



CITY OF PACIFIC GROVE

AGENDA REPORT

To: Planning Commission

From: Terri C. Schaeffer, Housing Program Coordinator

Meeting Date: June 26, 2014

Subject: **GRANTEE PERFORMANCE REPORT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED ACTIVITIES FOR FISCAL YEAR 2013/2014-HOUSING REHABILITATION REVOLVING LOAN FUND.**

CEQA Status: This does not constitute a “project” under California Environmental Quality Act (CEQA) guidelines

RECOMMENDATION

Staff recommends that the Planning Commission receive the staff report, conduct a public hearing, and provide feedback on the Grantee Performance Report.

DISCUSSION

The purpose of the public hearing is to provide a forum where citizens have an opportunity to comment on Community Development Block Grant (CDBG) activities administered by the City of Pacific Grove in fiscal year 2013/2014. The Planning Commission will take no formal action during this public hearing, but may provide informal feedback to staff on the Grantee Performance Report (GPR).

The CDBG program is administered by the State Department of Housing and Community Development (HCD). HCD requires jurisdictions to submit GPRs annually for each active grant and each revolving loan account funded by program income of CDBG funded rehabilitation loans. The annual GPR is due on July 31st of each year and requires a public hearing prior to submittal to HCD.

The primary purpose of the GPR is to report information to the State and the public about the beneficiaries of the funded activity. The City of Pacific Grove did not have an active grant contract until February 2014. This fiscal year, the City spent a funds from the Housing Rehabilitation Program Income Revolving Loan Fund #34 and spent time recruiting applications for the program. As indicated in the attached GPR (Attachment 2), 2 loans were made from the revolving loan fund during the reporting period for a total of \$45,664.50. A total of 20 loans have been made from the revolving loan fund since it was established in 1999.

Item 7. a.

Pursuant to CDBG Citizen Participation requirements, a sign-in sheet will be available at the public hearing to document public participation and a copy of the FY 2013/2014 Grantee Performance Report will be placed in the Citizen Participation binder located in the lobby of the Community Development Department at City Hall.

ATTACHMENTS

1. Public Hearing Notice
2. Grantee Performance Report (Program Income)

Respectfully submitted:



Terri C. Schaeffer
Housing Program Coordinator

Reviewed by:



Thomas Frutchey
City Manager

Monterey County
The Herald

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PACIFIC GROVE, CA 93950

Legal No. 0005215686

Total Cost: \$290.01
Ordered by:

PROOF OF PUBLICATION

STATE OF CALIFORNIA

County of Monterey

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Herald, a newspaper of general circulation, printed and published daily and Sunday in the City of Monterey, County of Monterey, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice, of which the annexed is a printed copy (set in type not smaller than 7 point), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

06/17/14

I certify (or declare), under penalty of perjury, that the foregoing is true and correct

Executed on 06/17/2014 at Monterey, California.



Signature

This space is reserved for the County Clerk's Filing Stamp

Item 7. a.

Attachment 1

**CITY OF PACIFIC GROVE
NOTICE OF PUBLIC HEARING
Thursday, June 26, 2014
6:00 p.m.**



The City of Pacific Grove Planning Commission will hold a public hearing on Thursday, June 26, 2014, at 6:00 p.m. at the Pacific Grove City Council Chambers, 300 Forest Avenue, Pacific Grove, California, to present performance information on Community Development Block Grant (CDBG) activities during the 2013/2014 fiscal year. CDBG funded activities include the Housing Rehabilitation Loan Program Revolving Loan Fund (HRRLF #34).

The purpose of the public hearing is to provide a forum where citizens have an opportunity to comment on CDBG activities administered by the City of Pacific Grove. The Planning Commission will take no formal action during this public hearing but may provide program input and feedback. If you are unable to attend the public hearing, you may direct written comments to the City of Pacific Grove, 300 Forest Ave., Pacific Grove, CA 93950 or you may telephone Housing Program Coordinator Terri Schaeffer at (831) 648-3199. In addition, information may be obtained at the above address between the hours of 8:00 a.m. to 12:00 p.m. & 1 p.m. to 5:00 p.m. Monday through Thursday.

The City promotes fair housing and makes all programs available to low-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap. The City of Pacific Grove does not discriminate against persons with disabilities. The Pacific Grove Council Chambers is an accessible facility. A limited number of devices are available to assist those who are hearing impaired. If you would like to use one of these devices, please contact the Community Development Department at (831) 648-3190.

Publication Date: June 17, 2014

/s/ Terri C. Schaeffer

TERRI C. SCHAEFFER
HOUSING PROGRAM COORDINATOR

Grantee Performance Report

	Standard Agreement #	Please Check One
Report Period (FY)	2013- 2014	Annual GPR <input checked="" type="checkbox"/>
	Program Income	Final GPR <input checked="" type="checkbox"/>
Jurisdiction Name:	City of Pacific Grove	
Name of Contact:	Terri Schaeffer	
Address of Contact:	300 Forest Avenue Pacific Grove, CA 93950	
Telephone Number:	831-648-3182	E-Mail Address: tschaeffer@ci.pg.ca.us

FOR 2012 REPORTS- VERY IMPORTANT - IGNORE POP-UP MESSAGES ABOUT FORM COMPATABILITY. CLICK "CONTINUE"

SUMMARY OF ACTIVITIES

Complete the information above indicating the fiscal year and the Standard Agreement number. Indicate if this report represents an "Annual GPR" (Grantee Performance Report) or if this represents a "Final GPR" for which you are closing and finished the activity. Select from the following activities based on the matrix codes in your Standard Agreement. Check the box next to the activity and use the button to the right to be directed to the page to use in completing this report for each activity. If you have any questions regarding the correct matrix code, contact your CDBG Representative. If the activity has the option of two pages, the second page under the column heading "In Support of Housing" represents those activities with a National Objective Code of Low and Moderate Housing (LMH). For non-housing activities, use the button to the left.

		In Support of Housing (LMH)
(01) Acquisition of Real Property	<input type="checkbox"/> Page 1	
(02) Disposition	<input type="checkbox"/> Page 1	
(03) Public Facilities & Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03A) Senior Centers	<input type="checkbox"/> Page 6	
(03B) Handicapped Centers	<input type="checkbox"/> Page 6	
(03C) Homeless Facilities	<input type="checkbox"/> Page 6	
(03D) Youth Centers	<input type="checkbox"/> Page 6	
(03E) Neighborhood Facilities	<input type="checkbox"/> Page 6	
(03F) Parks, Recreation Facilities	<input type="checkbox"/> Page 6	
(03G) Parking Facilities	<input type="checkbox"/> Page 6	
(03H) Solid Waste Disposal Imp.*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03I) Flood Drainage Improvement*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03J) Water/Sewer Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03K) Street Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03L) Sidewalk Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03M) Child Care Centers	<input type="checkbox"/> Page 6	
(03N) Tree Planting	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03O) Fire Station/Equipment	<input type="checkbox"/> Page 6	
(03P) Health Facilities	<input type="checkbox"/> Page 6	
(03Q) Abused and Neglected Children Facilities	<input type="checkbox"/> Page 6	
(03R) Asbestos Removal	<input type="checkbox"/> Page 6	
(03S) Facilities for Aids Patients	<input type="checkbox"/> Page 6	
(03T) Operating Costs of Homeless/Aids	<input type="checkbox"/> Page 6	
(04) Clearance and Demolition	<input type="checkbox"/> Page 1	
(04A) Cleanup of Contaminated Sites	<input type="checkbox"/> Page 1	
(05) Public Services - General	<input type="checkbox"/> Page 7	
(05A) Senior Services	<input type="checkbox"/> Page 7	
(05B) Handicapped Services	<input type="checkbox"/> Page 7	
(05C) Legal Services	<input type="checkbox"/> Page 7	
(05D) Youth Services	<input type="checkbox"/> Page 7	

- (05E) Transportation Services Page 7
- (05F) Substance Abuse Services Page 7
- (05G) Battered and Abused Spouses Page 7
- (05H) Employment Training Page 7
- (05I) Crime Awareness Page 7
- (05J) Fair Housing Activities Page 7
- (05K) Tenant/Landlord Counseling Page 7
- (05L) Child Care Services Page 7
- (05M) Health Services Page 7
- (05N) Abused & Neglected Children Page 7
- (05O) Mental Health Services Page 7
- (05P) Screening Lead Paint & Hazards Page 7
- (05Q) Subsistence Payments Page 7
- (05R) Homeownership Assistance - not direct Page 2
- (05S) Rental Housing Subsidies Page 5
- (05T) Security Deposits Page 5
- (05U) Housing Counseling Page 7
- (06) Interim Assistance Page 7
- (08) Relocation* Page 7 Page 5
- (09) Loss of Rental Income* Page 7 Page 5
- (11) Privately Owned Utilities* Page 6 Page 3
- (12) Construction Housing Page 1
- (13) Direct Homeownership Assistance Page 2
- (14A) Rehabilitation - Single Unit Residential Page 4
- (14B) Rehabilitation - Multi - Unit Residential Page 4
- (14C) Public Housing Modernization Page 4
- (14D) Rehabilitation - Publicly-Owner Residential Buildings Page 4
- (14E) Rehabilitation Publicly/Private Commercial Industry Page 8
- (14F) Energy Efficiency Improvements Page 4
- (14G) Acquisition for Rehabilitation Page 4
- (14I) Lead Based Paint, Hazards Test Abatement Page 4
- (15) Code Enforcement Page 7
- (16A) Residential Historic Preservation Page 4
- (16B) Non-Residential Historic Preservation Page 6
- (17A) CI Land Acquisition/Disposition Page 8
- (17B) CI Infrastructure Development Page 8
- (17C) Building Acquisition, Construction, Rehabilitation Page 8
- (17D) Other Commercial/Industrial Improvements Page 8
- (18A) ED Direct Financial Assistance for For-Profits Page 8
- (18C) Micro-Enterprise Assistance Page 9
- (19E) Operation and Repair Foreclosed Property Page 5

In Support of Housing (LMH)

Certification:

I have reviewed the information contained in this report and certify that to the best of my knowledge that it is true and accurate, and that supporting documentation is maintained and available for State Review

Signature of Authorized Representative *Terri C. Schaeffer*

Printed Name & Title Terri C. Schaeffer

Date 6/11/14

6/10/2008

This section applies to activities with a National Objective of Low and Moderate Housing (LMH) and Slums and Blight Area (SBA) or Slum and Blight Spot (SBS) or Urgent Need (URG) for the following. Check off what activity you are reporting. If more than one activity is being reported on this page, you will need to create a duplicate sheet.

- Rehabilitation - Single Unit Residential (Matrix 14A)
- Rehabilitation - Multi - Unit Residential (Matrix 14B)
- Public Housing Modernization (Matrix 14C)
- Energy Efficiency Improvements (Matrix 14F)
- Rehabilitation - Publicly-Owner Residential Buildings (Matrix 14D)
- Acquisition for Rehabilitation (Matrix 14G)
- Lead Based Paint, Hazards Test Abatement (14I)
- Residential Historic Preservation (16A)

Program Description

IDIS cdbg 6

Check all statements that are applicable to this activity. This activity will include:

- a. One-for-One Replacement (Reconstruction) complete Appendix A.
- b. Public improvement activity for which a Special Assessment will be levied.
- c. Displacement of household, business, farms, nonprofits, complete Appendix B.
- d. Creating a new Revolving Fund/Revolving Loan Account (RLA).
- e. The designation of an economic development "Favored activity".
- f. The funding of Colonia(s).
- g. Brownfield Activity Indicate the number of remediated acres:
- h. Historic Preservation Area.
- i. Presidential Declared Disaster.
- j. Multi-Unit Housing (2+ Units/structure).
- k. Rental Housing.
- l. Limited Clientele by Nature/Location or Presumed Benefit, complete Appendix C.
- m. A Subrecipient Agreement for this activity, complete Appendix D.
- n. The designation of Slum and Blight, complete Appendix E.

Section 3

Economic Opportunities for Low & Very Low Income

- Check box if the grant award is over \$200,000 in CDBG funds.
- Check box if you have a construction contract or subcontract greater than \$100,000.

If both boxes are checked, you are required to comply with Section 3 reporting requirements pursuant to HUD (24 CFR 135). Attach a Section 3 report and submit the report with this GPR.

Minority Contractor Information

Provide the total dollar amount of this activity that will be directed towards

Firms owned wholly or in substantial part by:

Minority group members

Women

Other (Specify)

Value of Contract

TYPE OF ASSISTANCE

Item 7. a.

Attachment 2

1. What type of financing was provided to the beneficiaries: Grants Loans
No loans or grants
2. Indicate the number of grants and/or loans provided this Report Period:
Grants _____ Loans 2
3. Indicate the total number of grants and/or loans provided to date (entire contract term):
Grants _____ Loans _____
4. When assistance is provided in the form of loans, enter the terms of financing:

	Interest Rate (%)	Number of Months (#)	Loan Amounts (\$)
a. Amortized Loan:	_____	_____	_____
b. Deferred Payment/ Forgiveness Loan:	<u>3%</u>	<u>30 yrs</u>	<u>\$45,664.50</u>

DIRECT BENEFIT

IDIS cdbg 8

This page allows you to report on beneficiaries race/ethnicity and income levels for the fiscal year:

Race & Code	HOUSING ACTIVITIES			
	Owner		Renter	
	All	Hisp	All	Hisp
White (11):	2	0	0	0
Black/African American (12):	0	0	0	0
Asian (13):	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0
Native Hawaiian/Other Pacific Isl. (15):	0	0	0	0
Am. Indian/Alaskan Native & White (16):	0	0	0	0
Asian & White (17):	0	0	0	0
Black/African Am. & White (18):	0	0	0	0
Am. Indian/Alaskan & Bk/Afrcn (19):	0	0	0	0
Other Multi-Racial (20):	0	0	0	0
TOTALS	2	0	0	0

Number of Female Head of Households 2 _____

INCOME LEVELS

IDIS cdbg 13

Number of households benefiting based on Income:

	Owner	Renter	Total all years
Extremely Low (<30%)	1	0	5
Low (31%-50%)	1	0	7
Moderate (51%-80%)	0	0	8
Non-Low/Moderate Income (+80%)	0	0	0
Totals	2	0	20

DIRECT BENEFIT AND INCOME LEVELS MUST BE EQUAL

LEAD PAINT

APPLICABLE LEAD PAINT REQUIREMENT:

Housing constructed before 1978	
*Exempt: housing constructed 1978 or later	
**Otherwise exempt	
Exempt: Hard costs <= \$5,000	
Total	0

* A residential property for which construction was completed on or after January 1, 1978, or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see §35.160).

- * Exempt:
1. 0 bedroom
 2. Elderly/Disabled with no children under 6

- 3. Lead-based paint free, and/or
- 4. Used no more than 100 days in a year

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Attachment 2

Lead Hazard Remediation Actions: (For rehabilitation only)

Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	
Interim Controls or Standard Practices (24 CFR 35.930 ©)) (Hard costs \$5,000 - \$25,000)	
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	
Total	0

REHABILITATION OF UNITS

Item 7. a.

Attachment 2

1. Indicate if the rehabilitation was offering a program with these specific services:
 (May apply for activities with an national objective LMH with Matrix Code 14a, 14b, 14c, 14d, 14f, 14g or 16a)
- a. Installing security devices
 - b. Installing smoke detectors
 - c. Performing emergency housing repairs
 - d. Providing supplies and equipment for painting houses
 - e. Operating a tool lending library

REHABILITATION OF THE OWNER UNITS

IDIS cdbg 24

1. Enter the total number of owner units rehabilitated: 1
2. Of the total number of owner-occupied units rehabilitated, specify the number of:
- a. Units occupied by elderly: 1
 - b. Units brought from substandard to standard (Meeting HQS or local code): 1
 - c. Units qualified as Energy Star:
 - d. Units made accessible:
 - e. Units in compliance with lead safety rules (24 CFR Part 35): 1

If this activity includes multi-unit housing with (2+ units) complete the rest of the following questions:

MULTI-UNIT HOUSING

IDIS cdbg 14

THIS REPORTING PERIOD	Total	Occupied	Occupied Low/Mod
Number of Units at Start:	<u>0</u>	<u>0</u>	<u>0</u>
Number of Units Expected at Completion:	<u>0</u>	<u>0</u>	<u>0</u>
FOR TOTAL GRANT TERM	Total	Occupied	Occupied Low/Mod
Number of Units Completed:	<u>0</u>	<u>0</u>	<u>0</u>

(Complete the following questions if the activity includes the Rehabilitation of Rental Units)

REHABILITATION OF RENTAL UNITS

IDIS cdbg 20 & 21

1. What is the total number of rental units:
2. Of the total rental units, what number are:
 - a. Affordable units:
 - b. Section 504 accessible units:
 - c. Changed from a substandard to a standard condition, (Meeting HQS or local code requirements):
3. What number of units qualified as Energy Star:
4. What number of units are in compliance with lead safety rules (24 CFR Part 35):
5. What number of units were created through conversion of a non-residential to residential building:
6. Of the number of rehabilitated rental units designated affordable, specify:
 - a. Number of units occupied by elderly:
 - b. The number of years there will be affordability restrictions:
 - c. Units subsidized with project-based rental assistance by another federal, State or local program:
7. What number of affordable units were designated for persons with HIV/AIDS including units receiving assistance for operations:
 - a. Of those, what number are for chronically homeless:
8. What number of affordable units are permanent housing units for homeless persons and families, including units receiving assistance for operations:
 - a. Of those, the number for the chronically homeless:

Accomplishment Narrative (Please provide Activity Accomplishment Narrative)

Replacement Housing

If multiple locations, please duplicate and make additional forms as necessary.

IDIS cdbg 16

Indicate the address of the units to be demolished-converted:

Demolished/Converted
Address

Indicate the number and type of bedroom units

0/1 Zero or One bedroom unit _____

Two Bedroom Units _____

Three Bedroom Units _____

Four Bedroom Units _____

5+ Five or more Bedroom Units _____

Grant or Loan Agreement Executed Date:

Demolition or Conversion Agreement Date:

Replacement
Address

Number of bedroom units

0/1 Zero or One bedroom unit _____

Two Bedroom Units _____

Three Bedroom Units _____

Four Bedroom Units _____

5+ Five or more Bedroom Units _____

Date units will be available:

Date of any exception agreement:

Appendix B - Displacement

2013-
2014

Program Income

Indicate the census tract of origin
Indicate the City

IDIS cdbg 15

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Blck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

Indicate the census tract of those relocated
Indicate the City

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Blck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

If there is more than one census track, indicate the additional census tract
and race distribution of those relocated.
Indicate the City

1. Presumed Benefit

IDIS User Guide 8-73

If the activity is funded under a National Objective Code of Low and Moderate Income Clientele, indicate the number of beneficiaries that fall into one or more of the following categories. Use the following income levels when reporting on the beneficiaries race and income on other pages of the GPR.

Number of:

- | | |
|---|--|
| <input type="checkbox"/> Abused Children | Extreme Low Income |
| <input type="checkbox"/> Battered Spouses | Low Income |
| <input type="checkbox"/> Severely Disabled Adults (Per Census Definition) | Low Income |
| <input type="checkbox"/> Illiterate Adults | Low Income |
| <input type="checkbox"/> Persons with Aids | Low Income |
| <input type="checkbox"/> Homeless Persons | Extreme Low Income |
| <input type="checkbox"/> Migrant Farm workers | Low Income |
| <input checked="" type="checkbox"/> Elderly Persons | Use Moderate Income if at a center with services,
if not center based, use Low Income |

2. Nature and Location

IDIS cdbg 10

Provide a narrative description of how the nature/location of this activity benefits low and moderate persons:

ORGANIZATION CARRYING OUT ACTIVITY

IDIS cdbg 3

Indicate if the activity will be carried out by one of the following:

- Grantee employees
- Contractors
- Grantee employees & contractors
- By others under a Sub-recipient Agreement

If you are using a Sub-recipient Agreement, indicate the name of the Organization:

Activity is being carried out by:

- A 105 (a) (15) entity as defined under the Housing and Development Act
- Another unit of local government
- Another public agency

IDIS cdbg 4

Indicate all that applies to this organization:

- Non-profit organization
- For-profit entity
- A faith-based organization
- An institution of higher education

Code Section 105(a) (15) is from the Housing and Development Act and provides the provision of assistance to neighborhood-based nonprofit organizations, local development corporations, and nonprofit organizations serving the development needs of communities in non-entitlement areas to carry out neighborhood revitalization, community economic development or energy conservation projects.

Provide a description of the boundaries of the designated area
(Not the census tract/block data required for LMA)

Boundaries:

Percent of Deteriorated Buildings/Qualified Properties: _____ %

Public Improvement/Type Condition:

Provide a brief description identifying each type of improvement / type of condition

Slum/Blight Designation Year _____