



# CITY OF FORT BRAGG

*Incorporated August 5, 1889*  
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## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### Project Design Phase Hearing

Thursday, January 26, 2017  
5:00 p.m. – Fort Bragg Town Hall  
363 N Main Street, Fort Bragg CA

### MINUTES

1. **Introductions:** *Participants provided introductions and general areas of interest. Sign in sheet is attached.*
2. **Information available at meeting.** *The following handouts were made available to attendees:*
  - CDBG NEW main webpage information screen print [available at <http://www.hcd.ca.gov/grants-funding/index.shtml> ]
  - CDBG 2016 Application *Funding Limits and Eligible Activities* chart
  - City of Fort Bragg CDBG *Preliminary Request for Assistance* form
  - CDBG most recent income limits for Mendocino County: June 6, 2016: see Agenda page 2 [*page 3 of minutes*].
  - CDBG *Eligibility Activity Codes and National Objectives*
  - *Appendix L Scoring Details – Extracts from 2016 CDBG NOFA for Public Services and Public Facilities.*
3. **Explanation of available funding and timelines:**
  - a. **Regular “Super NOFA” cycle:**
    - Beginning with the 2012 NOFA: At least 50% of all funds awarded in prior years must be expended or a jurisdiction is not eligible to apply for the next round of funding.
    - The City expects to be eligible to apply for a 2018 application based on expenditure rates of the 2016 grant.
    - Rules are in flux and there’s a possibility the City will be able to apply in 2017.

*Jennifer Owen provided information and answered questions about the CDBG “Super NOFA” cycle and impacts of the 50% expenditure rule. She also discussed HCD interpretations of the June 2016 law that sought to eliminate the 50% expenditure rule and explained that the City’s ability to apply for the CDBG Super NOFA grant in 2017 is still uncertain.*

- b. **Supplemental Activities:** information and schedule:

Per 2016 NOFA:

- 3 Supplemental Activities maximum
- Must be eligible activities and meet a National Objective
- Supplemental Activities cannot be Public Services or PTAs

- Activities must be completed within the expenditure period of the grant

*[This item was addressed after Item 4] Jennifer Owen provided a brief explanation of the Supplemental Activities process and gave examples of previously funded activities. She noted that Supplemental Activities provide a vehicle to fund smaller activities that are not competitive in the regular NOFA, since approvals are local and funding is automatic if at least one other activity under the regular application is funded. However, due to heavy administrative requirements, activities requiring less than \$50,000 are unlikely to be recommended for funding.*

4. Brief explanation of CDBG program. See also the new state HCD website:

<http://www.hcd.ca.gov/grants-funding/index.shtml>

- Funding source: Federal and California
- National Objectives and Low & Moderate Income Benefit
- Eligible Activities: see 2016 NOFA handout
- Displacement and Assessment information
- Application Parameters/Scoring Criteria
- Proposal development, process, and technical assistance

*See the City's website for information and the "Preliminary Request for Assistance Form": <http://ca-fortbragg.civicplus.com/411/Community-Development-Block-Grant-Progra>*

*Jennifer Owen provided an overview of the program and referred attendees to the new HCD website at the above link for more information. She noted the website is still undergoing final testing and some links do not work. National Objectives and Low & Moderate Income Benefit requirements were reviewed and the need to submit ready and competitive activities was emphasized. Proposed activities must be selected for inclusion in a grant application by City Council, and then applications are rated and ranked by HCD. Applications are highly competitive at the state level.*

5. Input from attendees/discussion about possible uses of funds.

*The following activities were discussed:*

- *Footlighters representatives asked questions and received information about their proposal to create a community center for local non-profits in their building. The activity is probably eligible under CDBG parameters, but it is unlikely to be competitive unless activities are limited to low income City of Fort Bragg residents. If activities are open to all city residents regardless of income, the City-wide low-moderate income (LMI) levels of 54% would apply, which would not result in a competitive application based on recent CDBG awards.*
- *MCRPD/Starr Executive Director Dan Keyes asked how entities serving areas larger than city limits can be eligible for funding. Owen responded that if need and likely usage is documented to be high within city limits for facilities owned by the city (like Starr Center), Starr Center activities may be eligible. Fort Bragg USD fields were recently determined to be eligible by CDBG, largely because they are the only fields available for City residents, and nearly 70% of FBUSD*

*children are documented as low-income. However, although city-wide activities may be eligible for CDBG funding, these activities are typically not competitive enough on the state level to receive funding awards.*

- *Mary Anne Petrillo of West Company asked if a computer lab could be funded through CDBG. Owen responded that purchase of equipment with CDBG funding is generally not allowed. However, a public service program could be operated in which cost of equipment is amortized over a period of time and a usage fee is charged to the program. Such a lab could possibly be offered through West Company's microenterprise assistance program.*
  - *Representatives of a MCDH committee and the Hospital Foundation inquired as to CDBG funding to sustain the obstetrics program at the hospital. Such a program could potentially be offered but CDBG funding awarded to the City would have to "significantly benefit" Fort Bragg residents (as opposed to non-city residents). If services were limited to low-income residents, this activity would be more competitive. Public services may be funded by CDBG if a service was previously funded by another source that is no longer available; CDBG funding cannot supplant other state or local funding. Consultation with CDBG is recommended if this option is used.*
  - *Parents and Friends described their proposal to construct permanent housing for their developmentally disabled clients at their Cypress Street property. This activity would be considered a Public Facility, not new housing, so new construction is allowed. If clientele is limited to PFI clients, it would probably be a competitive activity on the state level. Adequate "readiness" including conceptual plans and cost projections, would be needed prior to application.*
6. Questions. Questions were addressed throughout the meeting.
7. Adjournment. The Public Hearing was adjourned at approximately 6:10 p.m.

**State CDBG's and HOME's Table of 2016 Income Limits Effective June 6, 2016  
Mendocino County**

	NUMBER OF PERSONS IN HOUSEHOLD							
Income Category	1	2	3	4	5	6	7	8
"30%" Limit	\$12,800	\$14,600	\$16,450	\$18,250	\$19,750	\$21,200	\$22,650	\$24,100
"50%" Limit	21,350	24,400	27,450	30,450	32,900	35,350	37,800	40,200
"60%" Limit	25,620	29,280	32,940	36,540	39,480	42,420	45,360	48,240
"80%" Limit	34,100	39,000	43,850	48,700	52,600	56,500	60,400	64,300

**ATTEST:**



Jennifer Owen  
Special Projects Manager