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AVAILABLE FOR REVIEW
AND COMMENT FROM
MARCH 22- APRIL 22, 2024

City of Encinitas ***FY 2024-25 Annual Action Plan***



Development Services Department
505 S. Vulcan Avenue
Encinitas, CA 92024

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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Incorporated in 1986, the City of Encinitas (“City”) is in the North County coastal region in San Diego County and is bounded by the cities of Carlsbad to the north, Solana Beach to the south, and an unincorporated area of San Diego County to the east. Since incorporation, the City has grown to an estimated population of 62,595 and has many great community assets, including a transit center, which connects travelers to downtown San Diego and north to Oceanside and Los Angeles, as well as over 40 acres of beaches.

The Consolidated Plan

The Five-Year Consolidated Plan is a document required by and submitted to the U.S. Department of Housing and Urban Development (HUD) and serves as a planning tool for entitlement jurisdictions funded by the Office of Community Planning and Development (CPD) formula grant programs. Under the Cranston-Gonzalez National Affordable Housing Act, passed by Congress in 1990, jurisdictions that receive CPD formula grants are required to prepare a comprehensive three to five-year plan for the use of those funds. The City of Encinitas has been an entitlement community since 1990 and receives Community Development Block Grant (CDBG) funding directly from HUD each year. Due to its population size, the City receives CDBG funding only, but it utilizes HOME Investment Partnerships Program (HOME) funding through the County of San Diego’s HOME Consortium. (The HOME Consortium is composed of Vista, Carlsbad, Encinitas, La Mesa, San Marcos, and Santee.) This Consolidated Plan covers CDBG and non-federal housing and community development resources. The City’s anticipated total allotment for the Consolidated Plan period is approximately \$1,662,100.

As an entitlement City under HUD, the City receives federal funds in proportion to its population size, concentration of poverty, and other socioeconomic and demographic data. To receive funds, the City must complete and submit a five-year Consolidated Plan.

Prior to awarding any CDBG funds to eligible programs and activities, it must be determined that one of the three national objectives will be met. To achieve meeting the national objective requirement, most activities and programs are focused on assisting low-income households and neighborhoods.

Entitlement jurisdictions must also meet several other requirements in order to receive CDBG funding. These requirements include: The Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The Annual Action Plan designates how cities and states propose to spend the federal block grant funds in a given program year. The CAPER reports on how funds were spent, the households that benefitted from the funds, and how well the entitlement community met its annual goals for housing and community development activities.

2. Summary of the objectives and outcomes identified in the Plan

The City determined its goals and priorities for the 2020-2025 Consolidated Plan through community and stakeholder feedback, U.S. Census Bureau data, and data from 2-1-1 San Diego, the region's Community Information Exchange (CIE). These priorities are:

- Assist in increasing and preserving affordable housing opportunities for low-and-moderate income households
- Prevent and reduce homelessness
- Improve public infrastructure and facilities
- Invest in public services for low-and moderate-income residents

These four priorities represent the varied needs that emerged during the Consolidated Plan development process. Nearly half of all renters and a third of homeowners spend more than 30 percent of their monthly income on housing costs, indicating many households struggle with the cost of living in Encinitas. Fair housing also falls within the housing priorities.

3. Evaluation of past performance

As part of the Consolidated Planning process, the City is required to submit an annual Consolidated Annual Performance and Evaluation Report (CAPER), which reports on how funds were spent, the households that benefitted from the funds, and the progress toward meeting its annual goals for housing and community development activities. These reports are reviewed by City Council and posted on the City's website. Below is a summary of the accomplishments during the previous five-year period:

- 26 Low- and Moderate-Income households provided financial assistance for home repairs
- 157 residents provided fair housing services
- 7,121 homeless residents served by local shelters and service providers
- 321 senior residents provided meals
- 4 sidewalks/roads constructed in LMI areas
- 6 facility improvement projects

4. Summary of citizen participation process and consultation process

The City conducted a public workshop on January 16, 2024. A total of three (3) people were in attendance. The purpose of the workshop was to provide an overview of the CDBG program, the City's Consolidated Plan, and application process.

On March 20, 2024, the City Council considered the funding recommendations for FY 2024-25 CDBG programs and activities and received public comments from one (1) individual at the public meeting. In addition, one (1) individual provided written comments in support of the recommended action. Residents and stakeholders were notified of the public hearing through a publication in a local newspaper, direct email notification, and posting on the City's Website.

The draft Annual Action Plan was available for public review and comment from March 22, 2024 - April 22, 2024. The draft Annual Action Plan is available on the City's website and at the following public facilities: City Hall, Encinitas Library, Cardiff Library, and Encinitas Senior and Community Center. All public comments received during the 30-day public review period are included in Appendix A. The City Council is scheduled to consider and approve the FY 2024-25 Action Plan at a public hearing on April 24, 2024.

All public comments received during the review period are included in Appendix A.

5. Summary of public comments

All written public comments received are included in Appendix A.

6. Summary of comments or views not accepted and the reasons for not accepting them

All written public comments received are included in Appendix A.

7. Summary

The FY 2020-25 Consolidated Plan priority needs are shown below. Each of the activities funded in the FY 2024-25 Annual Action Plan meet one of the identified priorities. Prioritization of needs is given to help allocate funds to the needs identified during the Consolidated Plan period.

High Priority Activities

- Homeless services, prevention and shelter
- Low-income renter and homeowner assistance
- Seniors housing and services
- Fair housing
- Affordable Housing
- Public Improvements
- Public Infrastructure
- Public Services for special needs populations

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan, Annual Action Plan and those responsible for administration of the CDBG grant program administration.

Table 1– Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	City of Encinitas	Development Services Department

The City's Development Services Department is responsible for overseeing the City's administration of the CDBG program, including development of the Consolidated Plan, corresponding Annual Plans, and CAPER. The County of San Diego is the lead agency for HOME funding, which the City utilizes as a member of the County's HOME Consortium. The Encinitas Housing Authority is responsible for administering the Section 8 Housing Choice Voucher Program.

CDBG Program contact information

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Public Participation

AP- 10 Consultation – 91.100, 91,200(b), 91.215(l)

1. Introduction

As a part of the draft Annual Action Plan development process, the City consulted with local non-profit agencies and the public through a public workshop, and a City Council Public Hearing. The outreach and consultation efforts are also described in the Executive Summary and Citizen Participation sections of this Annual Action Plan. Comments received can be found in Appendix A.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City has long communicated and collaborates with many governmental and non-governmental agencies in the region to address the needs of the City’s LMI population. The City’s formalized collaborative efforts include being a member of the County of San Diego’s HOME Consortium and a supporter of Alliance for Regional Solutions (ARS), North County San Diego’s collaborative network of homelessness service providers.

The City’s City Council-manager form of government also allows members of its governing body to work closely with the City’s many departments and other regional entities and committees throughout the County. These affiliations include:

- San Diego Association of Governments (SANDAG), San Diego County’s federally recognized metropolitan planning organization (MPO)
- Regional Task Force on the Homeless (RTFH), the region’s HUD Continuum of Care (CoC)
- San Diego Regional Alliance for Fair Housing (SDRAFFH)
- Quarterly convenings of local CDBG program administrators

RTFH and the City’s fair housing service provider were both interviewed in developing the Consolidated Plan. The City will continue to maintain partnerships with these and other agencies to achieve its long-term housing and community development goals. Additionally, the City maintains its own housing authority, which administers Housing Choice Vouchers (Section 8 rental assistance) and monitors over 150 affordable housing units and over 130 affordable multi-family units. As resources or policies change, the City can coordinate directly through the City of Encinitas Housing Authority to help fulfill overall housing goals and objectives.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The RTFH organizes the annual Point-in-Time Count (PIT), in which the community engages and surveys those experiencing homelessness countywide to provide a count of the region’s

sheltered and unsheltered homeless community. The 2020 PIT counted a total of 80 individuals, in Encinitas which includes San Dieguito, Solana Beach, and Del Mar. Of the total individuals experiencing homelessness during the point-in-time count, a total of 25 were counted in temporary shelter, such as emergency shelter and transitional housing. The 2021 Point-in-Time Count for the unsheltered was cancelled due to the Coronavirus Pandemic, only the sheltered population were counted. The 2022 PIT counted a total of 113 individuals in Encinitas which includes San Dieguito, Solana Beach, and Del Mar. Of the total individuals experiencing homeless during the point-in-time count, a total of 37 were counted in temporary shelter, while 76 were counted as unsheltered. The 2023 PIT counted a total of 92 individuals in Encinitas (including San Dieguito, Solana Beach, and Del Mar). Of the total individuals experiencing homeless during the point-in-time count, a total of 19 were counted in temporary shelter, while 73 were counted as unsheltered. The 2024 PIT count took place on January 25, 2024 with results expected later this year.

The City has supported homelessness shelters and services, either through its CDBG program or other funding sources, for many years. Nonprofit partners include Catholic Charities, Interfaith Shelter Network, Interfaith Community Services, 2-1-1 San Diego, and Community Resource Center (CRC).

One key to the City's progress on addressing homelessness is its involvement with Alliance for Regional Solutions (ARS) and Regional Task Force on Housing (RTFH). Coordinated activities include the PIT, as well as services and shelters for those experiencing or at-risk of homelessness. ARS staff provided input on the most pressing needs as it pertains to homelessness. Its Bridge to Housing committee, comprised of service providers and stakeholders, also informed the development of the Consolidated Plan. On October 23, 2023 the City hosted a RTFH meeting for all north county cities to discuss combating homelessness, enhance coordination of services and identify funding opportunities.

Given the community need related to homelessness, the City began developing a Homeless Action Plan in 2020 to determine the current community needs, recommendations to improve homeless services and partnerships, and assess current efforts to address homelessness. The Homeless Action Plan, adopted in February 2021, describes goals to ensure the City continues towards its goal of reducing homelessness and is in alignment with the CoC's strategy to address homelessness. It also provides the City with strategies based on the demographics of the current population experiencing homelessness. The Homeless Action Plan identifies the interventions best suited to those experiencing homelessness in Encinitas. In October of 2023, the City hired a Homeless Solutions Manager to direct the implementation of the Homeless Action Plan, manage the established working groups, coordinate with and participate in regional homeless meetings, establish and maintain partnerships, and respond, develop, and enhance the City's homelessness response activities.

The City's current Homelessness Programs include Homeless Outreach Program for Empowerment (HOPE), JFS Safe Parking Program, Opening Doors Encinitas, and the Buena Creek Navigation Center.

In 2020 the City launched a pilot outreach program in partnership with the County of San Diego and the CRC called HOPE — Homeless Outreach Program for Empowerment. The HOPE Project assists those experiencing homelessness find housing, obtain medical care, and transportation. Outreach is conducted by City sheriff's deputy and a social worker to assess the needs and connect individuals to resources through compassionate enforcement. The HOPE Project serves vulnerable populations, including the chronically homeless. In 2021 the City leveraged CDBG-CV funds to expand the HOPE team by one full-time case worker. During 2022, the Case Worker has assisted 11 individuals enter the Safe Parking Program, 39 individuals enter interim housing, and 87 individuals enter permanent housing. In 2023, the City continues to partner in the HOPE Project, with 154 individuals experiencing homelessness enrolled, 90 successfully housed, 17 reunited with out-of-state family, 20 offered/accepted employment, 39 placed in temporary shelters, 11 placed in a Safe Parking program, and 39 who received behavioral health services.

According to JFS, the Safe Parking Program provides a safe environment for unsheltered homeless living out of their vehicles while offering resources and services to help them stabilize and transition back into permanent housing. The program includes parking spaces for up to 25 vehicles on an existing parking lot at Encinitas Community and Senior Center. In June of 2022, the Encinitas City Council authorized the extension of the Use Agreement between the City and JFS for an additional three-year period ending June 30, 2025. The program is funded through Homeless Housing Assistance and Prevention ("HHAP") funds obtained by JFS from the San Diego Regional Task Force on Homelessness.

Through CRC, the City funds a program called Opening Doors in Encinitas. This program is aimed at assisting those experiencing homelessness secure permanent housing. Employing the Housing First model, Opening Doors pairs homeless households with a housing navigator to connect them to permanent housing. Since 2016 through June 30, 2023, 238 formerly homeless households have been placed into permanent housing.

On September 27, 2023, the Encinitas City Council approved and authorized a Memorandum of Understanding between the City of Encinitas and the City of Vista to develop a regional collaborative partnership and establish the Buena Creek Navigation Center (BCNC), a low barrier navigation center. The BCNC will be funded through Permanent Local Housing Allocation grant funds and a general fund subsidy to cover the remaining operating and capital costs of the center.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City of Encinitas does not administer ESG funds.

1. Agencies, groups, organizations and others who participated in the process and consultation

Table 2– Agencies, groups, organizations who participated

Organization	Agency/Group/ Organization	What Section of Plan was addressed by consultation?	Briefly describe how organization was consulted. What are anticipated outcomes of the consultation or areas of improved coordination?
Community Resource Center	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Meals on Wheels	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
San Dieguito Alliance	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Interfaith Shelter Network	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Interfaith Community Services	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
YMCA of San Diego	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Easter Seals	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
United Way	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Head Start	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
TERI, Inc	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Legal Aid Society	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
North County Lifeline	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.
Quality Children's Services	Public Services	Needs Assessment	Agency invited to applicant workshop and community meetings. Anticipated outcome of the consultation is improved planning efforts and leveraging opportunities.

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Encinitas consulted with agencies and non-profits that offer programs and assistance to Encinitas residents. No agency or organization was purposely excluded from providing input on the Annual Action Plan.

The City participates in many regional planning efforts and working groups aimed to improve coordination in the delivery of housing and community development related programs and services in the San Diego region. It is important that the City coordinate with local partners and stakeholders to best leverage potential new funding and resources.

Lastly, the City consulted with the County of San Diego's Office of Emergency Services on increasing its resilience to natural hazards for LMI residents, as well as risks expected to increase due to climate change. The County of San Diego has released a countywide framework for recovery planning identifying the roles and responsibilities at the local, state, and federal levels and resources that may be activated to address recovery in the County.

Table 3– Other local / Regional / Federal Planning Efforts Considered

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2013-2021 and 2021-2029 Housing Element	City of Encinitas	The Housing Element is the State-recognized strategy for addressing the City's housing needs. The City's 6 th Cycle Housing Element received State certification in 2021 and this Consolidated Plan aligns with the goals of the Housing Element.
City of Encinitas Annual Strategic Planning	City of Encinitas	The Strategic Plan is regularly updated by the City Council to reflect the Vision, Mission, Operating Principles, and Strategic Focus Areas and Key Goals.
City of Encinitas Climate Action Plan	City of Encinitas	A Climate Action Plan to migrate the impacts of climate change.

AR-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal setting

The City conducted an applicant workshop in January 2024. A total of three (3) people were in attendance. The purpose of the workshop was to provide an overview of the CDBG program, the City's Consolidated Plan, and application process.

On March 20, 2024, the City Council considered the funding recommendations for FY 2024-25 CDBG programs and activities and received public comments from one (1) individual at the public meeting. In addition, one (1) individual provided written comments in support of the recommended action. Residents and stakeholders were notified of the public hearing through a publication in a local newspaper, direct email notification, and posting on the City's Website.

The draft Annual Action Plan is available for public review and comment from March 22, 2024 - April 22, 2024. The draft Annual Action Plan is available on the City's website and at the following public facilities, City Hall, Encinitas Library, Cardiff Library, and Encinitas Senior and Community Center. All public comments received during the 30-day public review period are included in Appendix A. The City Council is scheduled to consider and approve the FY 2024-25 Annual Action Plan at a public hearing on April 24, 2024.

Table 4 – Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received
CDBG applicant Workshop	CDBG Applicants and the general public	The City conducted a workshop for CDBG applicants to provide information about the CDBG program and the City's Annual Action Plan, and application requirements. Three (3) people attended.	All comments are included in Appendix A
City Website	All Encinitas Residents, CDBG Stakeholders and general public	The CDBG applicant workshop, availability of funds notice and public hearing information was posted on the City's website.	All comments are included in Appendix A
Libraries/Community Center	All Encinitas Residents	The draft Annual Action Plan was available on the City's website, at the Cardiff and Encinitas libraries, and the Encinitas Community and Senior Center for review and comment.	All comments are included in Appendix A
Public Notice	All Encinitas Residents and CDBG Stakeholders	The public was notified of the availability of CDBG funds and application period, and public hearings through a publication in a local newspaper.	All comments are included in Appendix A
Public Hearing	All Encinitas Residents and CDBG Stakeholders	On March 20, 2024, the City Council considered the funding recommendations for FY 2024-25 CDBG programs and activities, and received public comments from one (1) individual at the public meeting. In addition, one (1) individual provided written comments in support of the recommended action. The City Council is scheduled to approve the FY 2024-25 Annual Action Plan at a Public Hearing on April 24, 2024.	All comments are included in Appendix A.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c) (1,2)

Introduction

For FY 2024-25, the City of Encinitas anticipates receiving \$297,673.

Table 5 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected remainder of ConPlan:	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	Federal	Public Services Administration Public Facilities Public Infrastructure	\$297,673	\$0		\$297,673	unknown	The annual CDBG grant \$297,673

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

To address the priority needs and objectives identified within the Consolidated Plan, the City receives the following sources of federal funding; CDBG and Section 8 Housing Choice Voucher Program (HCV). The Encinitas Housing Authority administers the Section 8 HCV Program and provides rental subsidies to approximately 105 very low-income Encinitas households annually. The HVC program participants pay approximately 30 percent of their income towards the rent, and the Housing Authority pays the remainder of the rent.

The County of San Diego, as the lead agency in the HOME Consortium, offers a Down payment and Assistance Program for low-income first-time homebuyers. The program provides low-interest, deferred payment loans of up to 17 percent of the purchase price for down payment assistance and four percent, up to \$10,000 in closing costs assistance. The program has home value restrictions currently at \$589,000, which is typically lower than market prices in Encinitas, making it a challenge for eligible homebuyers to find a home. However, eligible Encinitas households are encouraged to participate in this program. Information on the program is posted on the City's website.

The County of San Diego offers two types of HOME tenant-based rental assistance programs: a family reunification program and emancipated foster youth program. The City of Encinitas coordinates with local social service providers to ensure that whenever possible, these regional housing resources are made available to eligible Encinitas households.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Encinitas Housing Authority owns 16 units that are occupied by low-income renter households. Participants of the Section 8 HCV Program occupy many of these units. Any available opportunity to leverage CDBG funds in order to make improvements for accessibility for persons with disabilities or make the units more habitable should be taken. As identified within this Consolidated Plan, affordable housing for renters and homeowners has continued to be a high priority for the City.

As the housing crisis has worsened in California, utilizing publicly owned land for affordable housing development has become an increasingly popular policy solution. In January 2019, Governor Gavin Newsom issued an Executive Order directing State agencies to inventory and assess surplus State properties for their development potential as affordable housing. In addition, in January 2020, the Governor has offered local governments and nonprofits access to public lands for emergency homeless shelters. Unfortunately, the State owns just seven surplus properties, resulting in 25 total acres, in San Diego County (none are in Encinitas). For its part, the City regularly reviews its real estate portfolio and assesses if properties are being put to best use.

The City's Strategic Plan was approved by City Council on February 14, 2023. One of the top priorities identified is to develop a 100 percent affordable housing project, including choosing a site, defining a project, and exploring funding options. On March 22, 2023, City Council directed staff to assess a 100 percent affordable housing project on a City owned site.

Discussion

Funding resources to implement the City's Consolidated Plan are limited. The City operates a forgivable CDBG residential rehab loan program. Should any forgiven loans be paid back to the City prior to the end of the term, the City will allocate those funds in a revolving loan fund to be placed back in the residential rehab program. The City will continue to support social service programs serving City residents; however, resources to support the development of new housing are limited. With incentives such as density bonus, reduced development fees, etc. the City may be able to encourage development of additional housing opportunities for lower income residents.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3) &(e)

(AP) Table 6 – Goals Summary

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Support service to Encinitas low to moderate residents	2024	2025	Non-Homeless Special Needs	LMI Households City Wide	Senior Housing, Services Youth Services	\$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 109 Persons Assisted
Homeless services, prevention, shelter	2024	2025	Homeless Special Needs	LMI Households City Wide	Homeless Services, Prevention, Shelter	\$29,650	Homelessness Prevention: 415 Households Assisted
Fair Housing	2024	2025	Non-Homeless Special Needs	LMI Households City Wide	Fair Housing	\$20,000	Availability/Accessibility Households assisted: 20
Renter and Homeowner Assistance	2024	2025	Housing	LMI Households Citywide	Renter and Homeowner Assistance	\$193,489	Homeowner Housing Rehabilitated: 5 Household Housing Units
CDBG Administration	2024	2025	Planning and Administration	City wide	CDBG Program Administration	\$39,534	Program Administration

Goal Descriptions

Goal	Fair housing
Description	Retain the services of a Fair Housing provider, promote fair housing education and outreach within Encinitas, and continue to test for discrimination.
Goal	Shelter and services for the homeless
Description	Support provision of homeless services, prevention, and shelter, including: employment preparation, food assistance, financial literacy, rental assistance vouchers, temporary and permanent shelter, and other programs aimed at providing homeless households with tools and resources to gain self-sufficient and end or prevent homelessness.
Goal	Renter and homeowner assistance
Description	Rehabilitation to existing housing units for renters and homeowners, and down payment assistance and tenant-based rental assistance through the San Diego HOME Consortium
Goal	Public services for LMI and special needs populations
Description	Support provision of services to Encinitas LMI and special needs populations, including youth and seniors

AP-35 Projects - 91.420, 91.220(d)

Introduction

For FY 2024-25, the City of Encinitas anticipates receiving \$297,673.

Table 7 – Project Information

Project Name	FY 2024-25 CDBG Funding	General Fund
City of Encinitas Development Services - Administration	\$39,534	
Community Resource Center – Homeless Prevention and Intervention	\$29,650	\$350
Meals on Wheels – Senior Meal Service Encinitas	\$10,000	
Coastal Roots Farm	\$5,000	
Fair Housing Services	\$20,000	
City of Encinitas Development Services – Residential Rehabilitation	\$193,489	
Total	\$297,673	\$350

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

Each of the projects identified for funding during FY 2024-25 meet a priority need and goal within the Consolidated Plan. The methodology of funding to all the eligible public service activities has been the past practice of the City for many years. The allocation methodology is to sustain level funding from FY 2023-24 plus a proration of available funds over all the recommended applicants. If the FY 2024-25 grant is more or less than anticipated, adjustments will be made to reflect a proration over all the approved public service activities at fifteen (15) percent of grant funding to comply with the CDBG program funding limits.

The City received five (5) applications from non-profit organizations for public service programs. The total amount requested for public services is \$76,420 which exceeds the FY2024-25 funding. The CDBG program limits 15 percent of annual funding to public services, therefore, the City is not able to fully fund the entire request with CDBG funds. At the March 20, 2024 City Council meeting, the City Council directed staff to fully fund the Community Resource Center and Meals on Wheels, making up the difference from the City's General Fund.

AP-38 Project Summary

Project Summary Information

For FY 2024-25, the City of Encinitas anticipates receiving \$297,673. A total of \$59,534 will be allocated for Program Administration and Fair Housing Services, \$44,650 allocated to public services, \$193,489 allocated to residential rehabilitation projects during FY 2024-25. Project descriptions are provided below.

Project Name	Community Resource Center Homeless Prevention and Intervention
Goals Supported	Homeless Services, Prevention and Shelter
Needs Addressed	Homeless Services, Prevention and Shelter
Funding	CDBG: \$29,650 General Fund: \$350
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	415
Location Description	Community Resource Center is located at 650 Second Street, Encinitas, CA 92024.
Planned Activities	Community Resource Center offers a variety of services through its Homeless Prevention and Intervention Services program including financial literacy classes, employment preparation, food and utility assistance, supportive shelter, and case management for episodically homeless Encinitas families. The program also offers motel vouchers to provide intermediate shelter for low-income Encinitas families, as well as case management to ensure a successful transition to more permanent housing.
Project Name	Meals on Wheels
Goals Supported	Senior Services
Needs Addressed	Senior Seniors
Funding	CDBG: \$10,000
Target Date	06/30/2025
Estimate the number and type of families that will benefit from the proposed activities	75 low-income senior households
Location Description	City-wide
Planned Activities	The program provides meals and welfare checks to low-income Encinitas seniors.
Project Name	Coastal Roots Farm
Goals Supported	Senior Services
Needs Addressed	Senior Services
Funding	CDBG: \$5,000
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	34 low-income senior households at Cantabria Senior Homes
Location Description	City-wide.

Planned Activities	Provide low-income seniors with organic, nutrient-dense vegetables, herbs, and eggs. The Farm not only offers high-quality nutrition in accessible ways but also provides seniors with one-on-one interactions and educational resources.
Project Name	Legal Aid Society San Diego - Fair Housing Services
Goals Supported	Fair Housing
Needs Addressed	Fair Housing
Funding	CDBG: \$20,000
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 Encinitas households will benefit from this activity.
Location Description	City-wide.
Planned Activities	Fair Housing services include education and outreach to residents, landlords, and property managers. Fair housing counseling for tenants and landlords and testing to ascertain level of housing discrimination in Encinitas.
Project Name	Residential Rehabilitation
Goals Supported	Assistance to low-income renters and homeowners
Needs Addressed	Renter and homeowner assistance
Funding	\$193,489
Description	6/30/2025
Target Date	5 low-income households
Estimate the number and type of families that will benefit from the proposed activities	Throughout the City
Location Description	The program provides financial assistance to low-income homeowners to make repairs to their homes
Planned Activities	Assistance to low-income renters and homeowners
Project Name	Program Administration
Goals Supported	N/A
Needs Addressed	N/A
Funding	CDBG: \$39,534 General Fund:
Description	Overall program oversight and implementation
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	N/A
Location Description	City-wide.
Planned Activities	Oversee compliance, manage budget, conduct monitoring, provide technical assistance, contract management.

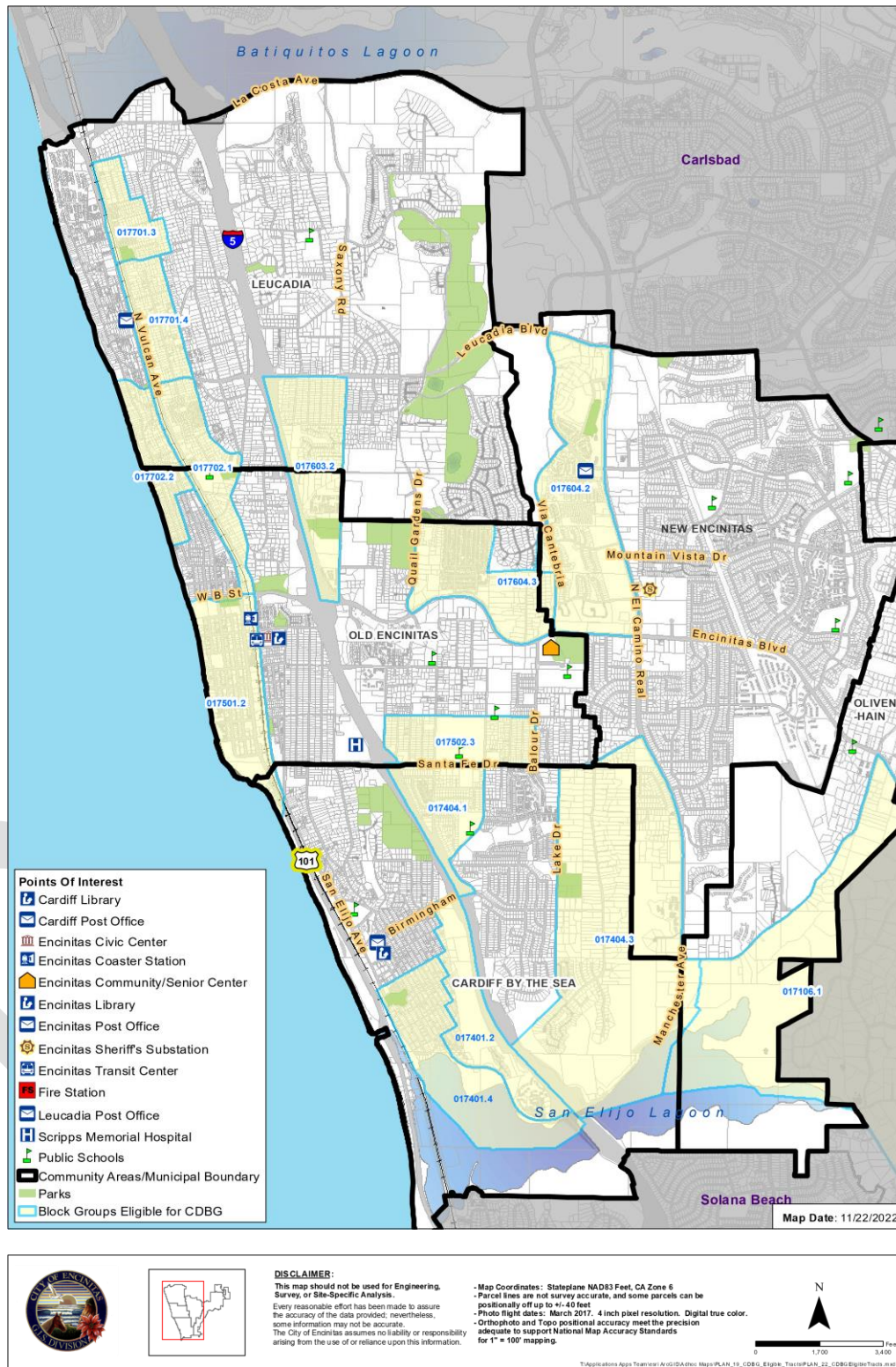
AP-50 Geographic Distribution - 91.420, 91.220(f)

As a relatively small jurisdiction, the City will not be allocating funding on a geographic basis. Funding will be provided to activities and programs based on quality and quantity of applications, as well as their alignment with the Consolidated Plan's priorities and goals. However, some activities must occur within CDBG-eligible block groups. The map below shows the LMI block groups (bounded in blue and highlighted in yellow) in Encinitas that are eligible for place based CDBG activities. Communities with no or very few areas in which 51 percent of residents are LMI have been authorized as Exception Grantees by HUD and are able to undertake area benefit activities.

According to HUD, "Section 105(c)(2)(A)(ii) of the Housing and Community Development Act of 1974, as amended, states that an activity shall be considered to principally benefit low- and moderate-income persons when the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income." ¹

¹ <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-exception-grantees/>

This map highlights the eligible census block group areas based on HUD criteria and the most recent American Community Survey (ACS) data.



AP-75 Action Plan Barriers to Affordable Housing - 91.420, 91.220(j)

Introduction:

As discussed within the Consolidated Plan and within this Annual Action Plan, the need for affordable housing for Encinitas residents is great. Due to several factors, including the City's desirable location, limited land supply, high cost of land, and limited financial resources, the development of affordable housing continues to be a challenge. According to Redfin, in January 2024, the median sales price of a single-family home in the County of San Diego was \$909,000, compared to the median sales price of a single-family home in the City of Encinitas, with a median sales price of \$1.4M.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment:

The City of Encinitas is making great strides to reduce land use and zoning regulations and encourage the development of affordable units.

On April 7, 2021, the City Council adopted the 6th Cycle Housing Element (Resolution No. 2021-16), which was found in substantial compliance with State Housing Element Law by HCD in July 2021. The status of the programs and policies contained within the Housing Element are provided to the public and City Council on an annual basis as a part of the City's Annual Progress Report that is submitted to the state.

The City of Encinitas continues to make amendments as needed to comply with various State Housing Laws, such as the Density Bonus law, which enables developers to seek an increase in density and/or request waivers and concessions in exchange for affordable units. The City of Encinitas also has a local Inclusionary Policy, which requires new residential development to contribute to the production of affordable housing. The City Council took actions to amend the Inclusionary Policy in 2021 to increase the requirement 5 percent, to 15% Very Low, or 20% low-income. Additional amendments made in 2021 were to establish in-lieu fees as an alternative compliance option, as well as fees for Residential Care Facilities. The Inclusionary Ordinance received California Coastal Commission approval on May 11, 2022.

In April 2019, the City of Encinitas finalized the Permit Ready Accessory Dwelling Unit (PRADU) Program which encourages the construction of ADUs by offering property owners a selection of eight pre-approved ADU building plans that can be downloaded from the City's website. The program assists property owners in creating ADUs by providing customizable plans, expediting the process, and reducing preconstruction fees. During 2023, eight (8) PRADU building permits were issued and eight (8) received certification of occupancy. Encinitas also continues to waive planning fees associated with the development of new ADUs. During CY 2023, 105 new building permits were issued for new ADU's.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Entitlement Jurisdictions receiving CDBG funding are required to take actions to affirmatively further fair housing. Fair housing is achieved by ensuring that people are not denied access to housing opportunities because of their race, ethnicity, religion, disability or familial status. The City of Encinitas affirmatively furthers fair housing by contracting for the provision of fair housing services and testing to determine the level of fair housing discrimination in Encinitas. The fair housing services include outreach and education to residents, property managers, lenders, and housing developers, legal assistance or referrals, tenant/landlord mediation, and assistance with filing complaints to HUD.

Entitlement cities report on their efforts to affirmatively further housing choice by completing the Analysis of Impediments to Fair Housing Choice (AI). The AI is a review of impediments or barriers that affect the rights of fair housing choice. The report provides a demographic profile of the County, assesses housing needs of specific income groups, and evaluates housing opportunities available for residents. The AI also analyzes both private market and public sector conditions that may limit or impede access and availability of housing for all segments of the population. While this report assesses the nature and extent of housing discrimination, it also focuses on developing solutions to mitigate or remove such impediments. The City of Encinitas participated in a regional effort to create the previous three AIs. The FY 2020-25 Analysis of Impediments was approved by the City Council in June 2020. In August 2023, the City expressed interest to participate in the Regional AI for both CDBG and the PHA.

Current Efforts: On April 7, 2021, the City Council adopted the 6th Cycle Housing Element (Resolution No. 2021-16), which was found in substantial compliance with State Housing Element Law by HCD. The status of the programs and policies contained within the Housing Element are provided to the public and City Council on an annual basis, typically in March each year.

The City worked with a consultant to conduct a study to identify and review barriers to racial and ethnic equity in the Encinitas housing market. On January 17, 2024, the Barriers to Racial and Ethnic Equity in Housing study was presented to City Council. The Barriers to Racial and Ethnic Equity in Housing study identified those census tracts in the City with the lowest incomes and those with the highest proportion of BIPOC (Black, Indigenous, People of Color) residents.

Actions planned to address obstacles to meeting underserved needs

The City participates in a regional Analysis of Impediments to Fair Housing Choice (AI). The impediments identified as part of the AI are obstacles the City must overcome to provide for its residents. The City's impediments are included in this Annual Action Plan.

Actions planned to foster and maintain affordable housing

The need for affordable housing in Encinitas is great, and far exceeds the available resources to meet that need. According to Redfin, in January 2024, the median sales price of a single-family

home in the County of San Diego was \$909,000, compared to the median sales price of a single-family home in the City of Encinitas, with a median sales price of \$1.4M. While CDBG may be used to leverage affordable housing development, it is not a sufficient tool to solve the complex issue of providing affordable housing in Encinitas. The City of Encinitas does have the following resources for the creation and maintenance of affordable housing.

Housing Element. The City of Encinitas Housing Element contains many goals and policies geared toward assisting low to moderate income households to find and keep decent and affordable housing.

Density Bonus State Law. The City of Encinitas continues to revise its Density Bonus ordinance to comply with State law. The Density Bonus State law provides new affordable rental and for-sale housing through the development of new subdivisions, when the developer seeks an increase in density above what the property's underlying zoning would allow.

Affordable Unit Policy. The City of Encinitas offers an amnesty program for homeowners of accessory units that were created without building permits. Once the unit has been brought up to current building and fire code, a covenant is placed on the property reserving the unit as a low-income rental.

Local Inclusionary Housing Policy. The Inclusionary Ordinance requires developers of new residential projects to provide affordable housing; either on on-site or an alternative compliance method. The affordable units can be offered as a rental or homeownership opportunity and are restricted in perpetuity. The City Council took actions to amend the Inclusionary Policy in 2021 to increase the requirement 5 percent, to 15% Very Low, or 20% low-income. Additional amendments made in 2021 were to establish in-lieu fees as an alternative compliance option, as well as fees for Residential Care Facilities. The Inclusionary Ordinance received California Coastal Commission approval on May 11, 2022.

HOME Program. The County of San Diego, as the lead agency in the HOME Consortium, offers a Down payment and Assistance Program for low-income first-time homebuyers. The program provides first-time homebuyers low-interest, deferred payment loans of up to 22% of the purchase price for down payment assistance and 4%, up to \$10,000 in closing costs assistance. The program has home value restrictions currently at \$676,000, which is typically lower than market prices in Encinitas, making it a challenge for eligible homebuyers to find a home. However, eligible Encinitas Households are encouraged to participate in this program. Information on the program is posted on the City's website.

Actions planned to reduce lead-based paint hazards

HUD requires that all CDBG and HOME funded activities comply with HUD's regulations regarding lead-based paint. In accordance with program requirements, the City of Encinitas' Residential Rehabilitation Program requires that each home assisted and built prior to 1978 must undergo lead-based paint testing. If deteriorated lead-based paint surfaces are found, it must be stabilized during the rehabilitation of the property. Abatement must be performed by a certified lead-based paint professional with a certified lead-based paint assessor issuing a Clearance Inspection

prior to the issuance of the Notice of Completion.

Actions planned to reduce the number of poverty-level families

Based on the latest ACS data, approximately 6.7 percent of Encinitas residents are living at or below the federal poverty level. This is lower than both California's and the nation's rate, but any amount of poverty is unacceptable. Many issues related to poverty are outside of the City's reach, but the City can and will utilize all available tools and resources to assist those residents living at or below the federal poverty level.

A major partner in reducing poverty in Encinitas is the County, which administers the CalWORKs Program. CalWORKs provides cash aid to needy families to cover the cost of essentials like housing, healthcare, and clothing. It also supports job training through the County and the Community College Districts. The County also administers CalFresh, the federally funded food assistance program that is widely regarded as one of the most impactful anti-poverty programs in the country. The program has demonstrated positive economic impacts, improved health outcomes, and decreased food insecurity.²

The City supplements the County's services with its own resources, including rental assistance vouchers through the local housing authority, CDBG-funded public services, and activities funded by the General Fund. Additionally, the City will seek out any opportunities to create or fund affordable housing for the City's extremely low-income populations.

Rental assistance and affordable housing. The Housing Authority provides rental assistance to approximately 107 households through Section 8 Housing Choice Vouchers. Additionally, the City continuously seeks opportunities to create or fund affordable housing for the City's extremely low-income populations.

Adult education. Mira Costa College and Adult School provides low-cost education, including night and online classes for working adults. The college offers academic degrees and certifications in many fields, which can enable graduates to find new careers and better job opportunities.

Job training and employment preparation. The County's Regional Occupational Program provides job training in specialized and technical vocations. The San Diego Workforce Partnership offers free job training and job placement programs through dozens of organizations countywide. The City of Encinitas will also support the Community Resource Center in Encinitas, which includes employment preparation with their Homeless Prevention and Intervention Services programs.

Health and human services. The County of San Diego funds various non-profit organizations and provides health care and social services, including North County Health Services. This agency operates clinics in Encinitas and Oceanside that provide health care for indigent people, as well as a maternity healthcare clinic. The City of Encinitas will also continue to support organizations that offer health and social services to Encinitas low-income residents, such as drug abuse counseling and food programs.

² "The Positive Effect of SNAP Benefits on Participants and Communities," Food Research and Action Center (FRAC).

Childcare. Encinitas has several low-cost childcare centers, as well as many small and large family day care homes. Quality Children's Services operates a preschool program in Encinitas. Additionally, two Head Start centers for children under five years of age operate in Encinitas.

Actions planned to develop institutional structure

The CBDG program is managed by the Policy Planning and Housing Division within the Development Services Department. The Policy Planning and Housing Division is the responsible department for coordinating efforts with the San Diego HOME Consortium, and monitoring of existing HOME programs. The Policy Planning and Housing Division also monitors all the deed restricted units within the City and works very closely with property managers and developers to ensure that compliance with affordability restrictions is maintained.

The Development Services Department offers the opportunity to meet with City Staff in order to become more familiar with the City programs, processes, and requirements prior to application submittal. These meetings are referred to as Staff Advisory Committee (SAC) meetings and are provided free of charge. Developers of housing with affordability requirements are provided with all the necessary information and technical assistance prior to application submittal.

Actions planned to enhance coordination between public and private housing and social service agencies

The City participates in the County of San Diego HOME Consortium, which includes the County of San Diego, and five other cities (San Marcos, Vista, Carlsbad, Santee and La Mesa). Members of the Consortium meet to plan strategies and coordinate funding.

Throughout the duration of the Annual Action Plan, the City will continue to participate in the following regional committees: SANDAG Regional Housing Workforce Group; Regional Task Force on the Homeless; San Diego Regional Alliance for Fair Housing (SDRAFFH); Community Development Block Group Administrators Meeting; and the North County Winter Shelter Collaborative.

The City will continue to maintain partnerships with other local public and private agencies on regional solutions to long-term housing and community development problems. The City will continue to provide technical assistance to developers and community-based organizations that assist the City in the provision of affordable housing and facilities, as these are invaluable partnerships. The City will also encourage coordination and collaboration between non-profit agencies, housing providers and government agencies. Lastly, the City will maintain contact with trade organizations, such as the Building Industry Association (BIA), San Diego Apartment Association (SDAA) and the San Diego Housing Federation. The City will use these partnerships to help achieve the goals and objectives in the FY 2020-25 Consolidated Plan.

The City of Encinitas Housing Authority is housed within the Policy Planning and Housing Division; therefore, the City is easily able to coordinate directly with the Housing Authority and is able to use the Housing Authority to help fulfill the City's overall housing goals and objectives.

Finally, the City will continue to network and share information with other Housing Authorities

through participation in the National Association of Housing and Redevelopment Officials and the Housing Authority Association of Southern California.

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I) (1,2,4)

Introduction

The following section describes other program-specific requirements.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

The City of Encinitas does not expect to receive any program income during FY 2024-25.

Other CDBG Requirements

1. The amount of urgent need activities	0
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The City of Encinitas does not have any urgent need activities.

APPENDIX A – CITIZEN PARTICIPATION MATERIALS

DRAFT



AGENDA REPORT

City Council

**MEETING
DATE:**

March 20, 2024

**PREPARED
BY:**

Cindy Schubert
Management Analyst

**DEPARTMENT
DIRECTOR:**

Kerry Kusiak

DEPARTMENT: Development Services

**CITY
MANAGER:**

Pamela Antil

SUBJECT:

Public Hearing to consider funding requests for the FY 2024-25 Community Development Block Grant ("CDBG") Program

RECOMMENDED ACTION:

Staff recommends the following actions:

1. Authorize funding for activities delineated in Attachment 1 and in the Analysis Section of the Agenda Report, for incorporation into the draft FY 2024-25 Annual Action Plan; and
2. Continue the Public Hearing to April 24, 2024, to gather public input prior to Council's consideration of the FY 2024-25 Annual Action Plan.

ENVIRONMENTAL CONSIDERATIONS:

The action being considered by the City Council is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(3) of the CEQA Guidelines because it is not defined as a "project" under Section 15378(b)(5). The action involves an organizational or administrative activity of government that will not result in direct or indirect physical change in the environment.

This item is not related to the Climate Action Plan.

STRATEGIC PLAN:

This item relates to the Housing & Affordability focus area by providing diverse and affordable housing, including workforce housing, having a roof over everyone's head, engaging underrepresented populations, and ensuring the provision of support services.

FISCAL CONSIDERATIONS:

As of the writing of this report, the actual FY 2024-25 CDBG entitlement award for the City of Encinitas is not known. Assuming a slight reduction from current year funding, the estimated FY 2024-25 grant is \$297,673. The actual award may vary depending upon Congressional budget approval. Once the grant award is known, adjustments will be made as discussed further in this report.

Funding for the CDBG program comes from the U.S. Department of Housing and Urban Development (“HUD”). The grant program utilizes a reimbursement process, which requires City general funds to be expended for approved activities, and then funds are reimbursed from HUD. The CDBG program allows 20 percent of the grant funds to be used for administration, which is estimated at \$59,534 for FY 2024-25. Administrative costs over the amount provided through the CDBG grant are included in the Development Services Department operating budget.

BACKGROUND:

Since 1990, the City has been a CDBG entitlement jurisdiction, which allows the City to develop funding priorities to address a variety of community development needs. The CDBG program has three national objectives: (1) benefit low/moderate income persons; (2) aid in prevention of slum and blight; and (3) meet an urgent local need. The urgent need category is rarely used and designed to alleviate emergency conditions, such as natural disasters. CDBG funds must be used to implement goals prioritized in the City's Consolidated Plan. The Consolidated Plan identifies the community development and housing needs of the City's low-income residents, and strategies to meet those needs over a five-year period. The Annual Action Plan is the mechanism by which projects and programs are funded to meet the goals identified in the Consolidated Plan.

On April 22, 2020, the City Council approved the FY 2020-25 Consolidated Plan. Each year a new Annual Action Plan is presented to the City Council for approval. The FY 2023-24 Annual Action Plan was approved on April 26, 2023. The subject of this report is the FY 2024-25 Annual Action Plan.

ANALYSIS:

Because the CDBG program has certain funding limitations, funds are generally parceled into three main groups: public services, planning and administration; and other. Below is an overview of those categories and key details pertaining to the City of Encinitas' program.

Category	Key Details	FY 2024-25 Funding
Public Services	<ul style="list-style-type: none">• Programs directly assisting specific populations• Services carried out by non-profit agencies• Serve low-income Encinitas households• Funding capped at 15 percent of grant	\$44,650

Planning and Administration	<ul style="list-style-type: none"> • Subrecipient oversight • Compliance with federal requirements • Financial management • Public noticing and auditing • Fair Housing services • Funding capped at 20 percent of grant 	\$59,534
Other	<ul style="list-style-type: none"> • Projects that address ADA compliance • Facility Improvements for non-profit service providers • Public infrastructure in targeted areas • Acquisition and/or rehabilitation of low-income housing 	\$193,489

Each year, CDBG applications are made available to solicit eligible programs and projects that assist low-income households and vulnerable populations. The FY 2024-25 CDBG application period was open from January 8, 2024, through February 7, 2024. Staff offered a free public workshop for interested applicants on January 16, 2024. The workshop was held in a virtual setting and was attended by representatives of three (3) community members/organizations.

A total of five (5) non-profit public service providers submitted applications (Community Resource Center, Meals-on-Wheels, Interfaith Community Services, Legal Aid Society of San Diego and Coastal Roots Farm) of which four (4) are being recommended for funding as described in more detail below. It is important to note that one of the four recommended funding requests received (Legal Aid Society of San Diego) was for fair housing services, which is recommended to be fully funded from the Administration category as discussed in this report.

1. Public Services

The City received applications from the following providers:

Organization	Activity	FY 2024-25	
		Request	Recommended
Community Resource Center	Homeless Services	\$30,000	\$21,021
Meals-on-Wheels	Senior Meal Delivery	\$10,000	\$7,208
Interfaith Community Services	Bridge to Housing Network	\$20,000	\$0
Coastal Roots Farm	Senior Food Delivery	\$5,000	\$5,000
City of Encinitas Development Services Department	Buena Creek Navigation Center, Homeless Navigation Center	\$11,420	\$11,420
Subtotal:		\$76,420	\$44,649

Homeless Shelter and Senior Services are identified as high priorities in the City's FY 2020-25 Consolidated Plan. Each of the organizations recommended for funding is a current CDBG subrecipient and is in good standing.

Community Resource Center - Requested \$30,000 for its Homeless Prevention and Intervention Services program. The program offers a variety of services including financial literacy, employment preparation, food assistance, supportive shelter, and case management for low-income and episodically homeless Encinitas families. The project goal is to help Encinitas neighbors obtain healthy food and stable homes, leading to permanent housing, housing

retention, and improved health and well-being for approximately 415 low-income Encinitas residents who are currently experiencing homelessness or at risk of homelessness.

Meals-on-Wheels Greater San Diego - Requested \$10,000 for its Meal Delivery program. The program provides daily meal delivery service, and safety and welfare checks to approximately 75 low-income homebound seniors in Encinitas. Meals on Wheels has consistently met or exceeded goals from previous CDBG grant awards.

Interfaith Community Services (“ICS”) - Requested \$20,000 for the Bridge to Housing Network program. The Bridge to Housing Network provides homeless households with shelter and tools to move towards self-sufficiency. The Bridge to Housing Network operates three permanent shelters and two rotational shelters. These shelters include La Posada (Carlsbad), Haven House (Escondido), Operate HOPE (Vista), and Interfaith Shelter Network’s rotational shelter program. The goal is to serve at least 30 Encinitas homeless households at those shelters.

It is not recommended that ICS be awarded FY 2024-25 funds due to low performance in FY 2023-24. ICS’s FY 2023-24 goal is to provide emergency shelter to thirty (30) homeless Encinitas community members. At the end of the second quarter, only 6 individuals from Encinitas have received shelter. In addition, our Homeless Solutions Manager expects to shelter Encinitas individuals at the Buena Creek Navigation Center where Encinitas has dedicated beds.

Coastal Roots Farm – Requested \$5,000 for Coastal Roots Farm’s food distribution program at Mercy Housing’s Cantebria Senior Homes. The goal is to serve 34 low-income seniors with organic, nutrient-dense vegetables, herbs, and eggs. The Farm not only offers high-quality nutrition in accessible ways but also provides seniors with one-on-one interactions and educational resources.

Buena Creek Navigation Center (“BCNC”) – The Cities of Vista and Encinitas have established the BCNC in Vista as an adult only low-barrier navigation center. BCNC will provide onsite services to provide a secure environment where people experiencing homelessness in Vista and Encinitas may shelter, heal, and get on a path towards self-sufficiency. BCNC will provide shelter and services to a minimum of 63 unduplicated Encinitas residents experiencing homelessness. CDBG funding is supplemental to PHLA funding and the City’s general fund. This goal will be met in coordination with the combined funding.

If the FY 2024-25 grant is more or less than anticipated, adjustments will be made to reflect a proration over all the approved public service activities at fifteen (15) percent of grant funding, to comply with the CDBG program funding limits.

2. Planning & Administration

As previously identified, the applicant providing fair housing services is identified below:

Organization	Activity	FY 2024-25	
		Request	Recommended
City of Encinitas	Administration	\$39,534	\$39,534
Legal Aid Society of San Diego	Fair Housing Services	\$20,000	\$20,000
Subtotal:		\$59,534	\$59,534

Legal Aid Society of San Diego is requesting \$20,000 for Fair Housing Services. Legal Aid provides free workshops for housing providers and residents, conducts randomized tests to

assess the level of discrimination in housing, and produces educational materials in a variety of languages. Legal Aid operates a Fair Housing hotline to assist low-income residents with fair housing questions and concerns, including pursuing cases where violations are suspected.

Compliance with fair housing laws (including ensuring services are available) is required as a condition of federal funding. The CDBG program allows fair housing services to be funded from the administration category or the public services category. To maximize available public service funds, fair housing services continue to be funded from the administration category.

Should the FY 2024-25 grant be more or less than anticipated, adjustments will be made to reflect twenty (20) percent of entitlement funding to approved program administration.

3. Other

Organization	Activity	FY 2024-25	
		Request	Recommended
City of Encinitas Development Services Department	Residential Rehabilitation	\$193,489	\$193,489
Subtotal:		\$193,489	\$193,489

The Development Services Department is requesting \$193,489 for its Residential Rehabilitation program. The program offers low-income homeowners financial assistance (grants and loans) to make needed repairs to their homes. Typical repairs include addressing health and safety issues, such as broken windows or leaking roofs, and making modifications for disabilities.

Public Participation

Providing opportunities for public engagement is vital to addressing the needs of the community. Staff utilizes many tools and resources to make information accessible and available, including publishing notices in the Coast News, direct e-mail notifications, website updates, and weekly City newsletters. Additionally, a public workshop was offered to the community on January 16, 2024. Public comments or questions received on this item will be included for City Council consideration.

Next Steps: FY 2024-25 Annual Action Plan

The Action Plan describes the activities and projects funded during the program year, and how each activity meets a national objective and an identified community need. Following the City Council's determination of which activities will receive CDBG funding, staff will prepare the draft FY 2024-25 Action Plan. A 30-day public review and comment period will be established for review of the draft Action Plan. The plan will be available for review on the City's website and at the Development Services Department during regular business hours. The FY 2024-25 Action Plan will be presented to City Council for consideration, tentatively on April 24, 2024, and then submitted to HUD for review and acceptance prior to the deadline of May 16, 2024. Funding agreements with organizations will be executed after HUD has committed funding.

ATTACHMENT(S):

1. Summary - CDBG Funding Recommendations FY 2024-25
2. Summary - CDBG Accomplishments FY 2022-23

**Community Development Block Grant (CDBG) Program
FY 2024-25 Funding Recommendations**

PUBLIC SERVICES				
Organization	Activity	Anticipated Outcome	FY 2024-25	
			Request	Recommend
Community Resource Center	Homeless Services	Assist 415 Encinitas households	\$30,000	\$21,021
Meals-on-Wheels	Senior Meal Delivery	Assist 75 Encinitas seniors	\$10,000	\$7,208
Interfaith Community Services	Bridge to Housing Network	Shelter 30 Encinitas residents	\$20,000	\$0
Coastal Roots Farm	Senior Food Delivery	Assist 34 Encinitas seniors	\$5,000	\$5,000
City of Encinitas Development Services Department	Buena Creek Navigation Center Homeless Navigation Center	Provide shelter and services to 63 Encinitas residents	\$11,420	\$11,420
Subtotal:			\$76,420	\$44,649
PLANNING & ADMINISTRATION				
Organization	Activity	Anticipated Outcome	FY 2024-25	
			Request	Recommend
City of Encinitas	Administration		\$39,534	\$39,534
Legal Aid Society San Diego	Fair Housing	Assist 20 Encinitas households	\$20,000	\$20,000
Subtotal:			\$59,534	\$59,534
OTHER				
Organization	Activity	Anticipated Outcome	FY 2024-25	
			Request	Recommend
City of Encinitas Development Services Department	Residential Rehabilitation	Rehabilitate 8 Lower Income Households	\$193,489	\$193,489
Subtotal:			\$193,489	\$193,489
TOTAL:			\$329,443	\$297,672

SUMMARY FY 2022-23
CDBG PROGRAM FUNDING AND ACCOMPLISHMENTS

Public Services			
	Allocated	Expended	Accomplishments
Community Resource Center	\$22,821.00 (+\$2,179 General Fund Subsidy)	\$22,821.00 (+\$2,179 General Fund Subsidy)	407 Encinitas households assisted
Meals on Wheels Senior Meal Service Encinitas	\$7,826.00 (+\$2,174 General Fund Subsidy)	\$7,826.00 (+\$2,174 General Fund Subsidy)	73 Encinitas seniors assisted
Interfaith Community Services Bridge to Housing	\$17,826.00 (+\$2,174 General Fund Subsidy)	\$17,826.00 (+\$2,174 General Fund Subsidy)	28 Encinitas homeless persons sheltered
Subtotal	\$48,473.00	\$48,473.00	508 Encinitas households assisted
Capital Improvements and Other Projects			
	Allocated	Expended	Accomplishments
CIP	\$210,055.00	\$0	One sidewalk project and ADA curb cuts are underway.
Subtotal	\$210,055.00	\$0	
Planning and Administration			
	Allocated	Expended	Accomplishments
Program Administration	\$44,631.00	\$44,631.00	Overall program administration
Fair Housing Services - Legal Aid Society of San Diego	\$20,000.00	\$17,970.89	20 Encinitas residents assisted
Subtotal	\$64,631.00	\$62,601.89	20 Encinitas residents assisted
TOTAL	\$323,159	\$111,074.89	528 Encinitas households assisted

CDBG-CV RESPONSE SUMMARY

CDBG-CV FY 2022-23			
CDBG-CV Funds	Allocated	Expended	Accomplishments
Homeless Response	\$182,499.95	\$182,499.95	213 Encinitas households assisted
Program Administration	\$13,997.87	\$5,633.90	
TOTAL	\$196,497.82	\$188,133.85	

From: [Amalea Romero](#)
To: [Cindy Schubert](#)
Subject: RE: CDBG Funding Recommendations
Date: Tuesday, March 19, 2024 8:51:39 AM

CAUTION: External Email. Do not click any links or open attachments unless you recognize the sender, verified their email address, and know the content is safe.

Hello Cindy,

Here is Legal Aid's Society's comment:

Legal Aid Society of San Diego is in favor of the recommendation to approve continued CDBG funding for fair housing services. For many years, Legal Aid has provided fair housing services to residents of Encinitas through direct client services, education and outreach, and testing. These critical services support the goal of overcoming fair housing obstacles faced by the community.

Amalea Romero

Fair Housing Managing Attorney
Legal Aid Society of San Diego

From: Cindy Schubert <cschubert@encinitasca.gov>
Sent: Monday, March 18, 2024 3:55 PM
To: Cindy Schubert <cschubert@encinitasca.gov>
Subject: CDBG Funding Recommendations

Good afternoon,

On March 20, 2024, the City Council is scheduled to review CDBG funding recommendations for FY 2024-25. The recommendations can be reviewed in the Agenda Report, which are posted on the City's website, which can be accessed here: <https://encinitasca.gov/Government/Agendas-Webcasts>. Those interested in providing comments may do so by emailing me directly, mailing (or dropping off) written comments at City Hall or may provide comments in-person at the March 20, 2024, City Council meeting. The City Council meeting is being held in-person at 505 S. Vulcan Avenue, Encinitas CA 92024 at 6pm on Wednesday, March 20, 2024.

Please contact me with questions, thank you.

Kind regards,

| **Cindy Schubert**



Housing Management Analyst
Development Services Department
505 S. Vulcan Ave, Encinitas, CA 92024
760.633.2726

My City Hall office hours are: Monday-Thursday 7:00am-5:00pm and every other Friday 7:00am-3:30pm

Correspondents should be aware that all communications to and from this address are subject to public disclosure and may be reviewed by third parties.

Conduct business with the City of Encinitas [online](#) from the convenience of your office, home, or mobile device!

[Please tell us how we are doing.](#)

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(760) 436-9737

Proof of Publication

STATE OF CALIFORNIA, ss.
COUNTY OF SAN DIEGO,

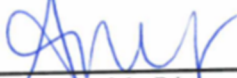
I am a citizen of the United States and a resident of the
county aforesaid.

I am over the age of eighteen years, and not a party to or
interested in the above-entitled matter.

I am principal clerk of the printer of The Coast News, a
newspaper printed and published weekly and which newspaper has
been adjudged a newspaper of general circulation for the cities of
Carmel Valley, Del Mar, Solana Beach, Encinitas, Cardiff,
Carlsbad, Oceanside, Rancho Santa Fe, Vista, San Marcos,
Escondido, San Diego, the County of San Diego and the County
Judicial District by the Superior Court of the State of California,
County of San Diego (8/4/94, #677114, B2393, P396); and that the
notice, of which the annexed is a printed copy, has been published
in, each regular and entire issue of said newspaper and not in any
supplement thereof on the following dates, to-wit:

March 01, 2024

I certify under penalty of perjury that the
foregoing is true and correct. Executed at
Encinitas, County of San Diego, State of
California on this 1st of March 2024.


Clerk of the Printer

Space above for Court Clerk's Filing Stamp

CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT LEGAL NOTICE OF PUBLIC HEARING BY THE CITY COUNCIL	
Housing and Community Development Activities FY 2024-25 Funding Recommendations	
PLACE OF MEETING:	Council Chambers, Civic Center 505 S. Vulcan Avenue Encinitas, CA 92024
IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT/SECTION 504 REHABILITATION ACT OF 1973 AND TITLE VI, THIS AGENCY IS AN EQUAL OPPORTUNITY PUBLIC ENTITY AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, ETHNIC ORIGIN, NATIONAL ORIGIN, SEX, RELIGION, VETERANS STATUS OR PHYSICAL OR MENTAL DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICE. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY CLERK AT (760) 633-2601 AT LEAST 72 HOURS PRIOR TO THE MEETING. PARA ASISTENCIA EN ESPAÑOL, POR FAVOR LLAME AL (760) 943-2150.	
It is hereby given that the City Council will conduct a Public Hearing on Wednesday, March 20, 2024, at 6:00 p.m., or as soon as possible thereafter, to discuss the following item of the City of Encinitas:	
PROJECT DESCRIPTION: The City Council will consider funding recommendations for proposed FY 2024-25 activities funded through the federal Community Development Block Grant (CDBG) program. The City of Encinitas expects to receive a FY 2024-25 grant award of \$297,673 of which an estimated \$44,630 is being considered for public services, \$59,534 is being considered for program administration and fair housing, and \$193,489 is considered for other activities. The funding recommendations include the following: homeless prevention and shelter, senior services, program administration, fair housing activities, residential rehabilitation, and public infrastructure improvements to address ADA compliance. ENVIRONMENTAL STATUS: The action before the City Council is to consider funding for eligible projects under the federal CDBG program which is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(3) of the CEQA Guidelines because it is not defined as a "project" under Section 15378(b)(5). The funding activity will not result in a direct or reasonably foreseeable indirect physical change in the environment. STAFF CONTACT: Cindy Schubert, Management Analyst: (760) 633-2726 or cschubert@encinitasca.gov	
The FY 2024-25 CDBG funding recommendations Agenda Report will be available prior to the public hearing on the City's website at www.encinitasca.gov under Agendas and Webcasts by March 14, 2024. For further information, please contact staff with questions or to provide comments. The public may also provide comments at the Public Hearing on March 20, 2024.	
03/01/2024 CN 28599	

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STATE OF CALIFORNIA, ss.
COUNTY OF SAN DIEGO,

I am a citizen of the United States and a resident of the
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I am principal clerk of the printer of The Coast News, a
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Escondido, San Diego, the County of San Diego and the County
Judicial District by the Superior Court of the State of California,
County of San Diego (8/4/94, #677114, B2393, P396); and that the
notice, of which the annexed is a printed copy, has been published
in, each regular and entire issue of said newspaper and not in any
supplement thereof on the following dates, to-wit:

December 22, 2023

I certify under penalty of perjury that the
foregoing is true and correct. Executed at
Encinitas, County of San Diego, State of
California on this 22nd of December 2023.

Amey

Clerk of the Printer

Space above for Court Clerk's Filing Stamp



PUBLIC NOTICE

CITY OF ENCINITAS

NOTICE OF FUNDING AVAILABILITY

*Department of Housing and Urban Development
Community Development Block Grant Program*

Beginning **January 8, 2024**, the City of Encinitas is soliciting proposals for projects, activities, and programs under the federal **Community Development Block Grant Program (CDBG)** for the Fiscal Year (FY) 2024-25 (July 1, 2024- June 30, 2025).

The CDBG program is funded by the U.S. Department of Housing and Urban Development (HUD). The City of Encinitas is an entitlement community and receives CDBG directly from HUD to address local community development needs.

The City of Encinitas anticipates an estimated annual allocation of **\$297,673** for FY 2024-25 with estimated available funds in the following categories:

• Public Services	\$ 44,650
• Program Administration	\$ 39,534
• Fair Housing Services	\$ 20,000
• Facility Improvements, Residential Rehabilitation, and CIP Projects	\$193,489

Applications are available beginning on **Monday, January 8, 2024** on the City of Encinitas website at:

<https://www.encinitasca.gov/government/departments/development-services/policy-planning-housing/housing/housing-resources>

Completed application packages, including required attachments, must be submitted **prior to 5:00 P.M. on Wednesday, February 7, 2024**. Applications may be submitted electronically to Cindy Schubert at cschubert@encinitasca.gov. Paper copies may be mailed to the City of Encinitas, Development Services Department, Attn: CDBG Program, at 505 South Vulcan Avenue, Encinitas, CA 92024.

Potential applicants with questions about the CDBG program funding should contact Cindy Schubert by email cschubert@encinitasca.gov, before 4:00 p.m., Wednesday, February 5, 2024. Additionally, please refer to the City's Community Development Block Grant webpage (weblink above) to find prior year plans, policies and procedures, and other related information.

An optional technical assistance webinar will be held on Monday, January 8, 2024, at 3:00 p.m. The workshop will be held remotely, and pre-registration is required. Please contact Cindy Schubert at cschubert@encinitasca.gov or (760) 633-2726 to register or with questions.

Grant proposals will be evaluated and presented to the City Council for consideration at separately noticed public hearings. These public hearings are anticipated to be held in March and April of 2024.

12/22/2023 CN 28334

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

APPLICANT WORKSHOP

FISCAL YEAR (FY) 2024-25

Hosted By: City of Encinitas
January 16, 2024

AGENDA

AGENDA

- Introductions
- PPT Presentation

CDBG HISTORY & OVERVIEW

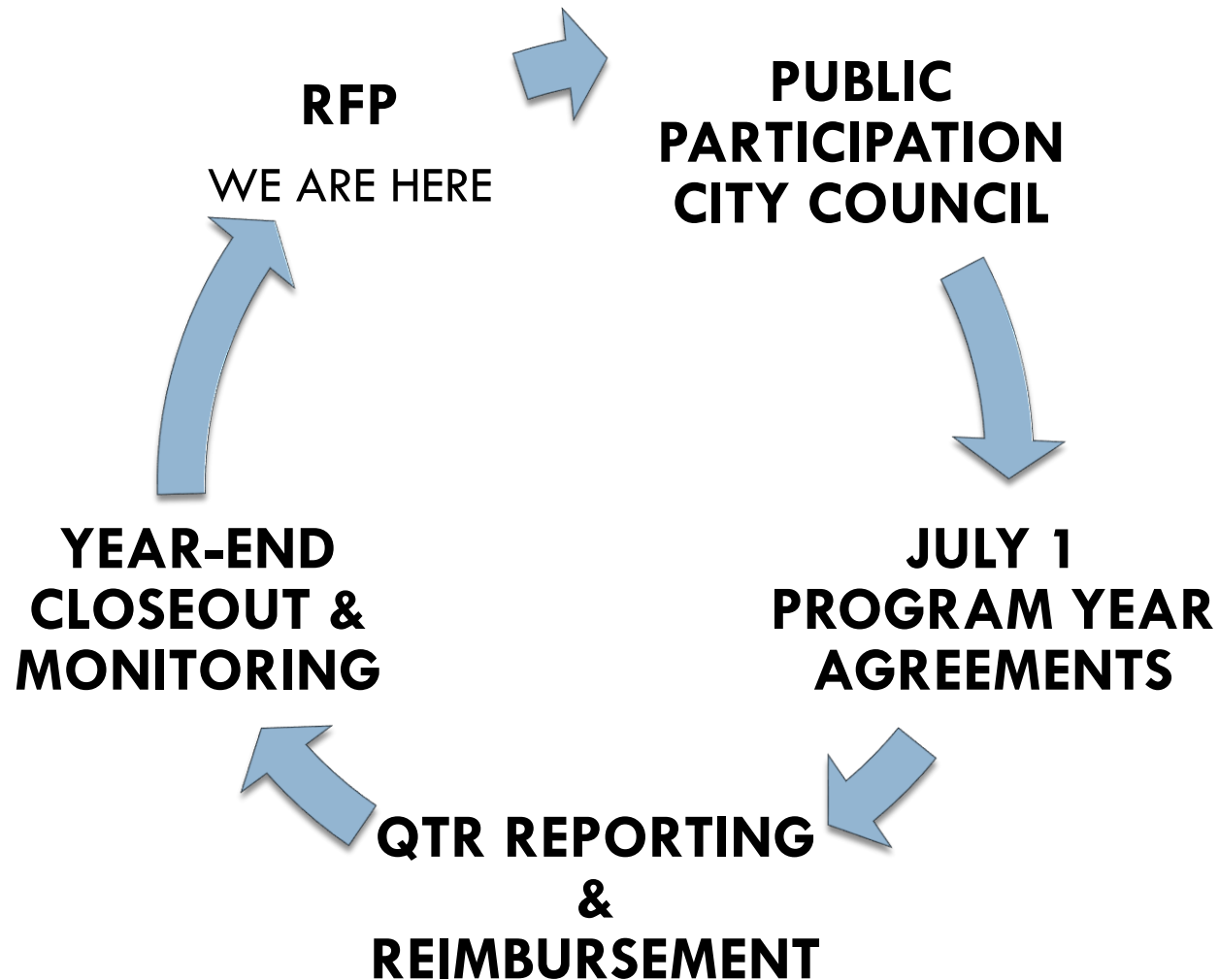
- 1974 Enacted by President Ford
 - ▣ Housing and Community Development Act
 - ▣ Distribute \$\$\$ to Address Needs Locally
- Department of Housing and Urban Development (HUD)
 - ▣ Congress Appropriates Funds
 - ▣ Annual Entitlement Awards – Formula Allocation

CDBG & ENCINITAS

- ❑ Entitlement community since 1990
- ❑ ~ \$300,000 annually
- ❑ City Council
 - Approves funding recommendations and plans
 - Five-year Consolidated Plan sets priorities and goals
 - Annual Plan funds activities

 **City Website:** [Community Development Block Grant](#) 

FUNDING CYCLE



CDBG - BASIC ELIGIBILITY

ALL ACTIVITIES MUST....

1. MEET NATIONAL OBJECTIVE
2. BE AN ELIGIBLE USE OF FUNDS
3. MEET CITY PRIORITY

1. NATIONAL OBJECTIVES

1. Benefit low-income **individuals** or **neighborhoods**
2. Prevention/Elimination of Slum or Blight; or
3. Address Community Urgent Need

LOW-MOD QUALIFICATION

LOW-MOD CLIENTELE (LMC)

- Low-Income Encinitas Residents
- At or below 80 percent of area median income
- Maintain Documentation to Verify Eligibility

LOW-MOD AREA (LMA)

- Eligible Census Block Groups

LOW-MOD HOUSING (LMH)

- Low-Income Renters or Homeowners

2023 Income Limits	
1	\$77,200
2	\$88,200
3	\$99,250
4	\$110,250
5	\$119,100
6	\$127,900

LMC – PUBLIC SERVICE

- Program must...
 - ▣ Document each client's eligibility
 - ▣ Limit Indirect Costs - must include request in application w/Cost Allocation Plan
- 15% Funding Cap
 - ▣ FY 2024-25 funding estimated: \$44,650
- Typical Programs Include
 - ▣ Homeless prevention
 - ▣ Senior services

LOW MOD - HOUSING

□ LMH PROJECTS MUST

▣ Low-Mod Housing Eligibility

- Assist owner-occupied households (100%)

- Assist renter-occupied (51%)

- Typical Projects Include:

 - Acquisition

 - Rehabilitation

 - Relocation

 - Site Clearance

▣ Not subject to funding caps

FACILITY IMPROVEMENTS

- Clientele OR Area Benefit
 - ▣ Income documentation required for Clientele
- Not subject to funding caps
 - ▣ Estimated FY 2024-25 funding: \$93,489
- Typical Projects Include:
 - ▣ ADA Improvements
 - ▣ Street Drainage Projects
 - ▣ Sidewalks
- Subject to federal construction requirements

2. ELIGIBLE/INELIGIBLE USE OF FUNDS

ELIGIBLE

- ❑ Acquisition/Disposition
- ❑ Public Facility Improvements
- ❑ Clearance/Remediation
- ❑ Public Services
- ❑ Relocation
- ❑ Rehabilitation/Preservation
- ❑ Lead Based Paint
- ❑ Planning/Administration

INELIGIBLE

- ❑ General Conduct of Government
- ❑ General Government Expenses
- ❑ Political Activities

Eligible only under special circumstances:

- ❑ Equipment purchase
- ❑ New Housing Construction
- ❑ Income Payments

3. FY 2020-25 CONSOLIDATED PLAN

■ HIGH PRIORTIY

- Homeless Services and Shelter
- Renters and Homeowner Assistance
- Public Improvements & Facilities
- Fair Housing
- Public Services for LMI & Special Needs

FEDERAL REQUIREMENTS

*** IMPORTANT ***

ALL CDBG FUNDED
ACTIVITIES MUST
COMPLY WITH
ADDITIONAL FEDERAL
REQUIREMENTS

- Americans with Disabilities
 - ▣ Facility/Program Accessibility
- Fair Housing and Equal Employment
 - ▣ Policies of Non-Discrimination
- Limited English Proficiency
 - ▣ Provide Access to Limited English Clients
- Davis-Bacon
 - ▣ Construction projects over \$2,000
- Section 3
 - ▣ Construction projects over \$200,000
- Build America, Buy America (BABA)
 - ▣ Construction projects under \$250,000 may apply for a waiver

CITY OF ENCINITAS REQUIREMENTS



- ❑ Current Business Registration
- ❑ Certification of General Liability
- ❑ CDBG Subrecipient Agreement
- ❑ Minimum Grant Award of \$5,000
- ❑ Organization Operations and Fiscal Capacity

TIMELINE

Encinitas
CDBG
Fiscal Year
(FY) JULY 1
– JUNE 30

January 16, 2024 (TODAY)	Applicant Workshop
February 7, 2024 5:00pm	Applications Due
March-April	Public Participation City Council Action
May-June	HUD Approval
June →	Subrecipient Agreements
Oct., Jan., April	Quarter Report & Invoice
May – June	Monitoring & Closeout

READY TO APPLY?

- Eligible Program or Project?
- Experience with CDBG?
- Financial Capacity?
- Reviewed City Documents and Requirements?

THANK YOU!

Cindy Schubert, Management Analyst

(760) 633-2726

cschubert@encinitasca.gov

<https://www.encinitasca.gov/government/departments/development-services/policy-planning-housing/housing/housing-resources>