

NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special Meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Friday, February 7, 2020 3:30 p.m.**
(or as soon thereafter as possible)

*******NOTE: TIME & LOCATION CHANGE*******

Location: **Tracy City Hall Conference Room 203**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Parks and Community Services Commission on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

1. Call to Order
2. Roll Call
3. Items from the Audience - *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. New Business
 - a. **REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2020-2021 AND RECOMMEND APPROVAL TO CITY COUNCIL**
5. Adjournment to next Regular Meeting: March 5, 2020

Posted: February 5, 2020

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall (209-831-6000), at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks & Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION SPECIAL MEETING
February 7, 2020**

AGENDA ITEM 4.a.

REQUEST

**REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES
COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS
FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS
FOR FISCAL YEAR 2020-2021 AND RECOMMEND APPROVAL TO CITY COUNCIL**

DISCUSSION

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds are allocated to cities and counties by the United States Department of Housing and Urban Development (HUD) for use in projects that make for a viable community, with local programs and services that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income individuals and families. The City of Tracy receives an annual pass-through allocation from San Joaquin County, which serves as the entitlement community. There is no impact to the City General Fund.

On November 15, 2016, the City Council adopted the Parks and Community Services recommendation for local funding priorities, to be considered in this allocation process in priority rank order:

CDBG

Public Services Category:

- (1) Food Distribution Services
- (2) Homelessness Prevention, Intervention and Transitional Housing Services
- (3) Senior and Special Needs Services
- (4) Domestic Violence Services
- (5) Youth Education and Enrichment Services

Public Facilities/Improvements Category:

- (1) Public Parks and Facilities
- (2) Removal of Architectural Barriers (ADA)

HOME

- (1) Address issues of public safety, health and welfare;
- (2) Rehabilitate residential properties occupied by low income persons; and,
- (3) Partner to construct income restricted family and senior housing facilities.

San Joaquin County has provided estimated amounts of CDBG and HOME funds to be allocated to the City of Tracy in the FY 2019-2020 program year as follows:

CDBG

Public Services Allocation (15%)	\$ 71,708
Public Improvements/Public Facilities	\$ 345,396
Grant Administration (16%)	\$ 60,952
Total	\$ 478,056

<u>HOME</u> HOME Eligible Activities	Total \$ 154,074
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The County requires ranking of the applications among each eligible CDBG/HOME local funding category, and a minimum allocation of \$5,000 for CDBG Public Service awards and \$150,000 for CDBG Public Improvement/Public Facilities awards. Ranking of applications among each local funding category allows San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to the highest ranked local priority services and projects.

The Parks and Community Services Commission CDBG/HOME funding allocation recommendations will go before the Tracy City Council on March 17, 2020. The San Joaquin County Board of Supervisors are scheduled to review and consider all local funded projects in April 2020, and submit recommendations to the U.S. Department of Housing and Urban Development (HUD) in May 2020.

Subcommittee Review and Recommendation:

CDBG/HOME grant applications for FY 2020-2021 were available beginning December 13, 2019, with a submittal deadline of January 13, 2020. On December 6, 2018, the Parks and Community Services Commission discussed and adopted a funding allocation formula for CDBG Public Service grant applications. The adopted funding allocation formula is as follows:

- The top two scoring public service program applications will be funded the requested amount up to a max of \$12,000 each.
- Applications ranked 3 and 4 will be funded the requested amount up to a maximum allocation of \$8,000 each.
- Applications ranked 5 and below will receive a \$5,000 allocation in order of applicant ranking until funds are exhausted.
- Any remaining funds less than \$5,000 will be distributed to applicants 5 and below until exhausted, so long as it does not exceed Tier 2 max amounts and their funding request.
- Should the City receive more funding than estimated, additional programs will be funding in ranking order.

The Parks and Community Services Commission Subcommittee met on January 22, 2020, to review, and consider grant application funding requests, rank applications based on local funding priorities, and recommend funding allocation amounts to the Parks and Community Services Commission.

A scoring sheet was used by the Parks and Community Services Subcommittee to evaluate each application. Individual scores for each application were averaged to determine a final score. The Subcommittee recommendations for application ranking and grant funding allocations for FY 2020-2021 are listed in Attachment "A". Individual scoring sheets completed by the sub-committee members will be provided to each applicant and will be provided to interested parties upon request. All CDBG/HOME program funding is subject to final confirmation by San Joaquin County and HUD.

Following the Parks and Community Services Commission Subcommittee's review of the FY 20-21 CDBG/HOME applications, San Joaquin County provided updated figures for its Multi-Agency Requests, which include the San Joaquin County Housing Authority, the County Emergency Food Bank - Mobile Farmers Market, and Meals on Wheels. These applicants are eligible to receive funding from other cities and the County as part of the entitlement consortium since they serve multiple communities in addition to Tracy. The contribution amount is calculated by the agencies based on population served in those areas. Originally, the City used its FY 19-20 Multi-Agency Request amounts as projections for FY 20-21; however, the County recently confirmed the Food Distribution allocation for Tracy has increased by \$2,249 for FY 20-21. Therefore, staff has proposed to decrease the funding award amount for the lowest ranked applicant within the Public Service category in the amount of \$2,249 to account for the Multi-Agency Request increase. The Parks Commission can accept this change, or propose an alternate redistribution of funds.

RECOMMENDATION

Staff recommends the Parks and Community Services Commission accept the Subcommittee's recommendations for priority ranking and funding of CDBG and HOME grant applications for FY 2020-2021 and recommend approval to the City Council.

Prepared by: Vanessa Carrera, Economic Development Analyst

Reviewed by: Andrew Malik, Assistant City Manager

Approved by: Brian MacDonald, Parks & Recreation Department Director

ATTACHMENTS:

Attachment "A" – Sub-Committee of the Parks and Community Services Commission's Final Ranking and Summary Recommendations for Funding of FY 2020-2021 CDBG and Home Grant Applications.

City of Tracy

2020-2021 CDBG/HOME Local Priority Rankings & Funding Recommendations

2020-2021 Funding Available to City of Tracy		
CDBG Public Services	\$	71,708.00
CDBG Public Improvements/Public Facilities	\$	345,396.00
HOME	\$	154,074.00

CDBG Public Services

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments
San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,000	-	Direct Allocation	Direct Allocation	\$ 5,000.00	
SJ County Food Services Pool	Food Distribution Services	(1) Food Distribution	\$ 5,582	-	Direct Allocation	Direct Allocation	\$ 5,582.00	
Tracy Interfaith Ministries	Hunger Relief and Food Distribution	(1) Food Distribution	\$ 12,000	93.33	1	1	\$ 12,000.00	
McHenry House Tracy Family Shelter	Family Crisis Intervention Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	87	2	1	\$ 10,000.00	
Boys & Girls Club of Tracy	Summer Enrichment Program	(5) Youth Education and Enrichment Services	\$ 12,000	86	3	2	\$ 8,937.50	
Women's Center Youth & Family Services	South County Domestic Violence Emergency Shelter Services	(4) Domestic Violence Services	\$ 15,000	86	3	2	\$ 8,937.50	
Tracy Community Connections Center, Inc.	Homeless Intervention: Transportation and Vehicle Assistance	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 7,500	83.67	4	3	\$ 7,500.00	
Coalition of Tracy Citizens to Assist the Homeless	Support CTCAH to Help Tracy's Homeless	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	82	5	3	\$ 8,000.00	
Tracy Seniors Association	Safe At Home	(3) Senior and Special Needs Services	\$ 10,000	79.67	6	3	\$ 5,751.00	
Fix'd Inc.	Get Fix'd Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 50,000	Ineligible	Ineligible	Ineligible	Ineligible	Electronic application was submitted after the application deadline. Application did not include a balance sheet, copy of audit letter or review of financial statements, and proof of non-profit status.
Good Shepard Community Church	Food Distribution: Weekly Community Dinner and Quarterly Food Pantry	(1) Food Distribution	\$ 12,000	Ineligible	Ineligible	Ineligible	Ineligible	Application was submitted after the deadline. Application was also missing organization balance sheet or income statement, copy of audit letter or review of financial statements, and proof of non-profit status.
CDBG Public Services Request			\$ 149,082				\$ 71,708	

ATTACHMENT "A"

CDBG Public Improvements/Public Facilities

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Scoring Rank	PCS Sub-Cmte Recommendations
Boys & Girls Club	Boys & Girls Club Lowell Gym Improvement	(1) Public Parks and Facilities	\$ 345,000	105	1	N/A \$ 345,396
Mc Henry House Tracy Family Shelter	Shelter Renovation	(1) Public Parks and Facilities	\$ 225,000	102	2	N/A \$ -
City of Tracy	ADA Sidewalk Improvements	(2) Removal of Architectural Barriers (ADA)	\$ 1,058,000	101	3	N/A \$ -
Coalition of Tracy Citizens to Assist the Homeless (CTCAH)	Acquisition of Emerson House	(1) Public Parks and Facilities	\$ 315,000	99.33	4	N/A
			CDBG Public Improvements/Facilities Request \$ 1,943,000			\$ 345,396

HOME Program

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Sub-Cmte Recommendations
Housing Authority County of San Joaquin	Tracy Homes	(2) Rehabilitate residential properties occupied by low income persons	\$ 154,000	109	1	\$154,074.00
			HOME Program Request \$ 154,000			\$ 154,074

CDBG / HOME Programs

Parks & Community Services Commission

2/7/2020



Think Inside the Triangle™

**Sub-Committee Ranking & Finalize Funding
Recommendations**

Grant Program Opportunities

Community Development Block Grant (CDBG)

- 2020-21 Estimated Allocation: \$478,056
 - Public Services = 15% (\$71,708)
 - Grant Administration = 13% (\$60,952)
 - Public Facilities = 72% (\$345,396)

HOME Investment Partnership Program (HOME)

- 2020-21 Estimated Allocation: \$154,074

Grant Program Opportunities

Community Development Block Grant (CDBG)

Minimum/Maximum Awards:

Public Services:

\$5,000 Minimum/No Maximum

Public Improvement & Facilities:

\$150,000 Minimum/\$2 Million Maximum

Local Priorities

Tracy City Council adopted local priority areas that had been identified as Community Need for 2016 through 2021:

Public Services Category:

- (1) Food Distribution Services
- (2) Homelessness Prevention, Intervention and Transitional Housing Services
- (3) Senior and Special Needs Services
- (4) Domestic Violence Services
- (5) Youth Education and Enrichment Services

Public Facilities/Improvements Category:

- (1) Public Parks and Facilities
- (2) Removal of Architectural Barriers (ADA)

HOME

- (1) Address issues of public safety, health and welfare;
- (2) Rehabilitate residential properties occupied by low income persons; and,
- (3) Partner to construct income restricted family and senior housing facilities.

All applications should meet the mandated Federal program areas in order to be eligible.

Scoring and Funding Applications

City of Tracy CDBG / HOME FY 2018-2019 SCORING SHEET	
Instructions: Please review each Grant Application and assign POINTS to each Section according to how well the applicant completed the section. Maximum total points awarded for Public Service Projects will be 25. Maximum total points for Public Facility / Infrastructure Projects will be 100. Maximum total points for HOME program will be 300.	
COUNCIL PRIORITIES (Choose only one Category)	
CDBG Public Service Category (7 Maximum Points)	Points
FOOD DISTRIBUTION SERVICES = 3	<input type="text"/>
HOMELESSNESS PREVENTION, INTERVENTION AND TRANSITIONAL HOUSING SERVICES = 4	
SENIOR AND SPECIAL NEEDS SERVICES = 3	
DOMESTIC VIOLENCE SERVICES = 2	
YOUTH EDUCATION AND ENRICHMENT SERVICES = 1	<input type="text"/>
CDBG Public Facility (Infrastructure) Category (7 Maximum Points)	Points
PUBLIC PARKS AND FACILITIES = 3	<input type="text"/>
RENOVAL OF ARCHITECTURAL MARKERS (AOM) = 2	
HOME Program (7 Maximum Points)	Points
ADDRESS ISSUES OF PUBLIC SAFETY, HEALTH AND WELFARE = 3	<input type="text"/>
REHABILITATE RESIDENTIAL PROPERTIES OCCUPIED BY LOW INCOME PERSONS = 2	
PARTNER TO CONSTRUCT INCOME RESTRICTED FAMILY AND SENIOR HOUSING FACILITIES = 1	<input type="text"/>
SECTION I. GENERAL INFORMATION (p. 3)	
(Review for completeness.)	(2 Points Maximum / 1 Point Min. Each Item = 1 Point) (Award Maximum Points if the section is complete)
NAME OF ENTITY OR ORGANIZATION	<input type="text"/>
TITLE OF PROPOSED PROJECT	<input type="text"/>
AMOUNT OF GRANT FUNDS REQUESTED	\$ <input type="text"/>
TOTAL PROJECT COST	\$ <input type="text"/>
REQUESTED FUNDS FROM OTHER CITIES	\$ <input type="text"/>
SECTION II. PROJECT INFORMATION (p. 6)	
A. PROJECT NARRATIVE (p. 4-6)	(7 Points Maximum / 3 Point Min. Each Item = 3 Points)
(Review for how well the applicant answered the question.)	Points
1. Project Description	<input type="text"/>
2. Needs Statement	<input type="text"/>
3. Objectives, Outcomes, and Initiatives	<input type="text"/>
4. Internal Performance Measurement	<input type="text"/>
5. Activities & Methodology	<input type="text"/>
6. Schedule	<input type="text"/>
7. Continuation Plan	<input type="text"/>
B. PROJECT CHARACTERISTICS (p. 5-8)	(17 Points Maximum / 3 Point Min. Each Item = 3 Points)
(COMPLETE FOR PUBLIC FACILITY / INFRASTRUCTURE / HOME PROJECTS ONLY)	Points
(Review for completeness and for how well the applicant explained their project.)	
1. Is this a new program/service or an expansion of an existing program/service?	<input type="text"/>
2. Describe geographical boundaries of the neighborhood, community, or region to be served by the project.	<input type="text"/>
3. Explain how the program differs from other programs providing similar services in Rockwood or Jasper County.	<input type="text"/>

- Step 1: Score Applications based on Local Priorities adopted by Council and grant content
- Step 2: Apply funding allocation formula to final applicant score

FUNDING ALLOCATION FORMULA – PUBLIC SERVICE

Adopted by PCSC on Dec 6, 2018

1) The top 2 scoring applications will be funded the requested amount up to \$12,000

2) Applications ranked 3 & 4 will be funded the requested amount up to \$8,000

3) Applications ranked 5 and below will receive \$5,000 in order of ranking until funds are exhausted

4) Any remaining funds less than \$5,000 will be distributed to applicants 5 and below until exhausted (cannot exceed Tier 2 amounts)

Should the City receive more funding than estimated, additional programs will be funded in ranking order.

Public Service Applicant(s)	Scoring Rank	Sub-Cmte SCORE	Allocation Tier	FUNDING	
				Request	Sub-Cmte Recommendation
San Joaquin Fair Housing	Required	Direct	Direct	\$5,000	\$5,000
SJ County Food Services Pool	Required	Direct	Direct	\$5,582	\$5,582* (Originally \$3,333)
Tracy Interfaith Ministries	(1)	93.33	1	\$12,000	\$12,000
McHenry House	(2)	87	1	\$10,000	\$10,000
Boys & Girls Club of Tracy	(3)	86	2	\$12,000	\$8,937.50
Women's Center	(3)	86	2	\$15,000	\$8,937.50
Tracy Community Connections	(4)	83.67	3	\$7,500	\$7,500
Coalition of Tracy Citizens to Assist the Homeless	(5)	82	3	\$10,000	\$8,000
Tracy Seniors Assoc.	(6)	79.67	3	\$10,000	\$ 5,751** (Originally \$8,000)
Total				\$149,082	\$71,708

*Adjustment made based on actual SJC Food Services Pool direct allocation for FY 20-21.

** \$2,249 increase to Food Service Pool deducted from lowest ranking application.

Parks Commission Sub-Committee Scoring & Ranking

Public Facilities Applicant(s)	Council Priority	Sub-Cmte SCORE	Request	Sub-Cmte Recommendation
Boys & Girls Club	(1)	105	\$345,000	\$345,396
McHenry House	(1)	102	\$225,000	-
City of Tracy – ADA Sidewalk	(2)	101	\$1,058,000	-
Coalition of Tracy Citizens to Assist the Homeless (CTCAH)	(1)	99.33	\$315,000	
Estimated Allocation				\$345,396

HOME PROGRAM Applicant(s)	Council Priority	Sub-Cmte SCORE	FUNDING Request	Sub-Cmte Recommendation
Housing Authority SJC	(2)	109	\$154,000	\$ 154,074
Estimated Allocation				\$154,074

Staff recommends the Parks and Community Services Commission review the Subcommittee's recommendations for the funding of CDBG and HOME grant applications for FY 2020-2021 and recommend approval to the City Council.