

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 2, 2016

CAO File No. 0220-00540-1199

Council File No. 16-0943

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Housing and Community Investment Department transmittal dated August 17, 2016;
Received by the City Administrative Officer on August 18, 2016

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCID) REQUEST FOR APPROVAL OF THE 2016 COMMUNITY SERVICES BLOCK GRANT (CSBG) DISCRETIONARY TARGETED INITIATIVE AWARD AND RELATED ACTIONS**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to:
 - a. Execute and return to the State of California Department of Community Services and Development (CSD) the signed Community Services Block Grant (CSBG) Contract No. 16F-5509 attached to the HCID transmittal dated August 17, 2016, in an amount not to exceed \$17,000, with supporting documentation, subject to the approval of the City Attorney as to form and legality;
 - b. Execute any subsequent amendments to the CSBG contract, subject to the approval of the City Attorney as to form and legality;
 - c. Prepare Controller's instructions and any necessary technical corrections consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions;
2. Approve the use of an anticipated \$17,000 in 2016 CSBG funds for capacity building and travel for the period June 15, 2016 through December 31, 2016 as follows, subject to the final appropriations of 2016 CSBG funds from CSD:

Program Costs

CSBG Discretionary Targeted Initiative (6/15/2016 – 12/31/2016) \$17,000

3. Authorize the Controller to:

- a. Increase appropriations in the amount of \$17,000 within the Community Services Block Grant Fund No. 428 Account No. 43N143 Housing.
- b. Increase appropriations in the amount of \$17,000 within the HCID Fund No. 100/43 as follows:

Account No.	Account Name	Amount
006010	Office and Amin Expenses	\$17,000

- c. Expend funds upon proper demand of the General Manager of HCID or designee.
- d. Establish a receivable from CSD in the amount of \$17,000 within Community Services Block Grant Fund No. 428.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to accept the 2016 Community Services Block Grant (CSBG) Discretionary Targeted Initiative award from the California Department of Community Services and Development (CSD), in an amount not to exceed \$17,000. Additionally, HCID requests authority to execute the CSBG Contract No. 16F-5509 and subsequent amendments with CSD for the agreement period (June 15, 2016 through December 31, 2016). The CSBG Discretionary Targeted Initiative award funds will supplement the \$6.5 million CSBG award that funds the FamilySource Center System, and will be used for capacity building and travel for the Community Action Board and staff. This Office concurs with HCID's recommendations.

The HCID reports that the Community Action Board (CAB) approved the acceptance of the 2016 CSBG Discretionary Targeted Initiative contract on August 16, 2016. The CAB is a 15-member advisory board comprised of elected community members and representatives appointed by the Mayor and Council. The CAB advises the Mayor and Council on issues related to CSBG and oversees programs funded by CSBG. The executed agreement with CSD was due to the State by July 28, 2016. The State requires the CAB to review and approve the CSBG contract before it can be executed. The HCID reports that August 16, 2016 was the earliest the CAB could review and approve the acceptance of the grant, subsequent to receiving notice from the State.

BACKGROUND

On an annual basis, the U.S. Department of Health and Human Services allocates funding to states and other jurisdictions based on a formula determined in part by poverty levels. The CSD administers the CSBG Program for the State of California and awards CSBG funds through

contracts with Community Action Agencies (CAA) pursuant to the grant requirements. The HCID is the designated CAA for the City and administers the CSBG grant on behalf of the City.

The HCID utilizes funds from both Community Services Block Grant and Community Development Block Grant to support the City's Community Action Program (including the FamilySource Center System) to deliver programs to low income City residents that help reduce the effects of poverty throughout the City. The State notified the City that it was awarded an additional \$17,000 to supplement the 2016 CSBG award of \$6,544,449. The State indicated that the CAA may use the CSBG discretionary funding to support CAA needs, including capacity building/infrastructure support for meeting organizational standards, addressing challenges with data collection, or developing threat mitigation plans. The HCID reports it will use the funds for capacity building and any associated travel for CAB and staff members, given recent changes in CAB membership and staffing.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations of this report comply with the City's Financial Policies in that they provide for the acceptance of the 2016 Community Services Block Grant Discretionary Targeted Initiative award, which will fund the expenses incurred for the capacity building and travel for the Community Action Board and staff.

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