



CITY OF BIGGS Planning Staff Report

TO: CITY OF BIGGS CITY COUNCIL

FROM: Scott Friend, AICP – City Planner

MEETING DATE: October 13, 2015; 6:30 p.m.
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

SUBJECT: Funding Request: COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) AND HOME ANNUAL REPORTS

REQUEST

Staff requests that the City Council authorize funding in the amount of \$3,285.00 dollars for the preparation of required Community Development Block Grant (CDBG) and HOME Program Annual Reports.

DISCUSSION

The City of Biggs, as a recipient of CDBG and/or HOME program funds or program income revenue in the years 2012-2015, is required to submit to the State and Federal Government, reports documenting the status of the programs, and of the use, retention and allocation of program related funds. Michael Baker International (formerly PMC) has prepared these reports on the City's behalf for previous reporting cycles. The reports for past years are now due, or past due, and the State HCD is requesting that the City submit its reports as soon as possible. The requested reports are mandatory for those agencies who have or are receiving funds from either the CDBG or HOME programs. The attached proposal would cover costs associated with the preparation and submittal of the required reports to the State of California.

Michael Baker International, serving the City as Planning staff, has prepared a proposal to the City to prepare the required CDBG and HOME program annual reports for a fee of \$3,285.00.

ENVIRONMENTAL REVIEW

Not Applicable.

PUBLIC COMMENT

No comment has been sought on this matter and none has been received.

FISCAL IMPACT

\$3,285.00. Funds have not been allocated in the Department's approved FY 15-16 budget for this purpose and the existing Department budget does not accommodate this request as currently budgeted.

RECOMMENDATION

Staff recommends that the City Council consider the request and approve funding for this task in the amount of \$3,285.00 and, requests authorization to staff to initiate work on the task.

ATTACHMENT(S):

- Letter Proposal to the City of Biggs to prepare the required reports

September 22, 2015

Mark Sorensen, City Administrator

CITY OF BIGGS

465 C Street
Biggs, CA 95917

RE: PROPOSAL TO COMPLETE THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME ANNUAL REPORTS

Dear Mr. Sorensen:

Michael Baker International is pleased to provide the City of Biggs with this proposal to assist the City with its CDBG and HOME grant program reporting.

Michael Baker has considerable experience working with jurisdictions on a range of grant administration services, from grant application submittal to program implementation. This experience, in addition to our history of housing-related projects with the City, gives us the knowledge to complete these reports effectively.

Rosa Camacho-Chavez will be the contact person for this project. Patrice Clemons will assist Ms. Camacho-Chavez with completion of the tasks. Jennifer Gastelum will provide minimal supervisory assistance.

TASK 1: FY 2013, 2014, 2015 COMMUNITY DEVELOPMENT BLOCK GRANT SEMI ANNUAL REPORTS

Michael Baker will prepare and submit to HCD the following four reports.

CDBG Quarterly Reports

1. July 2013 – December 2013 Semi Annual Report
2. Jan 2014 – June 2014 Semi Annual Report
3. July 2015 – December 2014 Semi Annual Report
4. January 2015 – June 2015 Semi Annual Report

TASK 2: FY 2012, 2013, 2014, HOME ANNUAL REPORTS

Michael Baker will prepare and submit to HCD the following three annual reports to HCD.

HOME Quarterly Reports

1. Annual Report 2012
2. Annual Report 2013
3. Annual Report 2014

Assumption: The City Finance person will provide the necessary financial information to complete all the reports (program income and recapture funds), as well as the list of projects funded using program income or recaptured funds, if any, for every quarter and the current fiscal year.

Maximum time: 35 hours

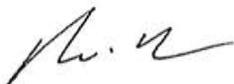
We are recommending a total not-to-exceed amount of \$3,285 to complete all seven reports

Budget Summary

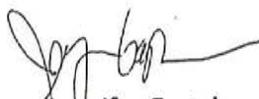
Task	Project Manager \$135 Hours/Cost	Associate Grant Specialist \$95 Hours/Cost	Assistant Housing Planner \$85 Hours/Costs	Total Hours	Budget
Task 1	2/\$270	5/\$475	8/\$680	15	\$1,425
Task 2	2/\$270	6/\$570	12/\$1,020	20	\$1,860
Total	4/\$540	11/\$1,045	20/1,700	35	\$3,285

If you have any questions on the proposed scope of work, please do not hesitate to contact me. We look forward to working with you.

Sincerely,



Philip O. Carter
President



Jennifer Gastelum
Project Manager