



AGENDA INFORMATION SHEET

DEPARTMENT: Community Services
CM/ DCM/ ACM: Frank Dixon, Assistant City Manager
DATE: November 17, 2022

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program funding application.

BACKGROUND

Agencies who are interested in grant funds must complete the grant application. To prepare for the release of the funding application for the 2023-24 funding year, the Community Services Advisory Committee will review the draft application and provide feedback if necessary. The Human Services, Public Facilities, and Housing Grants funds are awarded annually. The review process includes an application and presentation from the applicant to the committee, followed by recommendations to City Council from the committee.

DISCUSSION

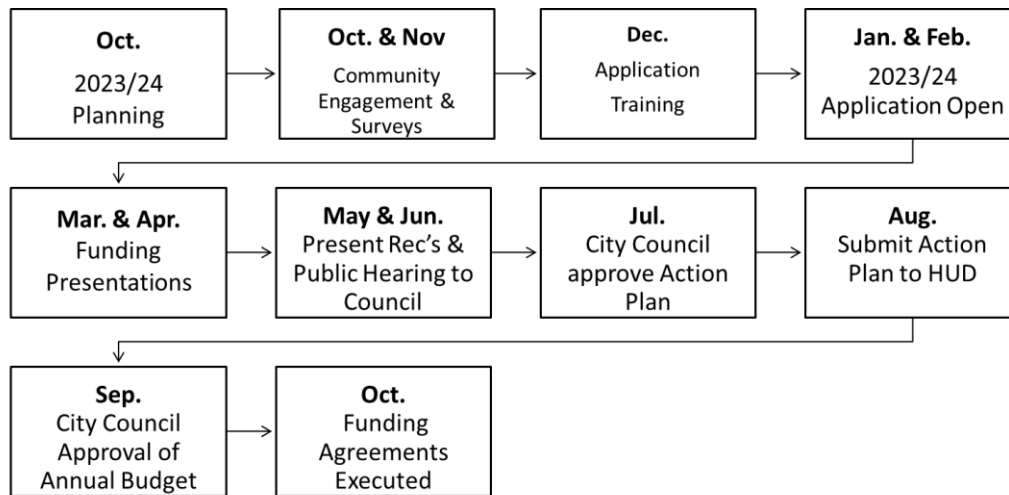
Application Process

CSAC members will discuss and give staff direction on the application process, including but not limited to the application release date, application training, due date, presentation schedule dates, and final recommendation meeting date. Below is an overview of the current application process:

1. Applicants are notified by the city of funding availability.
2. Applicants receive an application training.
3. Applications open.
4. Applications close. The funding requests are then reviewed by the Community Services Advisory Committee (CSAC).
5. The Community Services Advisory Committee then decides how to receive funding presentations before deciding on final recommendations.
6. Applicants present their funding application to the CSAC and answer questions.
7. CSAC completes its applicant funding recommendations.
8. Applicants are notified about the status of their funding application.
9. The funding recommendations are provided to council for approval at a future council meeting.
10. Contracts are drafted, reviewed by legal, sent to the agency for signature, then signed by City Council.

Committee Process

See below chart.



Key Dates

PROPOSED ACTIVITY	DATE
Funding Priority Survey & Feedback Session	October 2022
Application Training	December 2022
Applications Open/Due	January/February 2023
Applicant Presentations to CSAC	March-April 2023
CSAC Funding Recommendations	May 2023
Development of Action Plan & Presentation to City Council	May 2023
30-day Comment Period on Action Plan	June 2023
Presentation to City Council and Public Hearing	June 2023
City Council considers approval / Submission to HUD	July 2023/August 2023
Start of Contracts	October 2023

Estimated Funding

Below is a list of anticipated funding sources and set-asides for the 2023-24 program year. The funding estimates are based on last year's amounts. HUD funding amounts will be released at a later date.

FUNDING DESCRIPTION	AMOUNT	SET-ASIDES	23-24 ALLOCATION
Funding Allocation	925,725.00		
Program Income	5,000.00		
Administration ²		185,145.00	
CDBG ³	930,725.00	185,145.00	745,580.00
Funding Allocation	503,797.00		
Program Income ¹	68,000.00		
Administration ²		50,379.00	
HOME	571,797.00	50,379.00	521,418.00
General Funds	3,321,188.00		
General Funds – Administration		2,022,738.00	
General Funds – Homeless Initiatives		703,450.00	
General Funds – Development Fee Grant		225,000.00	
GF	3,321,188.00	2,951,188.00	370,000.00
TOTAL	4,823,710.00	3,186,712.00	1,636,998.00

¹The estimated amount of program income is based on an average of prior year actual program income received.

²HUD allows a percentage of the grant and program income to be utilized for administration activities – CDBG 20%; HOME 10%, and HOME-ARP 15%.

³HUD allows a maximum of 15% of the CDBG grant allocation to be utilized for public services activities. Est. \$138,858

Staff Recommendations

The 2023-24 funding application has been drafted (Exhibit 3). As a note, the application is the same for all project types through Section K, and all subsequent sections are specific to each project type (Human Services, Public Facilities and Housing Project). CSAC members may review the application and provide feedback, suggestions, and comments. Staff is seeking CSAC direction regarding application modifications. Below is a list of the staff recommendations:

- All references to COVID-19 response will be removed.
- The income limits will be updated to reflect the current year.
- ‘Impact Statements’ changed to ‘Outcome Measures, language added to indicate outcomes should have a clear and defined unit of measurement, and a note that standardized outcomes may be implemented in contracts for the 2023/24 program year.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Presentation

Exhibit 3 – Draft Grant Application

Respectfully submitted:
Courtney Douangdara
Deputy Director of Community Services

Alaina Graff
Grants Program Coordinator