



## City Council Report

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**File ID:** 2019-00328

May 28, 2019

**Discussion Item 03**

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**Title:** Approval of One-Year Action Plan Allocation Process for Sacramento Housing and Redevelopment Agency administered United States Department of Housing and Urban Development (HUD) funded Programs

**Location:** Citywide

**Recommendation:** Adopt a City Council Resolution approving the One-Year Action Plan Funding Allocation Process for HUD funded Programs.

**Contact:** Celia Yniguez, Program Manager, (916) 440-1350; Tyrone Roderick Williams, Director, (916) 440-1319, Sacramento Housing and Redevelopment Agency

**Presenter:** Celia Yniguez, Program Manager, (916) 440-1350, Sacramento Housing and Redevelopment Agency

**Attachments:**

1-Description/Analysis

2-Resolution

3-Exhibit A (One-Year Action Plan Funding Allocation Process)

## Description/Analysis

**Issue Detail:** This report recommends approval of a funding allocation process for HUD funded programs that are approved annually when the One-Year Action Plan is approved. The One-Year Action Plan outlines programs, projects and other actions for multiple federally funded programs, including Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG), and Housing for Person with AIDS (HOPWA), and is approved by the Council each year. Currently, Sacramento Housing and Redevelopment Agency (SHRA) staff coordinate with Council members, and staff from the City Manager's office and other City departments including Economic Development, Public Works, Community Development, Youth, Parks and Community Enrichment, and Utilities to identify projects for inclusion in the One-Year Action Plan.

The proposed One-Year Action Plan Allocation Process (included as Exhibit A to the Resolution) would formalize coordination by specifying a process and schedule to develop the annual One-Year Action Plan. The proposed process would begin in January and include two workshops with the City Council, one community workshop before the Sacramento Housing and Redevelopment Commission, and multiple coordination activities with the City Manager and City Departments to determine projects and programs. Additionally, the schedule aligns with the development of the City's annual Capital Improvement Program.

**Policy Considerations:** The proposed One-Year Action Plan Funding Allocation Process is consistent with the adopted Consolidated Plan, including the Citizen Participation Plan. The proposed process will increase the transparency of the allocation process by having a formalized process.

**Economic Impacts:** Not applicable.

## Environmental Considerations:

**California Environmental Quality Act (CEQA):** The recommended action is considered an administrative activity and is not considered a project subject to CEQA because the CEQA Guidelines at 14 California Code of Regulations (CCR) §15378(b)(4) exempt government administrative activities that do not involve commitment to any specific project. Projects that qualify for Agency funding under these programs are subject to environmental review prior to implementation.

**National Environmental Policy Act (NEPA):** The recommended action is considered an administrative, management, or fiscal activity and does not constitute a commitment of funding, and therefore are exempt from NEPA pursuant to 24 Code of Federal

Regulations (CFR) §§ 58.34(a)(1) and 58.34(a)(3). Projects that qualify for Agency funding under these funding programs are subject to environmental review prior to implementation.

**Sustainability Considerations:** Not applicable

**Commission Action:** *Sacramento Housing and Redevelopment Commission:* At its May 1, 2019 meeting, the Sacramento Housing and Redevelopment Commission reviewed the staff recommendation for this item.

The votes were as follows:

AYES: Griffin, Morgan, Nunley, Staajabu, Starks

NOES: None

ABSENT: Alcalay, Macedo, Wedding

**Rationale for Recommendation:** Under the current process, SHRA and City staff collect project ideas received from Council Members, community members and non-profit organizations throughout the year. These project ideas and existing projects are evaluated, specifically the Infrastructure and Public Facility Improvement Projects. This process included several meetings between SHRA Staff and various representatives from City departments including Economic Development, Public Works, Utilities, and Youth, Parks and Community Enrichment early each year to identify and prioritize eligible projects. Once a draft project list was developed, SHRA staff would prepare a draft Action Plan and bring it forward for approval by City Council.

The proposed staff recommendation for a One-Year Action Plan Funding Allocation Process will ensure a transparent process and provide specified opportunities for input from the City Council, the City Manager, the community and City Departments. Additionally, it aligns with the development of Capital Improvement Program resulting in improved alignment of funding resources to improve housing, economic and community development opportunities for low and moderate income residents of Sacramento. The City Capital Improvement Program and CDBG Action Plan would continue to be approved at different times, May and October respectively. The proposed process better aligns the project prioritization and funding identification.

**Financial Considerations:** There are no financial impacts associated with the approval of the proposed process.

**LBE - M/WBE and Section 3 requirements:** The action proposed is an administrative process, therefore the requirements of LBE, M/WBE and Section 3 do not apply.

# **RESOLUTION NO. 2019 -**

**Adopted by the Sacramento City Council**

on date of

## **APPROVAL OF ONE-YEAR ACTION PLAN FUNDING ALLOCATION PROCESS**

### **BACKGROUND**

- A. Staff is recommending adopting a policy establishing the funding allocation process for the annual One-Year Action Plan which includes public meetings and a specified timeline for identification of projects and funding of programs.

### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated in the staff report that accompanies this resolution, are approved.
- Section 2. The One-Year Action Plan Funding Allocation Process policy attached as Exhibit A is approved.
- Section 3. The Sacramento Housing and Redevelopment Agency is authorized to make technical changes to the One-Year Action Plan Funding Allocation Process as necessary to comply with federal, state and local laws, regulations, ordinances, and resolutions as they may be adopted or amended from time to time. The authority to make any material policy changes to the One-Year Action Plan Funding Allocation Process policy, however, shall remain with the affected entity's governing board, at its sole discretion.

### **Table of Contents:**

Exhibit A: One Year Action Plan Funding Allocation Process

**One-Year Action Plan Funding Allocation Process**

<b>TIMELINE FOR ANNUAL ACTION PLAN AND CDBG PROJECTS</b>		
<b>Month</b>	<b>Action</b>	<b>Department/Contact</b>
December	SHRA requests City Manager convene an Action Plan Kick-off meeting	City Manager SHRA (Federal Programs staff)
January	Action Plan - Meeting #1 <ul style="list-style-type: none"> <li>• Review existing projects &amp; programs</li> <li>• Submit &amp; review project request forms</li> </ul>	City Manager & Department including: <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Economic Development</li> <li>• Homeless Services</li> <li>• Public Works</li> <li>• Youth, Parks, and Community Enrichment</li> <li>• Utilities</li> </ul> SHRA (Federal Programs staff)
January	Action Plan Workshop#1 at the City Council <ul style="list-style-type: none"> <li>• Review Schedule</li> <li>• Receive Project Ideas</li> </ul>	City Council SHRA staff City Manager and Departments
February	Action Plan - Meeting #2 <ul style="list-style-type: none"> <li>• Review project request forms</li> <li>• Prepare potential project and programs list</li> </ul>	City Manager & Department including: <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Economic Development</li> <li>• Homeless Services</li> <li>• Public Works</li> <li>• Youth, Parks, and Community Enrichment</li> <li>• Utilities</li> </ul> SHRA (Federal Programs staff)
March	Action Plan - Meeting #3 – if necessary <ul style="list-style-type: none"> <li>• Prepare potential project and programs list</li> </ul>	City Manager & Department including: <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Economic Development</li> <li>• Homeless Services</li> </ul>

<b>TIMELINE FOR ANNUAL ACTION PLAN AND CDBG PROJECTS</b>		
		<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Youth, Parks, and Community Enrichment</li> <li>• Utilities</li> </ul> SHRA (Federal Programs staff)
March	Community Workshop at SHRC <ul style="list-style-type: none"> <li>• Solicit community input on proposed potential projects and programs</li> </ul>	SHRA (Federal Programs staff)
April	Action Plan Workshop #2 at the City Council <ul style="list-style-type: none"> <li>• SHRA presents potential projects and programs list</li> </ul>	City Council SHRA staff City Manager and Departments
May	Action Plan– Meeting #4 <ul style="list-style-type: none"> <li>• Draft Budget Review</li> </ul>	SHRA (Federal Programs staff) Consult with City Manager
June	Action Plan Budget – Meeting #5 (if necessary) <ul style="list-style-type: none"> <li>• Draft Budget Review</li> </ul>	SHRA-Federal Programs staff Consult with City Manager
August	Action Plan Budget Complete – August 1 <ul style="list-style-type: none"> <li>• Route Staff Report</li> </ul>	SHRA (Federal Programs staff)
September	Action Plan at SHRC	SHRA (Federal Programs staff)
October	Action Plan approved at City Council	SHRA (Federal Programs staff)
November 15	Action Plan Submitted to HUD	SHRA (Federal Programs staff)