



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL,

AGENDA ITEM

TO: THE HONORABLE MAYOR AND
CITY COUNCIL

DATE: July 7, 2009

SUBJECT: PY 2010- 2015 Consolidated Plan Process

Report in Brief

The City of Woodland receives Community Development Block Grant (CDBG) funds annually from the United States Department of Housing and Urban Development (HUD). In addition, to providing an annual Action Plan to indicate the program year's grant allocations, the City is required to submit a five-year strategic plan called the Consolidated Plan.

Staff recommends that the City Council approve Resolution No. _____, establishing the proposed schedule and process for developing the program year (PY) 2010-2015 Consolidated Plan and appoint two members of the City Council to a Consolidated Plan subcommittee.

Background

CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community. For PY 2010-2011, the City will receive approximately \$580,000 in CDBG funds. Approximately \$87,000 of the annual allocation can be used for public service grants and the remainder for public facility construction grants and administration. These funds will be available at the start of the program year, on or about July 1, 2010.

Five-Year Consolidated Plan

Every five years, HUD requires jurisdictions receiving CDBG funds to adopt a new Five-Year Consolidated Plan, which identifies a jurisdiction's overall housing and community development needs and provides a strategy to address those needs. This plan is both a five-year strategic planning document and it establishes a short-term investment plan that outlines the intended use of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG) entitlement funds in a one-year Action Plan. Currently, the City only receives CDBG funds annually. The City's proposed 2005-2010 Five-Year Consolidated Plan, was last adopted on May 3, 2005 and is now due to be updated.

The Consolidated Plan consists of four parts: **Introduction** - Describes the purpose of the plan, identifies the lead agency, describes the citizen participation process, and the public comments received on the Draft Consolidated Plan. **Housing and Community Development Needs Assessment** - This section contains statistical and analytical information that provides an overall picture of the City's housing and community development needs. The housing section describes market conditions and housing needs, the nature and extent of homelessness and the needs of special populations. Other community development needs are also presented. **Housing and Community Development Strategic Plan** - This section is the cornerstone of the Consolidated Plan, the implementation plan for the City. The Housing and Community Development Strategic Plan describes the anticipated needs within the City based on the Needs Assessment, and outlines priority housing and community development strategies and programs to address priority needs. **Action Plan - One-Year Use of Funds** - This section describes the actions the City plans to undertake in PY 2010-2011 to address priority needs identified in the Strategic Plan.

Discussion

On April 21, 2009 a public hearing was held for the approval of the PY 2009-2010 CDBG Annual Action Plan. At this meeting, staff explained to the City Council that arriving at their recommendations is becoming more and more difficult as community organizations are improving their performance and organizational capability and the current Consolidated Plan does not provide an adequate framework for determining greatest need, especially for public services in the community. Therefore, the current process results in being unable to award CDBG funds based on need. Consequently, this creates over ten public service subrecipients alone, increasing the number of hours necessary to administer the grant, and awarding smaller and smaller public service grants. Therefore, it was suggested with the next update of the Consolidated Plan staff would structure a community outreach process for developing the Consolidated Plan and bring it back to the City Council for their comments and involvement.

In the process of updating the Consolidated Plan, staff has two main goals:

1. To develop a Community Development Needs Assessment that better ranks the community's public service and public facility priorities from high to low;
2. To make changes to the CDBG Program's Rating and Ranking System based on received community input and officially adopt the Rating and Ranking System as an exhibit to the Consolidated Plan.

City staff already has a head start on receiving some public input on the CDBG's Rating and Ranking System. On February 17, 2009 the City's CDBG staff held an application workshop to discuss the CDBG Program's 2009-2010 application process. Staff took this opportunity to also receive input from community organizations on the process of applying for CDBG funds. It was recommended that an additional outside reviewer should score the CDBG applications alongside City staff. Some possible suggestions were a representative from Yolo County, Yolo County Housing Authority, City of Davis or the Yolo County Community Services Action Board. It was

also suggested that the City hold a public hearing if it considers not seeking competitive applications from community organizations.

In addition, staff is considering evaluating the possibilities of:

- Increasing or decreasing the 40% of public service funds that must be allocated to food and shelter activities
- Setting a maximum number of public service grantees
- Setting a minimum grant award dollar amount
- Establishing a maximum for the number of times an organization may receive a public facility construction grant within the five-year Consolidated Plan period.
- Adding new criteria to the Rating and Ranking System, such as: awarding 10 points for an application which is a high priority per the Consolidated Plan, 5 points for an application that is a medium priority, and 0 points for an application that is a low priority.
- Researching how other CDBG entitlement cities utilize their CDBG public facility construction funds in order to guide our priorities.

Attachment A outlines the staff proposed process and schedule for developing the Consolidated Plan. The proposed process includes the development of a City Council subcommittee, distribution of surveys, and three public meetings. The creation of a subcommittee was suggested as a possibility by City Council on April 21, 2009. The subcommittee would serve as an advisory group during the development of the Consolidated Plan and conclude upon the plan's completion.

Traditionally, the updated Consolidated Plan with the one-year Action Plan is approved by City Council in May when it is required to be submitted to HUD. However, in order for staff to utilize the new Community Development Needs Assessment and revised Rating and Ranking System for the PY 2010-2011 CDBG applications staff is proposing that these two components be adopted in December prior to noticing the availability of CDBG funds and receipt of CDBG applications.

Fiscal Impact

Establishing a schedule and process for the Consolidated Plan does not have any fiscal impact. The staff cost of developing the Consolidated Plan will be covered by the CDBG administration funds.

Public Contact

Posting of the City Council Agenda.

Alternative Courses of Action

1. Approve Resolution No. _____, establishing the proposed schedule and process for developing the program year (PY) 2010-2015 Consolidated Plan and appoint two members of the City Council to a Consolidated Plan subcommittee.
2. Do not approve Resolution No. _____ and direct staff to make changes to the proposed Consolidated Plan schedule and process.

Recommendation for Action

Staff recommends that the City Council approve Alternative 1.

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Analyst

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Redevelopment Manager

Reviewed by: Barry Munowitch, AICP
Assistant City Manager

Mark G. Deven
City Manager

Attachment A: Consolidated Plan Schedule and Process
Attachment B: Resolution

Attachment A
Proposed Consolidated Plan (ConPlan) Schedule

Late-July	Sub-committee Meeting <ul style="list-style-type: none"> • Review ConPlan goals; what goals need to be changed/revised? • What does the City want to use their CDBG funds for? Priorities? • Review draft survey
Mon, Aug 24, 2009	Release survey: <ul style="list-style-type: none"> • Survey Monkey • Service providers • Community meeting
Wed, Sept 9, 2009 6PM	1 st Community Meeting <ul style="list-style-type: none"> • Review ConPlan Goals • Review Community Needs Table
Wed, Sept 23, 2009	Surveys Due
Tues, Sept 29, 2009	2 nd Community Meeting <ul style="list-style-type: none"> • Present and receive comment on survey results
Tues, Oct 20, 2009	3 rd Community Meeting @ Council <ul style="list-style-type: none"> • Public Hearing at Council • Accept comment on Draft Needs Assessment
Mon, Nov 2, 2009	30 day comment period begins for ConPlan/Needs Assessment
Tues, Dec 1, 2009	City Council: <ul style="list-style-type: none"> • Approval of Application Process and Rating and Ranking Criteria • Approve Draft Needs Assessment (public hearing required) • (Consider: holding public hearing to determine if public facility funds will be open to competitive applications)
Mon, Jan 4, 2010	NOFA/Notice of Application Workshop published
Mon, Jan 18, 2010	Release Application
Thurs, Jan 21, 2010 3PM	Application Workshop
Tues, Feb 16, 2010	Applications Due
Thurs, Feb 18 -24, 2010	Application Committee rates and ranks
Thurs, Feb 25, 2010	Application Committee meets to rate and rank application
Thurs, Mar 4, 2010 3PM	Public Meeting: Announce Staff Recommendations
Tues Mar 23, 2010	30 day Public Comment Begins
Mon, Apr 5, 2010	14 day notice of Public Hearing published
Tues, Apr 20, 2010	ConPlan/Action Plan Public Hearing
Fri, May 14, 2010	ConPlan/Action Plan due to HUD

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND TO APPROVE THE PROPOSED SCHEDULE AND PROCESS
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CONSOLIDATED PLAN FY 2010-2015**

WHEREAS, the City of Woodland (“City”) annually receives an allocation of Community Development Block Grant (CDBG) Funds from the Department of Housing and Urban Development (HUD);

WHEREAS, as part of the program requirements, every five years the City must submit a five-year strategic planning document, the Consolidated Plan, that identifies a jurisdiction’s overall housing and community development needs and provides a strategy to address those needs with CDBG funds in the five-year period;

WHEREAS, public input is necessary in the development of the Consolidated Plan.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby finds and determines that the foregoing recitals are true and correct;

Section 2: This City Council hereby approves the proposed Consolidated Plan schedule and process for FY 2010-2015;

Section 3: This City Council hereby creates a subcommittee to direct staff in the development of the Consolidated Plan;

Section 4: This City Council hereby appoints two City Council members to serve on the Consolidated Plan subcommittee;

Section 5: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 7th day of July, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Marlin H. "Skip" Davies, Mayor

ATTEST:

Sue Vannucci, City Clerk

APPROVED AS TO FORM:

w Morris, City Attorney

Andre