

City of Grants Pass
Community Development Block Grant (CDBG)
Minor Amendment to 2018-19 (Year 4) Annual Action Plan

WHEREAS:

1. The City's 2018-19 (Year 4) Annual Action Plan was adopted by Resolution 18-6702 on August 1, 2018 and submitted to the US Department and of Housing and Urban Development (HUD). HUD issued an approval letter dated November 26, 2018. A Minor Amendment to reallocate funding was completed administratively on May 22, 2018 and approved by HUD June 27, 2018.
2. The City's CDBG Citizen Participation Plan authorizes administrative Minor Amendments to the Consolidated Plan and Annual Action Plan as follows:

Minor Amendments

- i. **Definition.** A 'Minor Amendment' to the Consolidated Plan or Action Plan shall occur when total proposed amendment involves less than 10 percent (10%) of program year CDBG funding.
- ii. **Procedure.** Minor Amendments may be approved administratively by the City Manager. Minor Amendments do not require public notice or a (30)-day public comment period or City Council approval.

Each such Minor Amendment shall be incorporated into the Consolidated Plan through publishing in the next Action Plan and/or CAPER.

3. The City wishes to reallocate the allocated funds of \$4,000 from the Daycare Assistance for Mirco-Enterprise activity to the Micro-Enterprise Assistance activity. This amount does not exceed the 10% allowed through the City's CDBG Citizen Participation Plan of program year 4 CDBG funding.
4. The Minor Amendment does not result in any significant changes in project purpose, scope, location, or beneficiaries.

THEREFORE:

1. Consistent with the Citizen Participation Plan: the 2018-19 Annual Action Plan as adopted and amended, is hereby revised to reallocate the allocated funds of \$4,000 from the Daycare Assistance for Micro-Enterprise activity to the Micro-Enterprise Assistance activity.
2. In accordance with the Citizen Participation Plan, the amendments will be addressed in the 2019-2020 (Year 5) Annual Action Plan and/or Year 4 CAPER.



Aaron K. Cubic, City Manager

04/17/19

Date

City of Grants Pass
Community Development Block Grant (CDBG)
Minor Amendment to 2018-19 (Year 4) Annual Action Plan

WHEREAS:

1. The City's 2018-19 (Year 4) Annual Action Plan was adopted by Resolution 18-6702 on August 1, 2018 and submitted to the US Department and of Housing and Urban Development (HUD). HUD issued an approval letter dated November 26, 2018. A Minor Amendment to reallocate funding was completed administratively on May 22, 2018 and approved by HUD June 27, 2018.
2. The City's CDBG Citizen Participation Plan authorizes administrative Minor Amendments to the Consolidated Plan and Annual Action Plan as follows:

6. Amendments to the Consolidated Plan

c. Minor Amendments

Less significant Action Plan amendments do not require a thirty (30) day public notice or City Council approval when they meet the following criterion:

- i. Total proposed amendment involves less than 10 percent (10%) of program year CDBG funding.

Minor Action Plan Amendments may be approved administratively by the City Manager. Each such amendment shall be incorporated into the Consolidated Plan through publishing in the next Action Plan and/or CAPER.

3. The City wishes to reallocate funds of \$34,140 from the Site Acquisition and Improvements for Affordable Housing activity to the Senior Meals Facility activity. This amount does not exceed the 10% allowed through the City's CDBG Citizen Participation Plan of program year 4 CDBG funding. A Memorandum explaining the reallocation of funds is attached as Exhibit "A."
4. The Minor Amendment does not result in any significant changes in project purpose, scope, location, or beneficiaries.

THEREFORE:

1. Consistent with the Citizen Participation Plan: the 2018-19 Annual Action Plan as adopted and amended, is hereby revised to reallocate funds of \$34,140 from the Site Acquisition and Improvements for Affordable Housing activity to the Senior Meals Facility activity.
2. In accordance with the Citizen Participation Plan, the amendment will be addressed in the 2019-2020 (Year 5) Annual Action Plan and/or Year 4 CAPER.



Aaron K. Cubic, City Manager



Date



MEMORANDUM

TO: Lora Glover, Director, Parks and Community Development

FROM: Anne Ingalls, Parks & Community Development Department

DATE: July 29, 2019

SUBJECT: CDBG Minor Amendment to Year 4 Annual Action Plans (AAP)

Recommendation

- ◆ Reallocate CDBG funds in the amount of \$34,140 from the Site Acquisition and Improvements for Affordable Housing activity to the Senior Meals Facility activity. The facility requires additional funds for infrastructure improvements. The reallocation does not exceed the 10% allowed through the City's CDBG Citizen Participation Plan of program year 4 CDBG funding.

Summary

- ◆ The City is currently in Year 5 of the 5-year consolidated planning period. Program Year 4 began October 1, 2018 and was approved by HUD on November 26, 2018.
- ◆ With CDBG funds, sometimes we have known projects and activities that need funding. At other times, we allocate funds to housing related and economic activities with the expectation that a project might advance, but it is not always certain. Some activities allotted CDBG funding do not advance and therefore funds are not used and subsequently become uncommitted. Some activities do not have the demand due to restrictions and they are not able to utilize all the allocated funds for that Program Year (PY) and those funds then become uncommitted. The Senior Meals Facility was allocated \$63,400 in Year 4 which was expended the first part of 2019. After a March 2019 meeting with all sub-recipients, the representatives for the facility indicated the rehabilitation of the facility required more funding than original planned. The allocation of these additional funds will enable the facility to improve their infrastructure and be able to meet their opening deadline.
- ◆ In addition, the City has an obligation for "timely expenditure" of CDBG Funds. Reallocating some of the funds will assist projects which are ready to go and help the City meet its "timely expenditure" requirements.
- ◆ As specified in the Citizen Participation Plan, the City can only reallocate up to 10% of the total annual funds to activities identified in the Consolidated Plan through a Minor Amendment, which can be approved administratively by the City Manager without the same extensive public process used for adoption of, and substantial amendments to, the Consolidated Plan and Annual Action Plan.
- ◆ Finally, we must use an initial estimate of \$275,000 per year for forecasting our CDBG funding appropriations. However, each year, the actual appropriation is announced, and it varies. The Year

4 allocation was \$341,405 which allowed the City to allocate more funds to certain activities than originally planned.

Background

The above proposal was requested by the representatives for the Senior Meals Facility on July 24, 2019 and a Minor Amendment and Memorandum regarding the change to the City's Year 4 AAP was requested by the City Manager. I have prepared the Minor Amendment for the Year 4 AAP to reallocate the funds from the one activity to the other.

Upon HUD's review and approval of the Minor Amendment, the funds will be available for the Senior Meals Facility to use for infrastructure improvements for the remaining few months of PY 4.