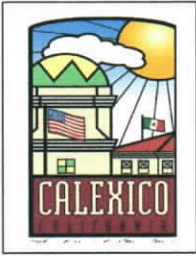


AGENDA
ITEM


8



AGENDA STAFF REPORT

DATE: February 1, 2023

TO: Mayor and City Council

APPROVED BY: Esperanza Colio Warren, City Manager 

PREPARED BY: Esperanza Colio Warren, City Manager

SUBJECT: Discussion/Action Adoption of Community Development Block Grant (CDBG)-CV1 Public Services – Subsistence Payments Program Guidelines.

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Recommendation:

Discussion/Action Adoption of CDBG-CV1 Public Services – Subsistence Payments Program Guidelines.

Background:

On August 26, 2020, the City Council approved resolution 2020-47 to submit an application to the California Department of Housing and Community Development (HCD) in the amount of \$170,998 to secure an allocation to provide subsistence payments assistance to eligible low-income residents impacted by COVID-19.

On February 3, 2021, the City Council approved a revised resolution to correct some issues in the previous resolution. Due to the unresolved monitoring issues from 2014, HCD did not allow the city to continue with the grant implementation. The grant expired on May 13, 2022.

In December 2022, the city submitted to HCD an update regarding the steps taken to resolve the pending monitoring issues. After reviewing the information provided to resolve the pending monitoring issues, HCD is coordinating with the city the reissuing of the expired grant.



Discussion & Analysis:

In order to resubmit the application to recover the expired grant, the city must adopt guidelines to operate the CDBG Public Services – Subsistence Payments Program. This program will assist low-income eligible residents of the city of Calexico with utilities assistance for up to three months. Utilities include electricity, gas, water, sewer, and trash (the last three activities are covered in one bill). Additionally, the program will assist individuals, located within the city limits, at risk of becoming homeless. Assistance includes, hotel vouchers, transportation services, meals, and clothing.

It is recommended that the City Council of the City of Calexico approve the attached CDBG – CV1 Subsistence Payments Program Guidelines.

Coordinated With:

City Manager's Office.

Attachment(s):

City of Calexico CDBG – CV1 Subsistence Payments Program Guidelines

Award Dashboard

Award Detail

[View Budget](#) [View Goals](#) [View Files](#) [Submit Financial Report](#)
[Submit Activity Report](#) [Award Closeout](#)

Subrecipient: City of Calexico
Program: CDBG-CV1 2020
Project: City of Calexico - Subsistence Payments Program
Award ID: 20-CDBG-CV1-00072
Award Status: Awarded
Approval Date: 05/13/2021
EIN: 95-6000684
Approved amount: \$170,988.00
Total Federal Award: \$170,988.00

Total Match: \$0.00

Performance period: 05/15/2021 - 05/13/2022

Pending Tasks



Show 10 entries

Search:

Task Type	Date Created	Due Date	Actions
Closeout Approval	05/13/2021	08/04/2022	≡
Mandatory Financial Reporting Training for CDBG-CV Grantees	10/05/2021	11/01/2021	≡
Please Review Grantee Expense Report and Eligibility Checklist Prior to Mandatory Financial Report Training	10/08/2021	10/11/2021	≡
Expense Report Form Link Corrected - Please review this version	10/09/2021	10/11/2021	≡
Please Complete Training and TA Survey	10/15/2021	10/29/2021	≡
Activity Report Request	02/21/2022	10/15/2021	≡

Task Type	Date Created	Due Date	Actions
Activity Report Request	02/21/2022	01/15/2022	☰
Financial Report Request	02/21/2022	01/15/2022	☰
Financial Report Request	02/21/2022	04/15/2022	☰
Activity Report Request	02/21/2022	04/15/2022	☰

Showing 1 to 10 of 12 entries

Previous 1 2 Next

Reload

Award Activities



Show 10 entries

Search:

Report	Reporting Period	Created By	Date Submitted	Current Status	Actions
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No financial activities to display.

Showing 0 to 0 of 0 entries

Previous Next

Reload

Award Amendments

Show 10 entries

Search:

Created Date

↓ **Status**

Actions

08/24/2021

Approved

[View Amendment](#)

01/27/2023

Changes Requested

[Edit Amendment](#)

Showing 1 to 2 of 2 entries

[Previous](#) 1 [Next](#)

[Reload](#)

City of Calexico
Subsistence Payments
Program
COVID-19

Guidelines

**Funded by
California Department of Housing and Community Development
Community Development Block Grant**

January 30, 2023

CITY OF CALEXICO

CDBG – CV-1 SUBSISTENCE PAYMENTS PROGRAM GUIDELINES

PURPOSE:

The purpose of the CDBG-CV Public Services Program (Subsistence Payments) is to provide short-term emergency assistance to individuals who lost their jobs, work hours were reduced, and continue being impacted by the Coronavirus Pandemic. This program also includes services to individuals located within the city limits of Calexico at risk of becoming homeless.

The activities listed in these guidelines must meet at least one of the three national objectives of the CDBG program. The three national objectives are:

1. Benefit to low-income and moderate-income (LMI) persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).

These activities are described more completely in the Code of Federal Regulations at 24 CFR 570.201: Public Services.

This program is funded by the Department of Housing and Community Development through its Community Development Block Grant – Corona Virus Program (CDBG – CV).

ELIGIBILITY:

To be eligible for this program, participants must be low-income residents of the City of Calexico or individuals located within the city limits of Calexico at risk of becoming homeless. Eligible applicants may qualify for utility payment assistance by providing adequate documentation of termination of employment or reduced working hours due to the Coronavirus Pandemic (COVID-19). Additionally, individuals at risk of becoming homeless are eligible for hotel vouchers, transportation services, meals, and clothing.

DEFINITIONS:

Household

A household is defined as all persons (related or unrelated) who occupy a housing unit.

INCOME RESTRICTIONS:

To receive assistance under this program, participants must have an annual household income that does not exceed the income limits established for Imperial County as noted below. The following are the State CDBG's income limits for the program:

CITY OF CALEXICO

CDBG – CV-1 SUBSISTENCE PAYMENTS PROGRAM GUIDELINES

Effective 05/13/22

Number of Persons in Household:	1	2	3	4	5	6	7	8
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Project Eligible Income	Extremely Low	16350	18700	23030	27750	32470	37190	41910	46630
	Very Low Income	27300	31200	35100	38950	42100	45200	48300	51450
	Low Income	43650	49850	56100	62300	67300	72300	77300	82250

HCD Official State Income Limits

Annual Income shall be determined by projecting the income of the household over a twelve-month period, in accordance with the 24 CFR Part 5 (Section 8), which reads: “The Part 5 definition of annual income is the gross amount of income of all adult household members anticipated to be received during the coming 12-month period.” However, all applicants to the Subsistence Payments Program will be required to complete a “Public Service Self-Certification of Income” form.

DOCUMENTATION REQUIRED

All adult household members will need to complete the “**Public Service Program SELF-CERTIFICATION of Income**” form and provide the following documentation:

- Acceptable Identification (ID)
- Past due bill and or notice of termination of services from the utility company.
- Proof of lost job or reduced work hours due to California’s Governor’s Stay at Home Order in light of the Coronavirus Pandemic.

TYPES OF ASSISTANCE

- Utility Assistance
- Transportation
- Hotel Voucher
- Meals
- Clothing

UTILITY ASSISTANCE:

Utilities assistance will be provided to low-income individuals and households who have delinquent accounts (past due bills, service interruptions notices), due to COVID-19, in order to avoid disconnection of services. Utility bill must be dated post the national emergency declaration date of March 13, 2020 by the United States government.

CITY OF CALEXICO

CDBG – CV-1 SUBSISTENCE PAYMENTS PROGRAM GUIDELINES

Utility assistance will be provided in the form of short-term payments to the corresponding utility entity. Participant must provide original/copy, or electronic copy of bill from the utility company. No cash or checks are to be given directly to participants.

Limited assistance will be provided for up to 90 days/3 months to eligible participants who meet the program eligibility criteria, and the HUD income limits for the program.

In order to receive assistance, the utility bill in question must be under the applicant's name and address on bill be client's primary place of residence.

Utility Assistance Types and Limits

The program will pay the following types of utilities, for up to three months, with limited financial assistance amounts.

- **Electricity** - up to three months of service, limit of \$700.00 for the three months.
- **Water, Sewer & Trash** - up to three months of service with a financial limit of \$300.00 for the 3 months.
- **Natural Gas** - up to three months of service with a financial limit of \$100.00 for the 3 months.

Maximum amount of assistance per client/family \$1,100.00 for the three months.

Cable, cell phone, internet services utilities are not eligible for this program.

HOTEL VOUCHERS:

Hotel vouchers will be available for individuals at risk of becoming homeless. All participants must be low-income residents of the city of Calexico or homeless within the city limits of Calexico. This assistance will be available for up to 90 days/3 months of service, with a limit of \$1,100 for the three months. The city will have a list of eligible hotels located in the city of Calexico on file. If local hotels are not available in the city of Calexico, the city may opt to temporarily relocate families in other hotels located in Imperial County.

TRANSPORTATION SERVICES:

Transportation services will be available for eligible individuals in need of this service to reach a family member to end homelessness.

CITY OF CALEXICO
CDBG – CV-1 SUBSISTENCE PAYMENTS PROGRAM GUIDELINES

MEALS SERVICES:

The city will provide meals to individuals at risk of becoming homeless through a non-profit organization. However, in case of emergency (earthquake, fire, flood, and similar incidents), the city may opt to purchase meals at local food vendors.

CLOTHING SERVICES:

Clothing will be available to individuals at risk of becoming homeless through a non-profit organization. However, in case of emergency (earthquake, fire, flood, and similar incidents), the city may opt to purchase clothes at local vendors.