



COUNTY OF HUMBOLDT

For the meeting of: 5/7/2024

File #: 24-800

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Supplemental Budget in the Amount of \$8,450 for Community Development Block Grant (CDBG) Program Income in the Advanced Planning Budget Unit (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve supplemental budget of \$8,450 for the CDBG Program Income in the Advanced Planning budget unit (1100282101) (4/5 Vote Required)

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Housing for All

Strategic Plan Category: 4002 - Increase and prioritize housing development

DISCUSSION:

This is a request to authorize the Planning and Building Department to use program income for a public meeting discussing future funding priorities. This is an allowed activity under CDBG provisions.

The Planning and Building Department hosted on March 29, 2024 a community public meeting to solicit public input on future funding priorities. This public engagement is required by several granting agencies prior to applying for funding.

The costs associated with this meeting can be covered by unrestricted CDBG Trust 3590 funding. When CDBG loans are repaid they are deposited into the CDBG Trust fund and are considered "defederalized" or unrestricted if they are used to further the goals of the original CDBG grant. In this case the public meeting was focused on future housing and clean-up efforts, which align with those goals.

The supplemental budget (Attachment A) shows the expenses from the public meeting and the staff salaries associated with scheduling and setting up the public meeting and for follow-up after the public meeting.

SOURCE OF FUNDING:

CDBG Program Income 1100282101 and the CDBG Trust 3590

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

CDBG funding continues to be available to cover the public meeting expenses and most of the staff salaries. A portion of the staffing costs cannot be covered by the CDBG funds because CDBG only reimburses them for salary and benefits. However, another funding source, HOME, will cover what the CDBG program will not cover. The Planning and Building Department has approximately \$55,000 in the unrestricted trust fund 3590. The costs associated with the public meeting and preparation of this Board item are funded by the CDBG Trust 3590.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the supplemental budget but this is not recommended because the public meeting expenses need to be paid and there are funds available to pay them.

ATTACHMENTS:

Attachment A - CDBG Program Income Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A