the FY 2021-22 One Year Action Plan, and will present it for final adoption at the second public hearing scheduled for April 27, 2021.

**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 23rd day of February 2021, is adjourned to Tuesday, March 9, 2021, at 3:00 p.m.**



City Council  
Agenda Report

**DATE:** 02/23/2021  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Jamie Van Ravesteyn, Housing Manager  
**SUBJECT:** FY 2021-22 CDBG and HOME Allocations for One Year Action Plan

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**RECOMMENDATION:**

That the City Council:

1. Opens the public hearing and accepts testimony;
2. Accepts public input for the FY 2021-22 One Year Action Plan;
3. Closes the public hearing; and
4. Allocates funds to projects and programs that will be funded from the FY 2021-22 Community Development Block Grant (CDBG) and HOME grant programs.

Staff will prepare a preliminary funding schedule reflecting the City Council's decisions from this public hearing relative to the FY 2021-22 One Year Action Plan, and will present it for final adoption at the second public hearing scheduled for April 27, 2021.

**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. In FY 2020, this equates to income of \$92,400 for a family of four.

CDBG funds are used for community development activities (public services) 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 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](http://www.cityofelcajon.us/housing). The Consolidated Plan is also available for review during normal operating hours at the Project Assistance Center/Lobby public counter on the first 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 Consolidated Plan. The projects and programs awarded allocations of funding today will form the core of the FY 2021-22 One Year Action Plan, which will be the third 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 minimum 30-day period. The One Year Action Plan will be finalized and will be presented to the City Council at a second public hearing on or about April 27, 2021, for approval and adoption.

Once approved by the City Council, the One Year Action Plan will be submitted to HUD for review. Upon approval by HUD, the funds will become available on or after July 1, 2021. 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 2021-22.

## **EVALUATION OF PAST YEAR'S PERFORMANCE**

Annually, the City must prepare and submit a comprehensive review of each fiscal year's performance to HUD, including the progress made towards meeting the goals of the Consolidated Plan. A complete review of the City's FY 2019-20 One Year Action Plan performance (first year of the Consolidated Plan period) can be found in the City's Consolidated Annual Performance and Evaluation Report ("CAPER"), which is available for public review on the City's webpage at [www.cityofelcajon.us/housing](http://www.cityofelcajon.us/housing). The CAPER is also available for review during normal operating hours at the Project Assistance Center/Lobby public counter on the first floor of City Hall.

Projects and programs are currently underway for the FY 2020-21 Action Plan period, which is the second year of the current Consolidated Plan.

## **FY 2021-22 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 not yet announced the allocation amounts for FY 2021-22. Staff prepared estimates of the expected funding based on previous years' allocations and anticipated reductions in the funding. It should be noted that, given ongoing reductions in federal funding, it is always possible that CDBG and HOME program funds will be dramatically impacted, or even eliminated altogether. If such severe changes do take place, causing substantial deviations in or elimination of grant funding for these programs, staff will return to City Council with recommendations.

For FY 2021-22, the CDBG allocation is estimated to be \$1,300,000, and the HOME allocation is estimated to be \$630,000. 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 2021-22. 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 annual CDBG Grant)**

CDBG funds can be used for grant administration and planning activities, including general administration, management oversight, program implementation and fair housing services. Based on an estimated allocation of \$1,300,000, approximately \$260,000 will be available for allocation to planning and administration activities. Staff 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 2021-22. Staff recommends allocating \$235,000 in CDBG funds to the City's Community Development Department for required administration of both grant programs, including internal and external costs. This activity is also recommended for additional funding once the final allocation amount is known up to the maximum 20%.

CSA San Diego County – Fair Housing & Landlord/Tenant 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. Staff recommends funding for CSA San Diego County, in the total amount of \$30,000, with \$25,000 from CDBG funds and \$5,000 from HOME funds, for the provision of essential fair housing and landlord/tenant services.

### **PUBLIC FACILITIES/CAPITAL IMPROVEMENT PROJECTS (No Maximum)**

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.

In FY 2021-22, approximately \$845,000 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 continue the program to install new street lights in qualified CDBG-eligible residential census tracts. Locations for the lighting improvements are supported by an internal lighting study which shows that many neighborhoods are without adequate street lighting, and the residents frequently report not feeling safe when walking or crossing residential streets at night. Staff recommends funding for this activity in the amount of \$280,000 from this source. This program is also recommended for additional funding once the final allocation amount is known. Approximately 25 street lights can be installed with this amount of funding to eliminate the dangers associated with inadequate street lighting and to ensure residents' safety.

City Public Works (Broadway Creek Restoration Project) – Funding has been requested for this project to improve portions of Broadway Creek in the City of El Cajon. Broadway Creek is an earthen channel which splits and crosses the municipal boundary between the City and the County of San Diego in multiple locations. The Creek experiences high levels of erosion and threatens private property and public road infrastructure with every storm event. The Creek will

require significant improvements to provide erosion control and improve flood conveyance capacity, including recontouring, grading, and installing slope protection materials. The City is coordinating with the County and other funding agencies to complete the improvements to the Creek, which will ultimately allow 100-year storm events to be safely conveyed while protecting private and public property. Funding is requested for Phase B of the project. The Creek is located in census tract 165.04, block group 2, which includes 79.3% low-income residents. Staff recommends funding this activity in the amount of \$525,000.

East County Transitional Living Center (ECTLC) (Pool Security/Safety Fencing) – Funding has been requested for the replacement of the security fencing surrounding the swimming pool area at this facility which serves homeless individuals and families. Current security/safety fencing is failing and requires continuous repairs. Since the facility serves families with children, this project will ensure the safety of the children that are sheltered at the site. Staff recommends funding this activity in the amount of \$40,000.

### **PUBLIC SERVICES (Maximum 15% of annual CDBG grant)**

The City received eight applications for public service programs. Staff anticipates that a maximum of approximately \$195,000 will be available for allocation to Public Service programs and projects in FY 2021-22, and recommends 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 to continue providing this important program.

East County Transitional Living Center (Emergency Shelter Program) - Funds have been requested once again 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 from the City since 2005. Staff recommends funding this activity in the amount of \$100,000 to ensure continuing shelter availability.

ElderHelp of San Diego (Senior Care Coordination Program) – Funds have once again been requested for operational support for the provision of in-home case management, referrals and transportation for El Cajon seniors. The program has received funding for the past two years. ElderHelp anticipates serving 50 individuals with in-home or other case management services in FY 2021-22. Staff recommends funding this activity in the amount of \$10,893.

Home Start, Inc. (Homeless Youth Outreach) – Funds have been requested for operational support for a new Homeless Youth Outreach and Prevention Peer Counselor who will conduct daily outreach to homeless youth in the City of El Cajon. Funds would be used to pay salary and benefits costs for this position. Given that the City has already provided adequate funding (\$200,000) to Home Start for the El Cajon Homeless Outreach program which is not restricted to adults, this program is not recommended for funding.

Interfaith Shelter Network (Rotational Shelter Program) - Funds have been requested once again for this program that provides emergency shelter for homeless individuals at East County churches on a rotational basis during the winter months. Each church also agrees to provide beds, food and shower facilities. The program proposes to serve up to 40 people (15 from El



Cajon) over the winter months that the shelter is operating. Staff recommends funding this activity in the amount of \$10,000.

Mama's Kitchen (Home-Delivered Meal Program) – Funds have been requested for support for the Home-Delivered Meal Program which delivers meals for critically ill El Cajon residents. The no-cost meals provide daily nutrition for clients and their dependent children who are at risk of malnutrition due to cancer, diabetes, heart failure and kidney disease. Funds would be used to support the purchase of food and meal containers. Due to limited CDBG funds available, this program is not recommended for funding at this time. However, discussions are underway with the provider to determine whether or not this program could potentially be funded with CDBG-CV3 funds. If determined to be eligible for that funding, staff will return to City Council with recommendations in the near future.

Meals on Wheels (Meals on Wheels El Cajon)- Funds have been requested once again for the provision of meals to low-income, homebound seniors within the City. The program proposes to serve 130 El Cajon seniors. This program has received operational support from the City since 1992. Staff recommends funding this activity in the amount of \$25,000.

St. Madeleine Sophie's Center (Workforce Development Program) - Funds have been requested for a program that provides job development opportunities for disabled adults. The program proposes to serve 400 people from throughout the region. Approximately 30% of those will be El Cajon residents. Due to limited CDBG funds available for basic needs, this program is not recommended for funding.

## **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 and mobile homes). Staff recommendations for funding in each category are summarized below and included in Attachment "3." The total HOME program allocation is expected to be approximately \$630,000 in FY 2021-22.

### **PLANNING AND ADMINISTRATION (Maximum 10% of annual HOME 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 \$63,000 will be available for allocation to Planning and Administration activities, and recommends funding as follows:

HOME Administration - Staff recommends allocating \$58,000 to the 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 cover administration costs of the HOME program over this amount. This activity is also recommended for additional funding once the final allocation amount is known, up to the maximum 10% allowed.

CSA San Diego County (Fair Housing & Landlord/Tenant 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 landlord/tenant services 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 2021-22, \$94,500 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 annual HOME Grant)**

The amount available for continuing housing programs is approximately \$472,500. 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: Jamie van Ravesteyn, Housing Manager

Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

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### **Attachments**

Attachment 1 CDBG Fact Sheet

Attachment 2 CDBG Allocations Worksheet

Attachment 3 HOME Allocations Worksheet

# 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. **Projects must meet at least one 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 Project Assistance Center/Lobby public counter located at 200 Civic Center Way, First Floor, El Cajon, CA 92020 during regular business hours. The FY 2019-2023 Five-Year Consolidated Plan is also available for review at any time on the City's website at <http://www.cityofelcajon.us/housing>.

- D. Proposed projects/programs will be assessed according to the following objectives and outcomes:

PERFORMANCE MEASUREMENT STANDARDS

Outcomes → Objectives ↓	Availability / Accessibility	Affordability	Sustainability
<b>Suitable Living Environment</b>	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved/ new affordability	Enhance suitable living environment through improved/ new sustainability
<b>Decent Housing</b>	Create decent housing with improved/ new availability	Create decent housing with improved/ new affordability	Create decent housing with improved/ new sustainability
<b>Economic Opportunity</b>	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) Activities funded with CDBG funds must be eligible.**

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) Activities funded with CDBG funds must not be ineligible.**

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 CDBG 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 Project Assistance Center/Lobby public counter, 200 Civic Center Way, El Cajon, CA 92020, and is also on the City’s webpage at <https://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 have 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) 441-1710.

### 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 12, 2020	“Notice of Funding Availability” published in the newspaper and notice mailed to interested parties’ list.
<b>November 12, 2020</b>	<b>Applications for CDBG Funding available.</b>
<b>December 17, 2020</b>	<b>Deadline for proposals/applications for CDBG funds</b> to be submitted to Community Development - Housing, 200 Civic Center Way, Third Floor, El Cajon, CA 92020 <b>by 5:00 p.m.</b>
January 31, 2021*	Approximate to notify applicants regarding eligibility.
February 4 & 11, 2021*	“Notice of First Public Hearing” to be published in newspaper.
<b>February 23, 2021*</b>	<b>First Public Hearing at 7:00 p.m. to solicit public input and to tentatively allocate FY 2021-22 CDBG and HOME funds.</b>
March 4, 2021*	“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 Project Assistance Center/Lobby public counter, 200 Civic Center Way, El Cajon, CA 92020.
April 1 & 8, 2021*	“Notice of Second Public Hearing” to be published in newspaper.
<b>April 27, 2021*</b>	<b>Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of FY 2021-22 One Year Action Plan.</b>
May 17, 2021*	One Year Action Plan submitted to HUD for approval.
May 17, 2021*	Begin contract negotiations with selected CDBG subrecipients and initiate environmental reviews. Agreements targeted for execution on or about July 1, 2021.
One week after submittal to HUD*	“Notice of Submittal of One Year Action Plan” published in newspaper.
May 17 – June 30, 2021*	HUD review period of One Year Action Plan.
<b>July 1, 2021</b>	<b>Begin Fiscal Year 2021-22 Program Year. Program activities may not begin until all pre-conditions of the funding are met and agency is notified that it may proceed.</b>

\***All dates listed herein are approximate and are subject to change.** Persons relying on this Schedule must contact the Community Development - Housing at (619) 441-1710 or [jkasvikis@cityofelcajon.us](mailto:jkasvikis@cityofelcajon.us) to confirm the actual date of each event as the timeframe nears.

**FY 2021-22 CDBG ALLOCATIONS WORKSHEET**

**ATTACHMENT "2"**

<b>ESTIMATED CDBG FUNDS AVAILABLE FY 2021-22</b>	
Est FY 2021-22 CDBG Grant Allocation:*	\$ 1,300,000
Less 20% (MAX) for ADMIN:	\$ (260,000)
Less 15% (MAX) for PUBLIC SERVICES:	\$ (195,000)
<b>Remaining Funds Available for Capital projects:</b>	<b>\$ 845,000</b>

\*Assumes level funding over current year

<b>ADMINISTRATION - 20% CAP (estimated \$260,000 available)</b>							
Tab No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
--	City - Housing	CDBG Administration (1)	CDBG	Admin	\$ 247,846	\$ 235,000	\$ 235,000
1	CSA San Diego County	Fair Housing Services	CDBG	Admin or PS	\$ 25,000	\$ 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%).					<b>sub-total:</b>	\$ 265,000	\$ 260,000

<b>PUBLIC FACILITIES/CAPITAL/OTHER - NO CAP (estimated \$845,000 available)</b>							
Tab No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR(S)	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
2	City - Public Works	Neighborhood Street Light Improvement Program (2022) (2)	CDBG	Capital	\$ 500,000	\$ 300,000	\$ 280,000
3	City - Public Works	Broadway Creek Restoration Project (2022)	CDBG	Capital	\$ -	\$ 525,000	\$ 525,000
4	East County Transitional Living Center	Pool Security/Safety Fencing Replacement at 1527 E. Main Street	CDBG	Capital	\$ 25,000	\$ 40,000	\$ 40,000
(2) When the actual final allocation from HUD is determined, and after adjusting for the maximum Planning/Admin allocation, the Neighborhood Street Light Improvement Program is authorized to receive any excesses or decreases in CDBG funds awarded by HUD.					<b>sub-total:</b>	\$ 865,000	\$ 845,000

**FY 2021-22 CDBG ALLOCATIONS WORKSHEET**

**ATTACHMENT "2"**

<b>PUBLIC SERVICES - 15% CAP (estimated \$195,000 available)</b>							
<b>Tab No.</b>	<b>Agency</b>	<b>Project/Program</b>	<b>Grant</b>	<b>Type</b>	<b>FUNDED PRIOR YEAR</b>	<b>AMOUNT REQUESTED</b>	<b>STAFF RECOMMENDATIONS</b>
5	City - Police Services	Community Policing (Crime-Free Multi-Housing Program)	CDBG	Pub Svc	\$ 49,107	\$ 49,107	\$ 49,107
6	East County Transitional Living Center	Emergency Shelter Program	CDBG	Pub Svc	\$ 100,000	\$ 100,000	\$ 100,000
7	Elderhelp of San Diego	Senior Care Coordination Program	CDBG	Pub Svc	\$ 15,000	\$ 15,000	\$ 10,893
8	Home Start, Inc.	Homeless Youth Outreach & Prevention	CDBG	Pub Svc	\$ -	\$ 15,000	\$ -
9	Interfaith Shelter Network	Rotational Shelter Program	CDBG	Pub Svc	\$ 10,000	\$ 15,000	\$ 10,000
10	Mama's Kitchen	Home-Delivered Meal Program	CDBG	Pub Svc	\$ -	\$ 10,000	\$ -
11	Meals on Wheels Greater San Diego	Meals on Wheels El Cajon	CDBG	Pub Svc	\$ 25,000	\$ 25,000	\$ 25,000
12	St. Madeleine Sophie's Center	Workforce Development Program	CDBG	Pub Svc	\$ -	\$ 40,000	\$ -
<b>subtotal:</b>						\$ 229,107	\$ 195,000

# FY 2021-22 HOME ALLOCATIONS WORKSHEET

# ATTACHMENT "3"

ESTIMATED HOME FUNDS AVAILABLE FY 2021-22:	
Est. FY 2021-22 HOME Grant Allocation:	\$ 630,000
Less 10% Reserved for Admin:	\$ (63,000)
Less 15% Required for CHDO Set-Aside:	\$ (94,500)
<b>Total HOME available to allocate:</b>	<b>\$ 472,500</b>

City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	REQUESTED NEXT YEAR	STAFF RECOMMENDATIONS	
<b>ADMINISTRATION - 10% CAP (estimated \$63,000 available)</b>								
HADMIN	City - Housing	HOME Administration (1)	HOME	Admin	\$ 59,617	\$ 58,000	\$ 58,000	
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%).						<b>sub-total:</b>	\$ 63,000	\$ 63,000

<b>REQUIRED CHDO RESERVE - 15% MINIMUM (estimated \$94,500 available)</b>								
--	TBD	CHDO Set Aside Funds (2)	HOME	CHDO	\$ 96,926	\$ 94,500	\$ 94,500	
(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.						<b>sub-total:</b>	\$ 94,500	\$ 94,500

<b>ENTITLEMENT PROGRAMS - NO CAP (estimated \$472,500 available)</b>							
H0719	City - Housing Division	American Dream First-Time Homebuyer (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0722	City - Housing Division	Single-Family Rehabilitation Program (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0721	City - Housing Division	Mobilehome Rehab/Replacement Program (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0720	City - Housing Division	Housing Programs Pool of Funds	HOME	Entitlement	\$ 484,634	\$ 472,500	\$ 472,500

\*These programs are continuing City Council-authorized housing programs, and the City Manager is authorized to move funds from the Housing Programs Pool of Funds (H0720) to these authorized programs (H0719, H0722, H0721) on an as-needed basis, based on market conditions and demand.

<b>FY 2021-22 Grand Totals:</b>	<b>\$ 630,000</b>	<b>\$ 630,000</b>
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