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**TOWN OF APPLE VALLEY  
Community Development Citizen Advisory Meeting  
(CDCAC)**

**THURSDAY, March 3, 2022**

**Regular Meeting 6:00 p.m.**

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**CDCAC COMMITTEE MEMBERS**

Richard Whittingham, Chairperson

Miriam Munoz, Vice Chairperson

Kevin Simon, Committee Member

Gabe Lovato, Committee Member

Dawn Harrison, Committee Member

**HOUSING DEPT.: (760) 240-7000 Ext. 7910**

**[www.AVHousing.org](http://www.AVHousing.org)**

*Monday - Thursday 7:30 a.m. to 5:30 p.m.*

*Alternating Fridays 7:30 a.m. to 4:30 p.m.*



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TOWN OF APPLE VALLEY  
CDCAC: HOUSING & COMMUNITY DEVELOPMENT MEETING  
REGULAR MEETING  
THURSDAY, MARCH 3, 2022 – 6:00 P.M.

**IMPORTANT COVID-19 NOTICE**

THIS MEETING IS BEING CONDUCTED CONSISTENT WITH CURRENT GUIDANCE ISSUED BY THE STATE OF CALIFORNIA REGARDING THE COVID-19 PANDEMIC. THE MEETING IS BROADCAST LIVE AND VIEWABLE ON FRONTIER CHANNEL 29 OR CHARTER SPECTRUM CHANNEL 186 AND LIVE STREAMED ONLINE AT APPLEVALLEY.ORG. FOR INDIVIDUALS NOT PHYSICALLY PRESENT AND STILL WISHING TO MAKE PUBLIC COMMENTS, YOU MAY COMMENT IN ONE OF TWO WAYS:

1) COMMENTS AND CONTACT INFORMATION CAN BE EMAILED TO

[PUBLICCOMMENT@APPLEVALLEY.ORG](mailto:PUBLICCOMMENT@APPLEVALLEY.ORG)

2) A REQUEST TO SPEAK CAN BE EMAILED TO THE SAME ADDRESS AS ABOVE AND AT THE TIME OF THE REQUESTED AGENDA ITEM, THE TOWN CLERK WILL PLACE A PHONE CALL TO THE COMMENTER AND ALLOW THEM TO SPEAK TO THE COUNCIL VIA SPEAKER PHONE DURING THE LIVE MEETING FOR UP TO THREE MINUTES.

Materials related to an item on this agenda, submitted to the Committee after distribution of the agenda packet, are available for public inspection in the Town Clerk’s Office at 14955 Dale Evans Parkway, Apple Valley, CA during normal business hours. Such documents are also available on the Town of Apple Valley website at [www.applevalley.org](http://www.applevalley.org) subject to staff’s ability to post the documents before the meeting.

*The Town of Apple Valley recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the Town Clerk’s Office, at (760) 240-7000, two working days prior to the scheduled meeting for any requests for reasonable accommodations.*

**REGULAR MEETING**

The Regular meeting is open to the public and will begin at 6:00 p.m.

**CALL TO ORDER**

**ROLL CALL**

Chairperson Whittingham \_\_\_\_\_; Vice-Chairperson Munoz \_\_\_\_\_

Committee Members: Lovato \_\_\_\_\_; Simon \_\_\_\_\_; Harrison \_\_\_\_\_

## **PLEDGE OF ALLEGIANCE**

## **ELECTION OF NEW OFFICERS**

1. Nomination of Chairperson
2. Nomination of Vice-Chairperson

## **RECESS FOR REORGANIZATION**

## **APPROVAL OF MINUTES**

1. Approval of minutes of the last CDCAC meeting on March 4, 2021.

## **PUBLIC COMMENTS**

Anyone wishing to address an item not on the agenda, or an item that is not scheduled for a public hearing at this meeting, may do so at this time. California State Law does not allow the Commission to act on items not on the agenda, except in very limited circumstances. Your concerns may be referred to staff or placed on a future agenda.

## **PUBLIC HEARING ITEMS**

2. **2022-2023 CDBG Allocations.** Presentation on the 2022-2023 Community Development Block Grant (CDBG) funding and allow CDCAC to discuss and recommend CDBG allocations for the 2022-2023 program year.

**APPLICANT:** Community Development Block Grant

**RECOMMENDATION:** CDCAC to allocate 2022-2023 CDBG funding to eligible applicants.

**PREPARED BY:** Daniel Perez, Housing Consultant

**OTHER BUSINESS:**

**CDCAC COMMENTS:**

**STAFF COMMENTS:**

**ADJOURNMENT**

The CDCAC will adjourn until 2023-2024 Program Year.



## Town Council Agenda Report

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Date: March 3, 2022 Item No. 1

To: Community Development Citizen Advisory Committee

Subject: 22-23 CDBG PUBLIC SERVICE FUNDING RECOMMENDATIONS

From: Douglas Robertson, Town Manager

Submitted by: Silvia Urenda, Housing & Community Development Specialist II

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION

It is recommended that the Town of Apple Valley Community Development Citizen Advisory Committee (CDCAC):

- A. Conduct a public hearing and upon accepting public testimony, actively engage in the careful consideration of intentionally providing funding recommendations of no more than \$92,801 (amount based on prior year entitlement grant, subject to change) for public service activities for inclusion in the Town's Draft 2022-2023 Community Development Block Grant (CDBG) Annual Action Plan.
- B. Provide a recommendation for staff to allocate funds on behalf of CDCAC should the projected CDBG annual allocation increase or decrease.

### BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) mandates that all entitlement communities receiving Community Development Block Grant (CDBG) funds prepare and submit a Consolidated Plan every five years to establish a unified, strategic, vision for housing and community development actions. To ensure compliance with the Consolidated Plan, the Town is required to submit an Action Plan each year. The Annual Action Plan will appropriate CDBG and HOME Consortium funds for the upcoming 2022-2023 program year. In accordance with the CDBG Program national objectives, the goal of the Action Plan is to serve the Town's low-and moderate-income residents, eliminate slum and/or blight, and meet other urgent community needs. The funding recommendations of the CDCAC must be consistent with the Town's 2017-2022 Consolidated Plan.

In preparation of the Draft 2022-2023 Annual Action Plan and to encourage community and citizen participation, a Notice of Funding Availability (NOFA) was published in the Valleywide Newspaper on December 10, 2021, in English and Spanish. Notifications were also emailed to interested parties and previous applicants. In addition, electronic copies of the application were made available on the Town's website. Applicants were required to attend a mandatory NOFA Workshop on December 15, 2021, to allow Town staff the opportunity to explain the application process and answer any questions the agencies may have had. Applications were due on February 10, 2022, by 4:30 p.m. Applicants were allowed to submit their applications by mail, hand delivery, or email submission. No late applications were accepted.

## **ANALYSIS**

The Town received a total of seven (7) applications for public service activities, of which two (2) were disqualified due to non-attendance at the mandatory NOFA Workshop, resulting in a total of five (5) eligible public service applications for the CDCAC's review. Each of the eligible agencies that applied for funding was awarded funds during the current 2021-2022 program year or otherwise funded CDBG dollars by the Town in prior program years. Staff has completed its review of the applications and has determined that all applications have met the eligibility and national objective requirements of the CDBG program.

As of the date of this public hearing, HUD has not released the 2022-2023 CDBG entitlement allocations. For this reason, the Town has been instructed to proceed with allocating funds based on the amount received during the 2021-2022 program year of \$618,678 and adjust those funding recommendations accordingly once the final allocations have been disseminated. Under HUD regulations found at 24 CFR 570, each entitlement grantee may allocate a maximum of 15% of its annual allocation (\$92,801) to public service activities. According to current Town policy, a subrecipient grant award cannot be less than \$10,000.

Due to the uncertainty in HUD's calculations of the Town's entitlement allocation, a request of the CDCAC is being made to provide staff with a methodology for which activity budgets will be adjusted when the final allocation is released by HUD. It is recommended that the CDCAC select from the following options for adjusting activity budgets for the CDBG program:

- Should the CDBG allocation be higher than \$618,678:
  - The balance of additional public service funds will be equitably distributed amongst approved applications, with the exception that the increase to any one application, shall not cause that application to receive more than its maximum requested amount; or
  - The balance of additional public service funds will be allocated by Town staff to eligible Other/Capital Improvement activities; or
  - Other methodology of distribution as determined by the CDCAC.

- Should the CDBG allocation be lower than \$618,678, the difference of public service funds will be equitably deducted amongst approved applications, with the exception that the deduction to any one application, shall not cause that application to receive less than \$10,000.

## **FISCAL IMPACT**

The Town is an entitlement community under the CDBG program. As an entitlement community, the Town is required to allocate CDBG funds on an annual basis. The Town anticipates receiving approximately \$618,678 in CDBG funds during the 2022-2023 program year. The CDCAC's funding recommendations for public service activities will be included in the Town's Draft 2022-2023 Annual Action Plan for public review and comment of no less than 30-days at which point the Draft 2022-2023 Annual Action Plan will be brought before the Town Council for approval. The Town Council's approval of the CDCAC's funding recommendations will result in the adoption of the funding recommendations into the Town's 2022-2023 Annual Action Plan and the Town's Housing and Community Development Department's 2022-2023 CDBG Budget.

## **ATTACHMENTS**

- A. CDCAC Application Binders