



CITY OF BIGGS Planning Staff Report

TO: CITY OF BIGGS CITY COUNCIL

FROM: Scott Friend, AICP – City Planner

MEETING DATE: November 8th, 2016; 6:30 p.m.
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

SUBJECT: Housing Related Parks Grant: State Standard Agreement

SUMMARY

On June 30th, 2016, the State of California Housing and Community Development Department (HCD) awarded the City of Biggs a total of \$406,100 in grant funding under the Housing Related Parks Program Grant. Since the announcement, staff has consulted with the Council and City Manager to determine a priority list of parks-related projects for which the grant funds may be expended.

The State HRPG program requires that the City enter into a State Standard Agreement for distribution of funds, which must be spent within two (2) years of the date of award announcement. Requests for fund disbursements must be for at least 25 percent of the total grant amount awarded.

The Standard Agreement was received on October 19th, 2016, and reviewed by the City Attorney. To review the scope of work, budget, and general terms and conditions, see Exhibits A, B, and D of the State Standard Agreement (**Attachment A**). The Agreement must be signed by the authorized designee stated in Resolution 2016-01, City Planner Scott Friend, and returned to the HCD within 30 days from the date of receipt.

EXPENDITURE TIMELINE

Awards Announced.....	June 2016
Standard Agreements.....	August – September 2016
Requests for Fund Disbursement.....	from August 2016
Final Fund Disbursements.....	April 30 th , 2018
Final Reports*	Within 60 days of End of Standard Agreement

**Based on this example, while all Program funds must be requested by April 30, 2018 and expended no later June 30, 2018, the qualifying park project is not required to be completed by that date. The grantee must, however, report on the anticipated completion date of the park project in its final report.*

ENVIRONMENTAL REVIEW

Not applicable.

PUBLIC COMMENT

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

FISCAL IMPACT

Staff time to prepare this report.

RECOMMENDATION

Staff requests that the City Council authorize signature of the State Standard Agreement on behalf of the City of Biggs for the disbursement of grant funds for the proposed park-related projects.

Specifically, staff recommends that the following actions take place:

1. Move to approve Resolution 2016-21 authorizing signature of the State Standard Agreement and the conditions therein, detailed in Attachment A this report.

ATTACHMENT(S):

- **Attachment A:** Standard Agreement

**CITY OF BIGGS
CITY COUNCIL RESOLUTION 2016-21**

**AUTHORIZING SIGNATURE OF STATE STANDARD AGREEMENT FOR
HOUSING RELATED PARKS PROGRAM GRANT FUNDS**

WHEREAS, the City of Biggs (Applicant) submitted an application for the 2015 Housing Related Parks (HRP) Program grant; and

WHEREAS, the State of California, Department of Housing and Community Development (Department) has awarded the City of Biggs grant funds in the amount of \$406,100.00; and

WHEREAS, the Department is requesting signature of the authorized designee for the State Standard Agreement to allow for disbursement of funds; and

WHEREAS, City Council Resolution 2016-01 authorized City Planner Scott Friend to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

NOW, THEREFORE, BE IT RESOLVED:

City Planner, Scott Friend, is authorized to execute in the name of Applicant the State Standard Agreement required by the Department for participation in the HRP Program.

The foregoing resolution was adopted by the City Council of the City of Biggs at its regular meeting held on the 8th day of November 2016, by the following vote:

AYES: COUNCIL MEMBERS _____

NOES: COUNCIL MEMBERS _____

ABSTAIN: COUNCIL MEMBERS _____

ABSENT: COUNCIL MEMBERS _____

APPROVED:

ATTEST:

Roger Frith, Mayor

Roben Dewsnap, City Clerk