

**CDBG Design Phase Hearing Minutes**  
**January 7, 2014 3:00 p.m.**  
**Fort Bragg City Hall**  
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**Attendees/Organizations Represented (see attached sign-in sheet):**

Laura Welter, Safe Passage Family Resource Center  
Keith Rutledge, Renewable Energy Development Institute (REDI)  
Renee Burnett, /REDI-HELP desk  
Paul Davis, Mendocino Coast Hospitality Center (MCHC)  
Virginia Loperena, Noyo Food Forest (NFF)  
Jennifer Owen, Housing & Economic Development Coordinator, City of Fort Bragg

**Discussion:**

1. Introductions: each participant provided introductions and general areas of interest
2. Handouts: Jennifer Owen provided review of agenda items and handouts (see agenda with list of handouts).
3. Anticipated NOFA timeline: Jennifer Owen explained CDBG "SuperNOFA" process and reviewed key dates listed in the NOFA as well as City process, including (a) presentation to City Council on February 24 to receive direction on activities to be included in the application and (b) pre-application Public Hearing and Resolution from City Council on March 24, 2014. Proposals would be due to Jennifer Owen for review and internal ranking by February 1, 2014.
4. Brief explanation of CDBG program: Jennifer Owen provided overview and referred attendees to the HCD website (listed on agendas and handouts) for more information.
5. Suggestions about possible uses of funds: attendees were asked to present their areas of need.
  - a. Noyo Food Forest: Virginia Loperena proposed a program that would develop community gardens for the benefit of the low income populations. She was unsure whether a program should be preceded by a feasibility study.
    - Jennifer Owen noted that this endeavor might be too small to justify the effort involved in a CDBG application. If so, resources may be available from local entities such as the Community Foundation or Rotary for a small feasibility study or for start-up funding.
    - MCHC may be interested in partnering on this effort.
  - b. Keith Rutledge of REDI explained new PACE (Property Assessed Clean Energy) program recently approved by Mendocino County Supervisors and proposed a program that would provide energy efficiency and water conservation assistance, along with services previously provided through the Home Energy Link Program (HELP), which was previously funded as a non-competitive set-aside activity in the City's 2010 CDBG application. Keith would like to include opportunities to access PACE in a CDBG proposal.
    - Jennifer Owen noted that there are no more non-competitive set-aside activities in the CDBG application, so in order to be competitive, the activity would have to focus at least 90% plus of funding on the low- and moderate-income population.
  - c. Mendocino Coast Hospitality Center: Paul Davis noted that MCHC is actively working on an activity to purchase and rehabilitate a property on N. Harrison Street where MCHC offices, Wellness Center, and Hospitality Center could be consolidated in the downstairs

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portion. In addition, the property has an accessible downstairs unit and 4 upstairs rooms that could be used for transitional housing. MCHC is working with Ortnier Management Group, the County's adult mental health services contractor to also provide the mental health access center at this location.

- Jennifer Owen explained that for the CDBG application, a purchase or lease option would provide adequate "readiness" points, but execution of a purchase or lease agreement prior to conducting an environmental review and obtaining aware and release of CDBG funds, is not allowed.

d. Discussion of other potential activities known to City staff:

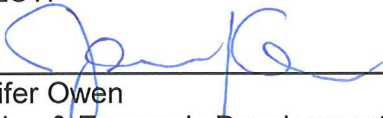
- Microenterprise Assistance – West Company has notified staff that they would like the City to pursue an Enterprise Fund application.
- City staff will be surveyed to determine needed planning and technical assistance activities.

No other proposals were submitted at the meeting or by other means before or since the meeting.

6. Questions were addressed as proposals were made.

7. The meeting was adjourned at approximately 4:00 p.m.

ATTEST:



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Jennifer Owen  
Housing & Economic Development Coordinator