



City Council Staff Report

Subject: Final 2023/2024 Federal Housing and Urban Development (HUD) Department Community Development Block Grant (CDBG) One-Year Action Plan

Date: May 9, 2023

Submitted By: David Mohlenbrok, Director of Community Development
Laura Webster, Director of Long-Range Planning & Housing
Leslie Woodman, PT Housing Specialist

Department: Community Development

Recommendation:

- A. Conduct a public hearing to solicit comments on the proposed 2023/2024 Annual Action Plan and direct staff to prepare the Final Annual Action Plan.
- B. Adopt a Resolution of the City Council of the City of Rocklin Approving Adoption of the 2023/2024 Annual Action Plan and Authorizing the City Manager to Execute and File All Documents Required to Receive U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Funding.

Background:

This is the second of two required public hearings in the preparation of the City's 2023/2024 CDBG One-Year Action Plan. The first public hearing was conducted on April 11, 2023.

To be eligible to receive HUD CDBG funds on an annual basis, the City of Rocklin must complete a Consolidated Plan, at least every five years, and an Annual Action Plan. The Consolidated Plan is a comprehensive planning document that serves as the guiding document for the use of funds from the HUD CDBG entitlement program in the areas of housing and community development. On April 14, 2020, the City Council approved the current five-year Consolidated Plan.

The Annual Action Plan (AAP), a component of the Consolidated Plan, identifies the specific activities the City will undertake during the Program Year. Subsequent AAPs will be adopted for each respective year of the Consolidated Plan. Recently, HUD published CDBG allocations for the next federal fiscal year and the City will receive \$300,177 for the 2023/2024 Program Year. Since HUD released the final allocation amount after the draft Annual Action Plan was published, the draft AAP was revised prior to the City Council's April 11, 2023 public hearing to reflect that amount, as well as proportional changes to proposed funding in all categories.

The use of CDBG entitlement funds may be used for a wide array of activities that meet at least one of the National Objectives:

- Benefit to low and moderate income persons
- Aid in the prevention of slums or blight
- Urgent Need

Eligible activities include, but are not limited to:

1. Housing Rehabilitation (loans and grants to homeowners, landlords, non-profits and developers)
2. Down Payment and other homeownership assistance
3. Loans and grants to businesses for economic development
4. Removal of architectural barriers to the elderly and disabled
5. Public services such as job training, transportation, health care and child care
6. Public infrastructure

A Notice of Funding Availability (NOFA) and solicitation for proposals from service providers was published in the Placer Herald, on the City's website and distributed through local non-profit e-mail list serves on October 7, 2022. In response to the NOFA, staff received grant applications from Seniors First, The Gathering Inn, Stand Up Placer, KidsFirst, St. Vincent De Paul, Salvation Army and WeeCare for programs to be funded from the Public Services category. No more than 15% of the current year award (\$45,026.55) can be expended on Public Services during the plan year.

- Seniors First requested \$15,000 in grant funding this year for the Senior Nutrition Program. They were funded \$14,247.45 for Senior Nutrition last year. Staff recommends funding \$11,256.63 for that program from CDBG in 2023/2024 in order to evenly distribute the Public Services cap between other service providers.
- Stand Up Placer requested \$20,000 in grant funding this year for their Victims Services Program. They were funded \$14,247.45 for Victim Services last year. Staff recommends funding \$11,256.64 for that program from CDBG in 2023/2024 in order to evenly distribute the Public Services cap between other service providers.
- KidsFirst requested \$15,000 in grant funding this year for their Family Mental Wellness Program. They were funded \$14,247.45 for Victim Services last year. Staff recommends funding \$11,256.64 for that program from CDBG in 2023/2024 in order to evenly distribute the Public Services cap between other service providers.
- St. Vincent De Paul requested \$25,410 in funds for their Food BAGS Home Delivery program. They were funded \$44,125 in CDBG-CV-3 funds last year for their Food BAGS Home Delivery program to Rocklin seniors and disabled to assist in prevention of COVID-19 impacts. Because CDBG-CV-3 funds are no longer available, similar to other proposed services recipients, staff recommends funding \$11,256.64 for continuation and expansion of their Food BAGS program to assist low-income, homebound elderly and disabled adults with groceries and basic essentials.
- Salvation Army requested \$20,000-\$25,000 for their rental assistance program. Since funding from CDBG is limited and these activities would qualify as Homelessness Prevention and Rapid Rehousing (HPRR), which is an eligible use of Low and Moderate Income Housing Asset (LMIHA) Funds, staff recommends that Salvation Army's request of \$25,000 be approved as part of the City's proposed Fiscal Year (FY) 2023/24 Operating Budget and be funded from LMIHA Funds.

- St Vincent De Paul also requested \$15,000 for their rental assistance program. As with the Salvation Army, since funding from CDBG is limited and these activities would qualify as HP RR which is an eligible use of LMIHA Funds, staff recommends that St. Vincent De Paul's request of \$15,000 be approved as part of the City's proposed FY 2023/24 Operating Budget and be funded from LMIHA Funds.
- The Gathering Inn (TGI) requested \$65,000 for HP RR related activities. Staff recommends that their funding also be approved as part of the City's proposed FY 2023/24 Operating Budget and be funded from LMIHA Funds.
- WeeCare has not previously applied for or received any funding from the City of Rocklin. In response to the City's NOFA, WeeCare requested \$42,000 to provide support services to in home Family Child Care Facilities (FCC). According to the proposal, their "BOOST Tool Program" can be considered under services or potentially as a micro-enterprise activity designed to improve the marketing results and efficiencies for the FCC's and result in job creation. Although staff conducted considerable research and had follow up conversations with both WeeCare representatives and the City's on-call CDBG consultant, due to a lack of familiarity and comfort level with implementation of the micro-enterprise / job creation aspects of WeeCare's proposal, remaining questions regarding CDBG eligibility and uncertainty regarding how accomplishments would be estimated and reported, staff is not recommending funding of the WeeCare proposal in this funding round. According to discussions City staff conducted with our assigned HUD representatives regarding this item, HUD staff indicated that the City has sole discretion regarding its selection of programs and all funding decisions as it pertains to subrecipients.

Agreements with all subrecipients receiving funding will specify that Rocklin funds must be utilized to assist Rocklin residents.

On January 27, 2023, a draft of the Annual Action Plan was made available at City Hall and on the City's website for a 30-day public review of the document. In addition, the notice was emailed to various service providers through dissemination by the Placer Collaborative Network and Placer Consortium on Homelessness. The formal public review period closed on March 1, 2023. To date, the City has not received any comments.

During the April 11, 2023 City Council meeting on the draft Annual Action Plan, City Council members had questions about noticing methods and a desire for more frequent communication to the public regarding the various non-profit programs and accomplishments resulting from Rocklin's CDBG Funding. City Council members also expressed concern that federal regulations applicable to CDBG overly restrict the amount of funding that can be allocated to Services. There were no comments from the public during the April 11, 2023 hearing. Following the close of the public hearing, the City Council did not request any changes to the draft AAP document or funding recommendations.

The 2023/2024 Annual Action Plan is now being presented for adoption by the City Council.

Below is a list of programs and allocations that City staff is proposing for approval in the CDBG 2023 Program Year. These items are reflected in the 2023/2024 AAP with the final allocation amount (\$300,177) that has been published for review by the public and subject to City Council review and direction at this time.

Program	Final Allocation (\$300,177)
1. Public Facilities and Improvements – provide sidewalk repair and ADA improvements	\$195,115.05
2. Seniors First, Senior Nutrition Program – delivers hot meals to seniors	\$11,256.63
3. Stand Up Placer – provides services to survivors of domestic violence, sexual violence, human trafficking and their non-offending family members	\$11,256.64
4. KidsFirst – provides therapy and case management services to support recovery and healing from trauma, abuse and neglect for children (0-18), adults and families	\$11,256.64
5. St Vincent De Paul – Food BAGS Home Delivery program	\$11,256.64
6. Planning and Administration – general administration of the CDBG program including reporting activities	\$60,035.40

Alternatives:

The City Council could direct staff to add or remove programs and/or projects or to adjust proposed funding allocations in the 2023/2024 Annual Action Plan within program limits for specific activities.

Fiscal Impact:

Processing of the 2023/2024 Annual Action Plan is necessary in order for the City to receive CDBG Entitlement Funds from HUD, and the \$300,177 received for the 2023/2024 Program Year will be included in the City’s proposed FY 2023/24 Operating Budget.

LMIHA Funds available for use in the City’s FY 2023/2024 Operating Budget are adequate to fund the Salvation Army, St Vincent De Paul and TGI programs totaling \$105,000 as identified in this report.

ATTACHMENTS:

1. [2023 CDBG Applications](#)
2. [Resolution](#)
3. [Resolution Exhibit A - 2023 Annual Action Plan](#)
4. [Resolution Exhibit B - SF424 and SF424D.pdf](#)
5. [Resolution Exhibit C - Non-State-Certifications.pdf](#)