



CITY OF SACRAMENTO

CITY MANAGER'S OFFICE
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JUL 21 1981

MARTY VAN DUYN
PLANNING DIRECTOR

CITY PLANNING DEPARTMENT

725 "J" STREET

SACRAMENTO, CALIF. 95814

TELEPHONE (916) 449-5604

July 21, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed Guidelines For Community Development Block Grant
(CDBG) Funding For Non-Profit Community Organization
Activities

SUMMARY

This item was originally scheduled to be presented to the City Council on July 7, 1981. At the request of the City Council's Budget and Finance Committee this item was continued for two weeks in order for staff to notify interested persons/groups. During the two week period, Agency and City staff met with Councilperson Lynn Robie regarding the subject item. It was a consensus of the meeting that this item should be continued indefinitely so Agency and City staff may provide alternatives to the proposed program.

RECOMMENDATION

Agency and City staff recommends that the City Council postpone indefinitely the proposed guidelines. Staff will provide a status report within forty-five days on the subject matter.

Respectfully submitted,

Thomas V. Lee
Senior Planner

FILED
By the City Council
Office of the City Clerk

Cont.
Incl. in itlm

JUL 21 1981

Recommendation Approved:

Walter J. Slipe
City Manager

TL:lo

July 21, 1981
All Districts



CITY OF SACRAMENTO

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CITY PLANNING DEPARTMENT

725 "J" STREET

SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5604

JUN 30 1981

MARTY VAN DUYN
PLANNING DIRECTOR

June 30, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed Guidelines For Community Development Block Grant
(CDBG) Funding Of Non-Profit Community Organization
Activities

SUMMARY

At the request of the City Council, staff has prepared the attached guidelines for Community Development Block Grant funding of non-profit community organization activities. The proposed guidelines are attached as Exhibit I.

BACKGROUND

On January 20, 1981, the City Council approved the City's 1981-82 CDBG program. The Council allocated \$120,000 in the 1981-82 CDBG application to fund citizen participation activities of non-profit organizations, and directed staff to prepare guidelines to administer the program.

Briefly, the guidelines propose to fund activities that increase neighborhood-level awareness of the citizen participation process in the City's thirteen Community Development target areas (i.e., Alkali Flat, Del Paso Heights, Oak Park, Central City, Glen Elder, Meadowview, Strawberry Manor, Northgate/Gardenland, Woodbine, Freeport Manor, East Del Paso Heights, Robla and City Farms).

The criteria for eligible activities and organizations are identified for non-profit community organizations and for activities not currently being performed by the City and/or Agency. The City through the CDBG program will provide financial assistance to cover the overhead costs associated with the program. The City/Agency staff will be available to provide necessary services and technical assistance.

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By the City Council
Office of the City Clerk

Cont. to
7-21-81

JUL 7 1981

The guidelines propose the funded organization be under contractual agreement with the City. In addition, the group will be required to furnish monthly status reports on their activities, and shall be subject to quarterly evaluation.

The program provides a process for requests for proposal, along with staff evaluations, and recommendations submitted to the Budget and Finance Committee, and subsequently to the City Council.

The proposed guidelines have been forwarded to various City Departments, Agency, and to the Alkali Flat, Oak Park, and Del Paso Heights Project Area Committees for their review and comments. PAC comments will be provided at the Committee and Council meeting.

Staff Comments - The staff does not feel the proposed non-profit program would be beneficial to the CDBG process. At the present time, the City's adopted CDBG Citizen Participation Plan is providing target area residents with ample opportunities to participate in the CDBG process. Through the citizen participation process, staff has identified various housing and community development needs and concerns of each target area as documented in the 1979-82 Community Development Plan. Staff is continuously meeting and informing target area residents on the various programs and activities being planned and implemented within their area.

In addition, staff anticipates a tremendous demand of staff time to administer the proposed program. Administration would require solicitation and evaluation of proposals, providing services and technical assistance to the various groups, reviewing monthly status reports, and conducting quarterly evaluations. Potentially, City staff could be coordinating and monitoring thirteen non-profit groups.

Due to the demand of staff time, and because the City has an adopted CDBG Citizen Participation Plan, staff does not support the program for CDBG funding of non-profit community organization activities.

FINANCIAL DATA

The City Council has allocated \$120,000 of 1981-82 CDBG funds for implementation of this program. No additional funds are being requested.

RECOMMENDATION

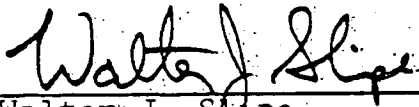
The staff does not support the program for CDBG funding of non-profit community organization activities; however, at the request of the City Council, staff has prepared the attached guidelines for Council's review and approval.

Respectfully submitted,



Thomas V. Lee
Associate Planner

Recommendation Approved:



Walter J. Slipe
City Manager

TL:DP:lo
Attachments:

July 7, 1981
All Districts

PROPOSED GUIDELINES

FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING OF NON-PROFIT COMMUNITY ORGANIZATION ACTIVITIES

CITY OF SACRAMENTO

JUNE, 1981

PROPOSED CDBG FUNDING OF NON-PROFIT COMMUNITY ORGANIZATION ACTIVITIES (NPCO)

- I. GOAL: To increase awareness at the neighborhood level of the citizen participation process in the City of Sacramento's Community Development Block Grant Program.
- II. OBJECTIVE: To serve in an advisory capacity in the drafting and implementation of the City's Housing and Community Development programs, including the following:
 - A. Assessment of housing and community development needs of the target area; (see attached map)
 - B. Identification of physical improvement projects within the target area;
 - C. Prioritization of projects within the target area;
 - D. Implementation of selected projects in the target area;
 - E. Review of amendments and reprogramming of funds for physical improvement activities in the target area.

III. GUIDELINES

A. ELIGIBLE ACTIVITIES

1. Those activities that would increase neighborhood awareness of the CDBG program in the target area;
2. Those activities that are not currently being performed by another group, organization, government department or government agency.

B. ELIGIBLE ORGANIZATION

1. ADMINISTRATION

- a. The organization shall be non-profit;

- b. The membership shall be representative of and accountable to the social, ethnic and economic mix of the target area, including low/moderate income persons, the elderly, the handicapped, the business community, minority groups and civic groups;
- c. The physical boundaries of the organization shall encompass most or all of the target area;
- d. The organization may represent more than one target area, subject to geographic consideration and proximity;
- e. The organization shall have the following:
 - 1) By-laws
 - 2) Membership roster
 - 3) Articles of Incorporation
 - 4) IRS status of certification
 - 5) Record of notices and minutes of meetings
- f. The organization shall be responsive to the residents and property owners within the target area;
- g. Any public meeting relating to the goals and objectives of the program shall be held in a location readily accessible to the public and within the target area; and
- h. The organization shall provide notice of any public meeting to residents of the target area(s) within a reasonable time prior to the meeting date.

IV. ADMINISTRATION OF THE PROGRAM

- A. The City will provide financial assistance through the CDBG fund to assist in overhead costs associated with this program like rent, utilities, printing, supplies, equipment and postage.
- B. The City/Agency staff will be available to provide necessary services and technical assistance. City staff will: prepare information to plan, implement and assess the program, contracting procedures, environmental policies, fair housing and other equal opportunity requirements, relocation provisions and the A-95 review process.
- C. By contractual agreement with the City, the organization shall provide monthly status reports and shall be subject to quarterly evaluations;

D. The organization shall notify the City of changes to its program and/or activities.

V. PROCESS FOR SUBMITTAL OF APPLICATIONS

A. NOTICING OF PROGRAM. The City will notice for requests for proposal (RFP) in each target area via:

1. Advertisement in the local news media;
2. Direct mailing to identify community organizations on the CDBG mailing list;
3. Direct mailing to the general public on the CDBG mailing list.

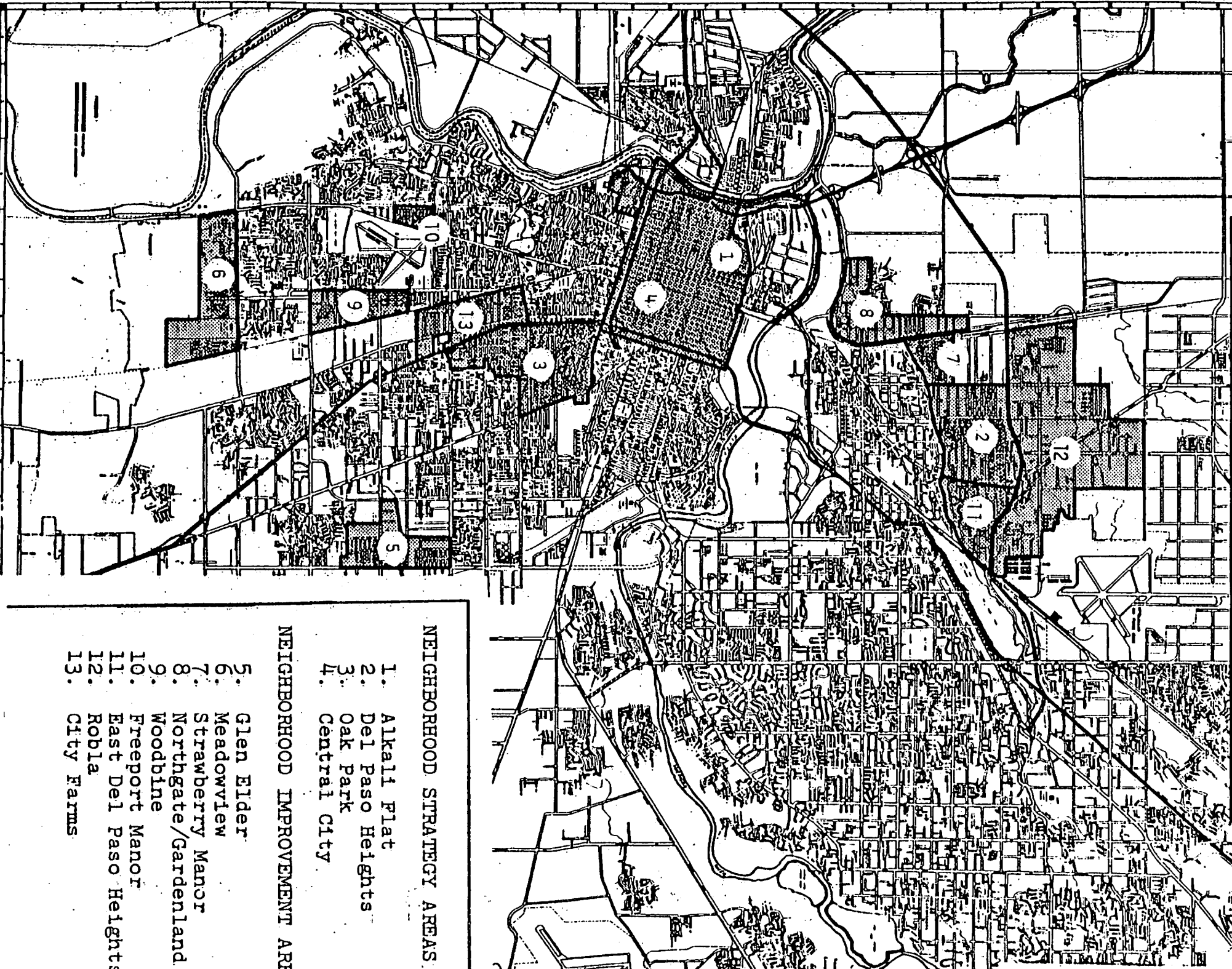
B. CONTENTS OF PROPOSAL. The proposal shall include, but not be limited to:

1. The extent the organization meets the requirements of eligibility;
2. How funds will be utilized to meet the goal and objectives of the program;
3. A proposed budget, including a breakdown of money allocations;
4. The organization's latest/current financial status statement;
5. An evaluation procedure that would allow City staff to review the effectiveness of the organization's program.

C. EVALUATION OF PROPOSAL.

1. City staff will evaluate proposals based on the guidelines.
 - a. Clearly state the purpose of the program and its objectives;
 - b. Indicate the activity(ies) that will be used to meet the goal and objectives;
 - c. Demonstrate the means to carry out the activity(ies);
 - d. Demonstrate the skills and experience to carry out the program.
2. City staff will submit recommendations to the Budget and Finance Committee.
3. City Council will render final decision.

COMMUNITY DEVELOPMENT AREA



NEIGHBORHOOD STRATEGY AREAS

- 1. Alkali Flat
- 2. Del Paso Heights
- 3. Oak Park
- 4. Central City

NEIGHBORHOOD IMPROVEMENT AREAS

- 5. Glen Elder
- 6. Meadowview
- 7. Strawberry Manor
- 8. Northgate/Gardenland
- 9. Woodbine
- 10. Freeport Manor
- 11. East Del Paso Heights
- 12. Robla
- 13. City Farms