

<p>CARNEGIE FORUM 305 WEST PINE STREET LODI, CALIFORNIA</p>	<p><b>REGULAR AGENDA</b> <b>LODI</b> <b>IMPROVEMENT</b> <b>COMMITTEE</b></p>	<p><b>REGULAR SESSION</b> TUESDAY, NOVEMBER 12, 2019 @ 6:00 PM</p>
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For information regarding this Agenda please contact:  
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**NOTE:** All staff report or other written documentation relating to each item of business referred to on the agenda are on file in the Office of Community Development Department, located at 221 W. Pine Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability -related modification or accommodation contact the City Clerk's office as soon as possible and at least 24 hours prior to the meeting date.

**6:00 p.m. Roll Call**

**Approve Minutes**  
None

**Comments by the Public on Non-Agenda Items (5 minute limit per speaker)**

**Annual Goals**

- A. Update on LIC 2019-20 Goals from Members and Staff
  - 1. Support ABCD: Love Your Block program
  - 2. Implement City's CDBG Consolidated Plan
  - 3. Reduce homelessness and increase homeownership
  - 4. Encourage beautification and community service leaders
  - 5. Support visionary community development projects
  - 6. Promote these goals in the City
  - 7. Promote civic engagement and greater interest in this committee
- B. Community Development Block Grant (CDBG)
  - a. Review revised scoring rubric and application for 2020-21 application cycle

**Regular Business**

- A. Determine topics for upcoming meetings
  - a. December – TBD
- B. Member vacancy update

**Comments from Board members and Staff on Non-Agenda Items (5 minute limit per speaker)**

**Announcements**

**Adjournment**

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the regularly scheduled meeting (or 24 hours in advance of a special meeting) at a public place freely accessible to the public 24 hours a day.

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Patrice Clemons  
CDBG Program Specialist



## MEMORANDUM, City of Lodi, Community Development Department

**To:** Lodi Improvement Committee

**From:** Patrice Clemons, CDBG Program Specialist/City Staff Liaison

**Date:** November 12, 2019

**Subject:** Staff Report on Updates to the Lodi Improvement Committee 2019-20 Goals; Updates to Scoring Rubric and Application Questions; and Updates on Consolidated Plan Goals for the Community Development Block Grant (CDBG) Program.

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**Purpose:** Lodi Improvement Committee reviews its purposes and goals for 2019-20 program year. Lodi Improvement Committee also makes a recommendation to the City Council on scores and funding allocations for projects for the 2020-21 Annual Action Plan cycle and implements the City's five-year Consolidated Plan goals.

**Action:** Lodi Improvement Committee will 1) discuss its progress on meeting its 2019-20 goals, both actions taken and action to be taken; 2) review and make recommendation to staff on revisions to the updated scoring rubric and application questions for the 2020-21 program year; 3) accept presentation by staff on Consolidate Plan goals and requirements.

**Background:**

*2018-19 LIC Goals*

Staff and committee members will report on progress made on 2019-20 goals, see attached goals.

*Lodi's Community Development Block Grant*

The City of Lodi (City) receives an annual allocation of funds (approximately \$630,000) from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. The primary purpose of this program is to improve the quality of life for low- and moderate- income persons, households, and neighborhoods by supporting public services, public facilities, crime prevention, access for disabled persons, affordable housing, and economic development. The City adopts a five-year Consolidate Plan, as required by HUD, which lays out how the City plans to use the funds through strategies and goals that improve quality of life in Lodi and address community needs and benefit target populations.

Each year the City prepares an Annual Action Plan that identifies the services and projects to fund that will meet these Consolidated Plan goals. As part of this planning process, the City gathers public comment on

the community needs and recommended activities to meet those needs. Applications for funds are scored by staff and the Lodi Improvement Committee. Activities that further the City's five-year Consolidated Plan goals and meet priority community needs are given the highest priority for funding.

The City recently received a letter from HUD accepting the City's five-year Consolidated Plan. The letter also made recommendations to the City on making changes to the specificity and content of its goals and priority needs/populations. City staff presented a draft overview of these recommended changes at the previous LIC meeting. The letter is attached. Also, due to the Consolidated Plan goals being changes, consultant staff recommends only one-year application cycle instead of a two-year.

As part of the 2020-21 application cycle, the LIC will review, score, and make a recommendation for funding. See the attached updated scoring rubric and application questions for consideration.

Additionally, consultant staff met with current CDBG subrecipients for a second quarter meeting on November 6, 2019 at Community Partnership For Families. The agenda and presentation are attached. The 2020-21 CDBG calendar was discussed; however, due to the recent receipt of HUD's letter, it is likely that these dates will change to accommodate a Consolidated Plan amendment. See preliminary dates discussed below:

#### 2020-21 Annual Action Plan Tentative Schedule:

- Stakeholder consultations will begin late November to gain stakeholder feedback on community needs
- NOFA will be released in early Dec (estimated 12.10.19)
- Workshop will be held early Dec (estimate 12.10.19) at the Lodi Improvement Committee meeting (7:00 PM) or at January meeting. This meeting will also cover scoring criteria changes and updates to the application document and scoring rubric
- Application will be due late January 2020 or, to accommodate updates to Consolidated Plan goals changes, early February.

#### **Attachments:**

1. 2019-20 LIC Goals Worksheet
2. Updated Application Questions and Scoring Rubric
3. HUD Letter
4. Second Quarter Subrecipient meeting agenda and presentation
5. Nominated property

2019-20 Committee Goals

\*Updates from Patrice's 10/08/19 notes are in Red

\*Please see scanned PDF for full written notes

Vision	
The Lodi Improvement Committee is organized and created for the purposes of maintaining and improving the quality of life and appearance of Lodi by the coordinated efforts of a broad spectrum of the community.	
Goal	Objective
Identify a big-picture goal. This described what change/outcome we want to see to support our vision.	Identify at least one objective for each goal. This an activity and describes "how" we are going to achieve our goal.
1. Empower and support residents to become leaders for transforming their community, through the City's partnership program Asset-Based Community Develop (ABCD): Love Your Block.	<p>a. <u>Provide support to the ABCD program through mentoring project leaders, participating in monthly meetings, supporting workshops, promoting events, and providing resources/connections.</u></p> <p>Timeline: Year-long                      Lead: Kathryn                      Member support: Kathryn                      Resources: City funds ABCD program coordinator position and ABCD leaders facilitate and create the program                      Status: <b>In progress</b>                      Update: <b>3 are done, 1 more pending, meeting later in Oct.</b></p>
	<p>b. <u>Recognize ABCD Cycle 3 projects through an LIC award.</u></p> <p>Timeline: Fall/Winter 2019                      Lead: David                      Member support: David                      Resources: Create award criteria and type of recognition                      Status: <b>In progress</b>                      Update: <b>January tentatively</b></p>
2. Develop viable urban communities as directed by the Community Development Block Grant (CDBG) program and further implemented in the City's Consolidated Plan.	<p>a. <u>Conduct community outreach on priority needs and goals for the annual CDBG application cycle.</u></p> <p>Timeline: October 2019 – May 2020                      Lead: David                      Member support: David, Doug                      Resources:                      Status: <b>In process- On going</b></p>
	<p>b. <u>Score applications and recommend projects and funding to the City</u></p>

	<p><u>Council.</u></p> <p>Timeline: November 2019 – May 2020  Lead: All Committee members  Member support: All members  Resources: Staff liaison to provide program requirements and facilitate annual action plan process  Status: <b>In process- on going</b></p>
<p><b>3. Reduce homelessness and increase affordable homeownership.</b></p>	<p>a. <u>Support Lodi Committee on Homelessness (LCOH) by attending monthly meetings (1<sup>st</sup> Thursday), and reporting back to the LIC.</u></p> <p>Timeline: Year-long  Lead: Kathryn  Member support: Kathryn  Resources: Information provided by LCOH  Status: <b>In-process</b></p>
	<p>b. <u>Research land trust options for creating affordable housing options for people experiencing homelessness.</u></p> <p>Timeline: Year long  Lead: Doug  Member support: Doug  Resources: Scheduled for January 23<sup>rd</sup>, 2018.  Status: <b>in process</b></p>
	<p>c. <u>Research homebuyer programs and sources of funding.</u></p> <p>Timeline: TBD  Lead: Kathryn  Member support: Kathryn  Resources: <b>Reached out to City Council</b>  Status: <b>in process</b></p>
<p><b>4. Encourage beautification and improvements in Lodi by recognizing properties and community service leaders.</b></p>	<p>a. <u>Identify and award properties, buildings, projects, and individuals that have helped improved Lodi.</u></p> <p>Timeline: Year-long  Lead: David  Member support: David  Resources: Neighborhood Services/ Parks-Rec, Public Works, Building, Social Media to identify, community organizations  Status: <b>Nominations Pending</b></p> <p>b. <u>Collaborate with other Lodi groups who are already doing this (e.g. Tree Lodi).</u></p> <p>Timeline: TBD  Lead: David  Member support: David  Resources:</p>

	Status: <b>TBD</b>
<p><b>5. Support visionary community development projects</b></p>	<p>a. <u>Research project information; solicit feedback from the community, staff, experts, and other stakeholders to determine feasibility; identify funding opportunities; present to committees and City Council; and create sub-committees for long-term implementation. Current visionary projects include:</u></p> <p>a. <u>Greenline project</u></p> <p>b. <u>Shade tree design standards</u></p> <p>c. <u>Public garden</u></p> <p>d. <u>Parking space reductions.</u></p> <p>Timeline: Year long  Lead: Doug  Member support: Doug  Resources: Coordinate with Public Works, Parks, and other City departments  Status: <b>In process</b></p>
<p><b>6. Promote LIC's goals in the City.</b></p>	<p>a. <u>Present LIC activities to City Council twice a year.</u></p> <p>Timeline: October and April  Lead: David  Member support: David  Resources:  Status: <b>In progress- Patrice will schedule a follow up meeting for goals from last year; at minimum, LIC member will meet and give feedback individually in person</b></p> <p>b. <u>Meet with community leaders and attend a community event/fair where information is provided about the LIC and its goals.</u></p> <p>Timeline: Year Long  Lead: Rehana  Member support: Rehana, Kathryn  Resources:  Status: <b>Pending</b></p>
<p><b>7. Promote civic engagement and greater interest in LIC.</b></p>	<p>a. <u>Hold at least one LIC meeting in an alternative location.</u></p> <p>Timeline: Year Long  Lead: Rehana  Member support: Rehana, Kathryn  Resources:  Status: <b>Pending/ CA Human development as part of AAP</b></p>



**City of Lodi**  
**Community Development Block Grant (CDBG)**  
**2020-21 Annual Action Plan**  
**Application Questions**  
**DRAFT**

1. Applicant Name (Agency or Non-Profit) \*:

**Applicant Contact:**

Please indicate the authorized signatory of your organization/agency, e.g. executive director, president, or equivalent.

Name \* :

Address \* :

Email \* :

Phone Number \*:

2. What is your organization's mission and briefly describe your programs, projects, and/or activities?  
(1000 character limit) \* :

3a. Program or Project Name \*:

3b. Amount Requested \* : \$XX,XXX

3c. Program or Project Description (3000 character limit) \* :

4. General Information: Select the category which best describes the type of activity for which funds are being requested. \*

- Building capacity of community resources
- Code enforcement (reduce blight)
- Crime prevention
  
- Economic development and employment training
- Electrical utilities improvements
- Emergency repairs or assistance due to displacement
- Energy conservation and renewable resources
- Fair housing (prevent discrimination)
- Homeless facilities
- Housing rehabilitation or home ownership assistance
- New housing construction (community-based development organizations only)
- Public facilities and public improvements
- Public services
- Other, describe: \_\_\_\_\_ .

**5. Project Eligibility: Indicate which HUD National Objective the activity meets. Low-income means households earning less than 80% of the area median income. \***

- Benefit to low-income individuals or households
- Addresses the prevention or elimination of slums or blight
- Meets a particularly urgent community development need

**6a. Consolidated Plan Goals: Which 2019–2023 Consolidated Plan goal or goals does your project/program address? \***

- (insert new goals)
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx



**6b. Consolidated Plan Goals:** Please briefly describe how your project/program addresses the selected goal or goals. (1000 character limit) \*

**7a. Program/Project Accomplishments:** How will you report your accomplishments? Please select one. \*

- Individuals
- Households
- Housing Units
- Low-Income Area

**7b. Should your project/program be selected to receive grant funds for the 2020–21 CDBG program year, over the course of the program year (July 1, 2020–June 30, 2021), how many Lodi residents/households/housing units will your program assist? How many non-Lodi residents/households/housing units will your program assist? For low-income area, please estimate the number of low-income residents that will benefit from your project. If you have more than one type of activity to report within your project/program, then please indicate the number assisted per activity as well as the total. (250 character limit) \***

**7c. Beneficiary Description:** Which priority group(s) does your project benefit?

(insert list of priority groups)

- \_\_\_\_ XXXX
- \_\_\_\_ XXXX
- \_\_\_\_ XXXX
- \_\_\_\_ XXXX
- \_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ Other: \_\_\_\_\_

If “Other” group was selected, please provide evidence as to why this group should be considered a priority:

7d. How many of those residents/households/housing units that you will be serving from questions 7b. will be from the priority group stated in 7c.? (250 character limit) \*

7e. Describe how and through what method your program plans to reach the priority group(s) that are identified above. You may include a history of how you have reached and/or served this group(s) in prior years. (1500 character limit)

**8. Which priority need(s) does your project benefit?**

(insert list of priority needs)

\_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ XXXX

\_\_\_\_ Other: \_\_\_\_\_

If “Other” was selected, please provide evidence as to why this need should be considered a priority:

9. Need(s) / Issue(s): In relation to the priority needs identified in Question 9, describe the issue(s) or beneficiary need(s) that this project/program will address (3000 character limit) \*

10a. Performance and Outcomes: Describe how your project/program will address these issues/needs? (3000 character limit) \*

10b. Performance and Outcomes: Describe how your organization will measure this impact, including what systems are in place to track and report on beneficiaries? (2000 character limit) \*

11. How will your project/program benefit the larger Lodi community? (3000 character limit) \*

12a. Project/Program Schedule: Please provide an overview of your program schedule, including start and end dates, any predevelopment stages that need to be completed, and milestones. (1000 character limit) \*

12b. Are there any outside factors that could prohibit your project from occurring in the timeline described above (funding, expected delays, etc.)? (1000 character limit) \*

13. Does your project/program have an area-benefit or serve a limited clientele? (See Application Instructions for definition of terms.) \*

Area - benefit

Limited clientele

14. Describe the location where services/improvements will be provided, including days and hours of operations, and provisions for access to disabled persons. (850 character limit) \*

15. Is this project new, continuing, or an expansion of existing project/program? To be eligible projects

must be new or an expansion of existing project/program. \*

New

Expansion of existing program/project

Continuing

16. If your project/program received funding in the last program year, then briefly describe how your existing program has been expanded. For example, expansion may include an increase in the number of beneficiaries, new activities/services offered to beneficiaries, an additional location added, or program hours expanded. (500 character limit) \*

17a. Organizational Capacity: Describe your organization's experience with the proposed programs/project or similar types programs/project. Please include a list of specific projects and/or programs. (1000 character limit) \*

17b. Organizational Capacity: Please describe any challenges your organization faced in implementing the projects mentioned above any how you addressed those challenges? (3000 character limit) \*

18. Grant Management Experience: Please describe your organization's experience in managing federal and/or state grants. Please include a list of specific grants, amounts, and dates. If you have previously managed a CDBG program year, please provide specific project, amount, and dates. (1000 character limit) \*

19a. Staff: Please identify and describe the qualifications of the staff that will be available to assist on this project/program? Include their role, experience, and if they are Full Time Employees, Part Time

Employees, or Volunteers. (1000 character limit) \*

19b. Staff: Do you anticipate needing more staff to carry out this project/program? If so, will you be able to acquire the proper staff before the project/program begins? (1000 character limit) \*

20. Program Contact: Please provide the contact information for the person directly responsible for managing the program or project on a day to day basis.

Name \* :

Address (if different than the contact information address on Page 1):

Email \* :

Phone Number \* :

Position or Title \* :

Years of Experience \* :

21. Partner Agencies/Non-Profits: Will your organization be partnering with any outside agencies or groups on this project/program? If so, which agencies or groups will you be partnering with? Please identify which agency will take the lead in reporting and day to day program/project management. (1000 character limit) \*

22. Will your project/program have other funding besides CDBG? Please provide an estimate of other funding, including funding sources, amounts, and whether they are committed. (1000 character limit)

23. Could your program/project be successful if you received less than your requested grant funding? \*

Yes

No

**Explain further (Optional(1000 character limit) \*):**

24. Please **ATTACH** your program/project budget for the 2020–21 year and include a brief narrative of how CDBG funding will be used and what costs will be covered by CDBG funds versus other non-CDBG funds. If applicable, please include direct and indirect cost allocation plan. Check the following when completed: \*

Program/Project Budget for proposed project Attached

My attached budget clearly identifies the costs/expenses that CDBG funds will cover

25. Has your organization received a City of Lodi CDBG grant in the past 5 years? If so, please answer questions 25a.–25c.

25a. Experience and Past Performance: In the past 5 years, has your organization expended all grant funds in a timely manner that aligns with the project/program’s schedule? Please describe any variations from the project/program’s schedule in which your organization did not spend funds down; please be specific. (3000 character limit)

25b. Experience and Past Performance: In the past 5 years, has your organization turned in all required reports, fully completed and on time, for all grant funds that have been received? Please describe any variances and how/if these variances were remedied. (3000 character limit)

25c. Experience and Past Performance: In the past 5 years, has your organization completed all grant-funded activities that were outlined in the project/ program's scope of services? Please describe any variances and how/if these were remedied. (3000 character limit)

26. Please include the following additional Attachments:

- Map indicating the location of your project/program within the City
- Articles of Incorporation and By-laws and Amendments
- Secretary of State Certification of Good Standing (Online printout/screenshot is acceptable)
- Organizational Chart and Agency Mission Statement
- Certified Audit (Most recent)
- Profit and Loss Statement for most recent year.
- Current Fiscal Year Agency Budget – including all funding commitments/sources
- Other Documents

<b>Applicant:</b>	
<b>Proposed Project:</b>	
<b>Total Points Earned:</b>	_____ out of 106 points
<b>Scorer Name:</b>	

**Instructions to LIC: Fill-out all questions, except those highlighted areas. Those are for Staff only to fill-out. Staff will add its Staff score to LIC member’s score for the total.**

**Threshold Rating:**

**Staff:**

Y / N	Activity is eligible under CDBG
Y / N	Activity meets one National Objective (Q5)
Y / N	For public services, the service is new or an expansion of existing service (Q15)
Y / N	Applicant submitted a complete application (all questions filled out and attachments)
<b>Y / N</b>	<b>Applicant meets all of the threshold criteria above. If so, continue scoring.</b>

Question #	LIC/Staff:	Proposed Project Meets National Objectives and Consolidate Plan Goals (Questions 1 -
<b>Q3c.</b>		<b>The activity description is complete:</b> 3 – Activity description clearly explains the program/project 1 – Activity description is missing some information, but missing information is not critical to understanding the program/project 0 – Activity description is missing key information
<b>Q5.</b>		<b>The activity meets one of the three national Objectives:</b> 3 – Activity principally benefits low- and moderate- income persons 1 – Activity prevents or eliminates blight or slum N/A – Activity addresses an urgent need or problem in the community
<b>Q6a.</b>		<b>The activity meets one of the City’s 2019-23 Consolidated Plan goals:</b> 4_ Yes, meets higher priority goal 2 – Yes, meets lower priority goal 0 – No __List the goal(s) that it meets here: _____ (insert list of goals)
<b>Q6b.</b>		<b>How closely does the program or project address the goal(s)?</b> 5 – Project/program clearly and directly addresses goal(s) 3 – Project/program mostly addresses goal(s) 0 – Project/program does not address goal(s)



<b>Reviewer's Discretion</b>		<p><b>What level of priority does this Con Plan goal have during the 2020-21 program year?:</b>                      5 – High Priority (e.g. urgent need, project won't be available next year)                      3 – Regular priority                      1 - Low priority (e.g. goal already met by other previous year projects)</p>
		<p><b>Total: (LIC + Staff Scores) _____ (17 Pts)</b></p>

Question #	LIC/Staff:	Serving Priority Populations and Needs
<b>Q7c.</b>		<p><b>Activity will serve how many of the following targeted priority populations:</b></p> <p>[insert list of priority populations]</p> <p>5 – Two of the targeted priority populations                      3 – One of the targeted priority populations                      0 – None of the targeted priority populations</p>
<b>Q7d.</b>		<p><b>Activity will primarily serve the target priority populations selected above:</b></p> <p>5 – More than 95% of population served will be priority population                      3 – Between 75% to 94% of population served will be priority population                      0 – Less than 75% of population served will be priority population</p>
<b>Q7e.</b>		<p><b>How effective will the project be in reaching targeted populations?</b></p> <p>5 – Very effective                      2 – Effective                      0 – Not effective</p>
<b>Q8.</b>		<p><b>Activity will serve how many of the following priority need(s):</b></p> <p>[insert list of priority needs]</p> <p>5 – Two of the targeted priority needs                      3 – One of the targeted priority needs                      0 – None of the targeted priority needs</p>
<b>Q10a.</b>		<p><b>How much of an impact will the project have in addressing the priority need?</b></p> <p>5 – Strong Impact                      2 – Regular impact                      0 - Small impact</p>
<b>Q10b.</b>		<p><b>How clear is the applicant's method of measuring their project's impact?</b></p> <p>5 – Applicant provided a clear method for measuring impact                      3 – Applicant provided a method for measuring impact that partially outlines the impact                      1 – Applicant provided a method for measuring impact that has a poor correlation to the need</p>
<b>Q11.</b>		<p><b>Activity's Potential benefit to the City of Lodi:</b></p> <p>1 to 5 – Activity's benefit to the community as a whole</p>

		0 - No benefit to Lodi
		<b>Total: (LIC + Staff) _____ (35 Pts)</b>

Question #	LIC/Staff	Readiness to Proceed During Program Year
Q12a.		<p><b>Are all predevelopment steps complete?</b></p> <p>5 - All predevelopment steps that are necessary have been completed            3 - Some predevelopment steps have been completed, with all the steps likely to be completed by July 1, 2020            1 - Predevelopment steps are in process but unlikely to be completed by July 1, 2020            0 - Predevelopment has not been adequately considered</p>
Q12a.		<p><b>Does the project align with the 2020-21 CDBG program year?</b></p> <p>5 – Project will begin after July 1, 2020, and end on or before June 30, 2021.            3 – Project will begin after July 1, 2020 and end on or before December 30, 2021.            0 – Project will be completed on or after January 1, 2021.</p>
Q12a & Q12b.		<p><b>How realistic is the project’s timeline?</b></p> <p>5 Project timeline is realistic, with systems in place to address potential delays.            2 Project timeline is realistic, but will limited systems in place to address potential delays.            0 Project timeline is unrealistic</p>
		<b>Total: (LIC + Staff) _____ (14 Pts)</b>

Question #	LIC/Staff	Activity Management and Implementation
Q17a.		<p><b>How much experience does the organization have in managing the proposed program/project or similar projects and/or programs?</b></p> <p>5 - Has more than 10 years of experience managing the proposed programs/project.            2- Has two to nine years of experience managing the proposed or similar programs/project.            0 – Has 0 to one years of experience managing the proposed or similar programs/project.</p>
Q17b.		<p><b>Has the organization taken steps to address past challenges to implementing past projects?</b></p> <p>5- Organization has taken all steps and has addressed previous challenges.            0 – Organization has not addressed all previous challenges.</p>
Q18.		<p><b>How much experience does the organization have in managing federal/state grants?</b></p>

		<p>5 - Has more than three years of experience managing CDBG grants                  2 - Has more than three years of experience managing other non-CDBG grants                  0 – Has less than three years of experience managing grants</p>
<b>Q19a. &amp; 19b.</b>		<p><b>Does the organization have sufficient staff to support their project/program?</b></p> <p>4- Has the appropriate staff readily available to support the project/program.                  2 – Anticipates hiring more staff to complete the project                  0 – Does not have sufficient staff and does not anticipate hiring more staff</p>
<b>Q22-23.</b>		<p><b>Are any there any funding commitments that could prohibit the project from following the timeline?</b></p> <p>3 - Project will be completed fully without needing further funding commitment from another source.                  2 - Project is likely to be fully completed, but depends on funding commitments from other organizations/source.                  0 - Project may not be fully completed.</p>
<b>Q24.</b>		<p><b>Does the program/project budget and funding explanation show sufficient resources to support the project/program?</b></p> <p>3 - The financial statement shows sufficient resources to support the project/program.                  1 - The financial statement raises concerns for the organization's long-term stability to implement the program/project.                  0 - The financial statement indicates significant problems with expenditures or oversight.</p>
<b>Q24.</b>		<p><b>Does the budget clearly identify the costs/expenses that CDBG funds will cover?</b></p> <p>2 – Budget clearly identifies CDBG covered costs/expenses                  0 – Budget has missing information on what costs/expenses will be covered by the grant</p>
		<p><b>Total: _____ (27 Pts)</b></p>

<b>Question #</b>	<b>Staff Only</b>	<b>Experience and Past Performance:</b>
<b>Q25a.</b>		<p><b>In the past 5 years, the applicant:</b></p> <p>5 - Expended funds according to their schedule in their contract and within program year.                  3 - Expended funds up to six months beyond the program year.                  0 - Has unexpended funds that are more than 18 months old.                  Note: Applicants who have not received City grants in the past 5 years are awarded all 5 points.</p>
<b>Q25b.</b>		<p><b>In the past 5 years, the applicant:</b></p>

		<p>3 - Turned in all required reports fully completed and on time.                  1 – Reports not fully completed or not on time; however, made an effort to improve reporting performance and exhibited a significant improvement.                  0 - Turned in required reports uncompleted or late and showed little improvement in reporting compliance.                  Note: Applicants who have not received City grants in the past 5 years are awarded all 3 points.</p>
<b>Q25c.</b>		<p><b>In the past 5 years, the applicant:</b></p> <p>2 - Sufficiently completed all activities in their scope of services.                  1 - Completed most of the activities in their scope of services.                  0 - Exhibited serious issues in adhering to their scope of services.                  Note: Applicants who have not received City grants in the past 5 years are awarded all 2 points.</p>
		<b>Total: (Staff Only) _____ (10 Pts)</b>

<b>Question #</b>	<b>Staff Only</b>	<b>HUD Issues</b>
<b>NA</b>		<p><b>Please review if there is any HUD eligibility issue related to the proposed activity:</b></p> <p>0 - Not applicable                      -2 - Eligibility Issue</p>
		<b>Total: (Staff Only) _____ (0 Pts)</b>

**GRAND TOTAL: \_\_\_\_\_ (106 Pts)**



U.S. Department of Housing and Urban Development  
 San Francisco Regional Office – Region IX  
 One Sansome Street, Suite 1200  
 San Francisco, CA 94104-4430  
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OCT 23 2019

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OCT 28 2019

CITY MANAGERS OFFICE

The Honorable Mark Chandler  
 Mayor of Lodi  
 P.O. Box 3006  
 Lodi, CA 95241-1910

COMMUNITY DEVELOPMENT DEPT  
 CITY LODI

Dear Mayor Chandler:

SUBJECT: Five-year Consolidated Plan / 2019-2023  
 Fiscal Year 2019 Annual Action Plan  
 City of Lodi, California

Thank you for submitting a five-year Consolidated Plan and Annual Action Plan. The plans submitted for the city of Lodi have been reviewed by HUD. The grant assistance award follows:

Community Development Block Grant	\$624,641
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The Department is forwarding two copies of the Grant Agreement and Funding Approval forms, along with guidance and/or conditions applicable to the CDBG program, to Joseph Wood, Neighborhood Services Manager. Mr. Wood should ensure that both copies are signed and dated by the appropriate designee, retain one copy for the city's records and return the remaining copy to the HUD San Francisco Office. Within three weeks of our receipt of your executed grant agreement the city should be able to begin draw down of these funds through the Integrated Disbursement and Information System (IDIS).

Furthering fair housing is one of the Department's highest priorities. Included in your Annual Action Plan was a certification that your jurisdiction will affirmatively further fair housing, which means that the city will (1) conduct an analysis to identify impediments to fair housing choice within your community, (2) take appropriate actions to overcome the effects of any impediments identified through that analysis, and (3) maintain records reflecting the analysis/assessment and actions. The source and amount of all funding for the actions to affirmatively further fair housing should also be noted in the Annual Action Plan. The results of actions taken during the program year to address the impediments/contributing factors identified in your AI/AFH should be reported in the Consolidated Annual Performance Evaluation Report (CAPER) submitted to HUD.

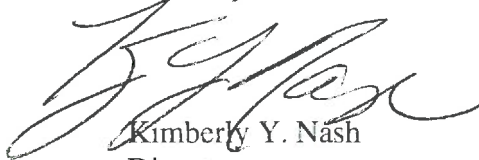
Please note the following:

- The performance reports for the FY 2018 Annual Action Plan was due on **September 30, 2019**, and should include accomplishments compared to performance goals;

- There are a number of conditions included in the CDBG grant agreement, including:
  - With the shift to grant-by-grant accounting, no obligations to be paid with FY 2019 funds may be incurred after September 1, 2026, and
  - If funds are to be used for payment of indirect costs, a schedule meeting the prescribed requirements must be attached to the grant agreement. (If applicable, note that the same requirements have been incorporated into the HOME Program grant agreement.)
- Please review and address as needed the enclosed concerns regarding Lodi's five-year Consolidated Plan (2019-2023) and PY 2019 Annual Action Plan.

HUD looks forward to working with you over the coming year to accomplish the housing and community development goals set forth in the city's Annual Action Plan and five-year Consolidated Plan. If there are any questions or if further information or assistance is required, please contact Curt Klaus, Community Planning and Development Representative, at 415-489-6599, or Curt.Klaus@hud.gov.

Sincerely,



Kimberly Y. Nash  
Director  
Community Planning and  
Development Division

Enclosure:  
Attachment for CDBG Concerns

cc:  
Stephen Schwabauer, City Manager  
Joseph Wood, Neighborhood Services Manager, **w/grant agreements**  
Patrice Clemons, CDBG Program Specialist

## ATTACHMENT

**GRANTEE:** City of Lodi, California

**PROGRAM:** Community Development Block Grant (CDBG)

**SUBJECT:** Five Year Consolidated Plan from Program Year 2019 through 2023, and  
PY 2019 Annual Action Plan Concerns

The Department has identified several elements in the city's 2019- 2023 Consolidated Plan which require clarification, revision, or need additional information in order to be consistent with the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12703). These changes will likely require the city to amend its Consolidated Plan once the appropriate adjustments have been made. As noted under 24 CFR 91.215. For the categories of Affordable Housing, Homelessness, Public Housing, Other Special Needs, and Non-Housing Community Development Plan, the consolidated plan must do the following:

- A. Indicate the general priorities for allocating investment geographically within the jurisdiction and among different activities and needs as identified in the tables prescribed by HUD.
- B. Describe the rationale for establishing the allocation priorities given to each category of priority needs;
- C. Identify any obstacles to meeting underserved needs;
- D. Summarize the priorities and specific objectives the jurisdiction intends to initiate. For each specific objective statement, the city must identify the proposed accomplishments and outcomes the jurisdiction hopes to achieve over the five-year period.
- E. For Fair Housing goals not addressed by these priorities and objectives, identify any additional objectives and priorities for affirmatively furthering fair housing.

The Department has identified the following shortcomings in the City of Lodi's 2019-2023 Consolidated Plan:

1. The city has not identified clear, concrete, specific needs. For example, safe neighborhoods is too broad and vague to know what would need to be achieved in order for the neighborhood to be considered safe. Furthermore, of the many things the city has identified that makes a neighborhood safe, it may not have the resources needed to be able to accomplish all of those elements and thus no neighborhood could become identified as safe during the five-year period. In contrast, one of the elements identified in this group that makes a safe neighborhood is the need for streetlights. A

neighborhood that needs streetlights is a clearly defined need and the city could identify a concrete measurable goal that was achievable.

2. The city has not identified clear, concrete goals, specific objectives or measurable outcomes it hopes to achieve. A resident reading the Consolidated Plan should be able to clearly understand what the city hopes to achieve in a measurable way, and what the actual outcomes are each year, and over the next 5 years. This allows the reader to be able to assess the progress the city has made towards each goal identified.
3. There are no clear, concrete, measurable goals identified for affordable housing. The city should identify specific five-year housing goals. Of note is that the city has already allocated funds for a project called Tiny Homes. The units could be counted towards a housing goal if one was identified. This accomplishment could also be credited with housing some of the city's homeless such a goal was identified.
4. There are no clear, concrete, measurable goals identified for the homeless. What does the city want to accomplish over the next five years? How many homeless does it want to assist in getting housed so they are no longer homeless? If the city identified specific goals for homeless needs, the housing created under Tiny Homes could also be credited towards those goals.
5. Some priorities identified in the survey do not appear to be included in the city's priorities while others that were not identified as priorities were funded in the first action plan. The purpose of identifying specific needs and priorities, and establishing goals connected to those priorities is to ensure CDBG funds are allocated to those needs and not others not identified as priorities. The city should consider ensuring that the review committee reviews all CDBG proposed projects and understands what the specific five-year goals are so that funds are only allocated to those proposals that help the city achieve the goals identified in its Consolidated Plan.



GRANTEE: City of Lodi, California

PROGRAM: FY 2019 Community Development Block Grant (CDBG)

PROGRAM NO.: B-19-MC-06-0038

Enclosed is the Grant Agreement and Funding Approval (two copies of HUD-7082) which constitutes the contract between the Department of Housing and Urban Development and the city of Lodi for the CDBG program. Please sign and date these forms (two original signatures), retain one copy for your records, and return the remaining copy to the San Francisco HUD Field Office:

U.S. Department of Housing and Urban Development  
Community Planning and Development Division, 9AD  
San Francisco Regional Office  
One Sansome Street, Suite 1200  
San Francisco, CA 94104-4430

Upon receipt of the executed Grant Agreement, the funds can then be accessed through the Integrated Disbursement and Information System (IDIS). If there is a need to add individuals authorized to access IDIS, an IDIS Access Request Form must be prepared, notarized, and returned to this office with the Grant Agreement. Also, if there is a need to establish or change the depository account to which these grant funds are to be wired, a Direct Deposit Sign-up Form (SF-1199A), along with a voided check, must be completed by you and your financial institution and mailed to this office.

Certain activities are subject to the provisions of 24 CFR Part 58 (Environmental Review Procedures for the CDBG program). Funds for such activities may not be obligated or expended unless the release of funds has been approved in writing by HUD. A request for the release of funds must be accompanied by an environmental certification.

The Special Condition in your Grant Agreement and Funding Approval concerning the review procedures under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52, restricts the obligation or expenditure of funds for the planning or construction of water or sewer facilities until the completion of the review process and receipt of written notification of Release of Funds from HUD. Because you have not submitted your Consolidated Plan for review under E.O. 12372, we assume you do not propose to use funds for activities subject to review. However, the condition requires that in the event you amend or otherwise revise your Consolidated Plan to use funds for the planning or construction of water or sewer facilities you must receive a written Release of Funds from HUD before obligating or expending funds for such activities.



# CITY OF LODI CDBG 2nd QUARTER Subrecipient Meeting

NOVEMBER 6<sup>TH</sup>, 2019

1:00-2:30P.M.

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# Welcome

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## INTRODUCTIONS

### -City Contract Staff :

- Patrice Clemons
  - O: (209)333-6800 Ex. 3404
  - E: [pclemons@lodi.gov](mailto:pclemons@lodi.gov)
- Chance Finley-Ross
  - O: (916)231-2246
  - E: [chance.finleyross@mbakerintl.com](mailto:chance.finleyross@mbakerintl.com)

### -Lodi CDBG Subrecipient Introductions

- What is your name and what organization are you with?
- What program or project are you using CDBG funds for this program year?
- What is one thing you are looking forward to your organization accomplishing most this program year?

# Purpose of Meeting

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The main purpose of this meeting is to:

- Strengthen communication between the City and our CDBG subrecipients
- Help build connections between our City's service providers
- City Staff to receive feedback from social service providers on improving our systems
- Offer an opportunity to ask questions and provide current updates on organizational accomplishments, next steps, and priorities

# Agenda

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- 2019-20 Program Year Progress
- Review of updates and upcoming events
- Information on upcoming NOFA and changes to application
- Consolidated Plan Amendment updates and feedback
- Subrecipient discussion
- Q&A with CDBG Staff

# 2019-20 Program Year Progress

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## 1<sup>st</sup> Quarter

- Invoices and Accomplishments:
  - Thank you for your timely submittals
  - City staff is reviewing accomplishments and invoices; we will be in contact with any questions
  - Invoice review period – City trying to improve timing and get reimbursements routed sooner
    - Does anyone have any feedback on how we can improve this?
- Contract Agreements
  - Most have been received and routed for completion
  - Please let us know if you need assistance completing the contract agreement process

## 2<sup>nd</sup> Quarter

- Please continue to provide invoices and accomplishments by the deadlines outlined in your contract agreements
- Always feel free to reach out to Chance or Patrice with any questions or clarification
- We are aiming to have all contract agreements completed and originals sent back \ by the end of November
  - We will coordinate with those that still need to turn these in– please feel free to reach out with any questions

# Updates and upcoming events

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## 2020-21 Annual Action Plan Stakeholder consultations

- We are anticipating to begin conducting outreach consultations on Nov. 22nd to gain stakeholder feedback on community needs
- We will be reaching out to local organizations; including subrecipients
- This information will be used in the 2020-21 Annual Action Plan

## NOFA release and workshop

- NOFA will be released in early Dec (estimated 12.10.19)
- Workshop will be held early Dec (estimate 12.10.19) at the Lodi Improvement Committee meeting (7:00 PM) – preference for evening versus daytime meeting?
- This meeting will also cover scoring criteria changes and updates to the application document and scoring rubric



# Updates and upcoming events (Continued)

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## Consolidated Plan Amendment

- HUD has requested changes to the goals outlined in the 2019-23 Consolidated Plan that was adopted in May of 2019
- The City will be processing an amendment to the plan which will be completed and approved by next program year
- We will be soliciting feedback from stakeholders and subrecipients for feedback on potential draft goals – any volunteers?

## Upcoming community outreach events

- CDBG staff will be attending 1-2 community events to solicit feedback from residents on upcoming CDBG plans and priority needs
- We are aiming to attend an events from November through January
- Please provide suggestions to Patrice or Chance if you know of any upcoming community events that we could participate in

## Monitorings

- HUD requires yearly on-site monitoring
- Done as a usual practice to help improve files and processes for the subrecipient and the City
- You will be contacted, if selected.

# Application and Scoring Changes

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- Application workshop is anticipated early December (estimated Dec. 10<sup>th</sup>)
- Applications are anticipated to be due mid- January (estimated Jan. 20<sup>th</sup>, 2020)
- Changes will offer more clarity to the applicant when completing the document
- Changes are also focused on improving the clarity for the reviewer when scoring the applications
- The NOFA Workshop will provide in-depth explanation of changes and best practices for completing the application
- CDBG Staff will keep you updated with any changes to dates for upcoming NOFA and application deadlines and events

# Consolidated Plan Amendment

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- The City has received feedback from the Department of Housing and Urban Development requesting that we revise the goals in the 2019-23 Consolidated Plan:
  - HUD identified that:
    - Priority needs should be more narrowed – pick the top populations and needs to be addressed
    - Priority needs must be more specific to a need, instead of a large population– should be a need within that population
    - Goals should focus more on accomplishments and outcomes
    - Goals should not be as broad and should focus on more specific actions and projects
    - Goals should have more of a focus on housing and homelessness
    - Goals should be narrowed down to just a few
  - We would like to hear your feedback on goals
  - Please look at the list of current priority needs and goals on the next page and take a minute to briefly provide feedback on possible changes to the goals

# Priority Needs

# Goals

1. Safe neighborhoods
2. Park improvements
3. Public facilities
4. Public infrastructure
5. Affordable housing
6. Children
7. Youth
8. Seniors
9. Persons with disabilities
10. Single-parent families
11. Homeless

1	Goal Name	Develop Safe and Healthy Neighborhoods
	Goal Description	Develop safe, healthy, and secure neighborhoods within CDBG Target Area (e.g., neighborhood watch groups, street lighting, traffic-calming methods, traffic signals, street or private home cameras)
2	Goal Name	Improve Public Spaces
	Goal Description	Improve public spaces within CDBG Target Area (e.g., community gardens, park cleanups, street cleaning, street surface improvements, alley improvements, and park improvements for youth activities such as soccer fields)
3	Goal Name	Address Dilapidated Conditions
	Goal Description	Address dilapidated conditions to improve neighborhoods within CDBG Target Area (e.g., critical repair program, code enforcement, housing rehabilitation, graffiti abatement)
4	Goal Name	Improve Access
	Goal Description	Improve access to public facilities and infrastructure for disabled, seniors, and low-income families (e.g., transportation, ADA accessibility, sidewalk improvements)
5	Goal Name	Improve Housing Access and Affordability
	Goal Description	Improve housing opportunities, accessibility, affordability, and sustainability (e.g., fair housing, rehabilitate affordable housing units, create new affordable housing units, homeless housing)
6	Goal Name	Build Capacity
	Goal Description	Build capacity, leadership, and connections within the CDBG Target Area (e.g., ABCD program)
7	Goal Name	Support Programs for Priority Populations
	Goal Description	Support programs or projects that assist lower-income children, youth, seniors, and single-parent families, and that assist the extremely low-income population (e.g., after-school recreation, homework help, gang prevention, mental health services, homeless services, childcare)

# Discussion

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- Are there any anticipated transformations, additional resources, and/ or new programs/projects that are on the horizon within your organization?
- Are there any ways that CDBG staff can work to better our coordination, communication, and overall program effectiveness to help your program run more smoothly?

Questions for CDBG Staff?

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QUESTIONS FOR COLLEAGUES?

Nomination from Building Inspector:

Property: 1720 S. Hutchins

I nominate these apartments for the most improved as the owner is doing major changes to the whole complex which is already looking 100% better in the area and it catches your eye as you drive through Hutchins St.

The owner is remodeling all units. Upgrading the kitchens, replacing heating and air conditioning, remodeling bathrooms, replacing carpet, interior paint, replacing balconies, replacing the exterior from T1-11 to stucco and metal siding. He has also replaced the severely damaged roofs on all buildings. The colors they chose for the exterior are very vibrant and it freshens up the apartment complex. The owner is also replacing the damaged sides walk throughout and has redone the asphalt in the entire complex. They're adding a wrought iron gate to enter and exit the complex which is great because it's meant for the tenants only. The owner is also getting a permit to install a covered structure near the swimming pool.