



# Willows City Council Regular Meeting

August 27, 2024  
Willows City Hall  
6:00 PM

City Council  
Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
David Vodden, Council Member  
Forrest Sprague, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

## Agenda

Watch the Council meeting online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/81680062118?pwd=kGJelLX4GLCYKLCTbfEJeALVn75O86.1>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PRESENTATION**

a. **Adverse Childhood Experiences (ACE)**

Recommended Action: Receive presentation on Adverse Childhood Experiences study results.

Presented by: Dr. Jared Garrison

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

b. **Minutes Approval**

Recommended Action: Approve the August 13, 2024, meeting minutes.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

7. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

a. **Potential Projects Using Parks and Recreation Development Impact Fees**

Recommended Action: Discuss, consider and give direction to staff regarding the automation of softball field lights at Jensen Park and construction of a BMX pump track that would be funded by the Parks Facilities Development Impact Fee Fund and are consistent with the City's 2008 Nexus Study (which outlines the required use of impact fees).

Presented by: Karissa Vasquez, Staff Intern

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

b. **2024 Community Development Block Grant Application – Potential Projects**

Recommended Action: Discuss potential projects, programs and activities to include in the 2024 Community Development Block Grant application.

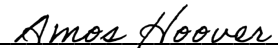
Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

**8. COMMENTS & REPORTS**

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

**9. ADJOURNMENT**

**This agenda was posted on August 22, 2024.**



Amos Hoover, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org).

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

*The City of Willows is an Equal Opportunity Provider.*



---

# PRESENTATION



# PUBLIC COMMENT & CONSENT CALENDAR FORUM



	<u>PERIOD</u>		
	8/15/2024	TO	8/16/2024
Payroll	838	TO	867
Payroll Register	40952	TO	40953
Check Register	54736	TO	54774

APPROVAL DATE 8/27/2024

APPROVED \_\_\_\_\_



City of Willows

# Payment Register

APPKT00278 - AP PAYROLL CHECK RUN 08/15/24

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
<a href="#">1029</a>	AFLAC- FLEX ONE	792.48

Payment Type	Payment Number			Payment Date	Payment Amount
Check	<a href="#">54736</a>			08/15/2024	792.48
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0000747</a>	AFLAC DENTAL	08/02/2024	08/31/2024	0.00	107.66
<a href="#">INV0000748</a>	AFLAC CANCER	08/02/2024	08/31/2024	0.00	108.88
<a href="#">INV0000749</a>	AFLAC ACCIDENT	08/02/2024	08/02/2024	0.00	107.32
<a href="#">INV0000750</a>	AFLAC STD	08/02/2024	08/31/2024	0.00	29.12
<a href="#">INV0000752</a>	AFLAC HOSPITAL	08/02/2024	08/31/2024	0.00	29.06
<a href="#">INV0000753</a>	AFLAC VISION	08/02/2024	08/31/2024	0.00	14.20
<a href="#">INV0000767</a>	AFLAC DENTAL	08/16/2024	08/31/2024	0.00	107.66
<a href="#">INV0000768</a>	AFLAC CANCER	08/16/2024	08/31/2024	0.00	108.88
<a href="#">INV0000769</a>	AFLAC ACCIDENT	08/16/2024	08/16/2024	0.00	107.32
<a href="#">INV0000770</a>	AFLAC STD	08/16/2024	08/31/2024	0.00	29.12
<a href="#">INV0000772</a>	AFLAC HOSPITAL	08/16/2024	08/31/2024	0.00	29.06
<a href="#">INV0000773</a>	AFLAC VISION	08/16/2024	08/31/2024	0.00	14.20

Vendor Number	Vendor Name	Total Vendor Amount
<a href="#">1194</a>	CALIFORNIA STATE DISBURSE	162.92

Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">54737</a>				08/15/2024	162.92
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	<a href="#">INV0000774</a>	CHILD SUPPORT	08/16/2024	08/16/2024	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount
<a href="#">1650</a>	FIRE RISK MANAGEMENT SERVICES	20,603.80

Payment Type	Payment Number			Payment Date	Payment Amount
Check	<a href="#">54738</a>			08/15/2024	20,603.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0000757</a>	MEDICAL	08/02/2024	08/31/2024	0.00	6,151.38
<a href="#">INV0000758</a>	MEDICAL	08/02/2024	08/31/2024	0.00	4,171.07
<a href="#">INV0000777</a>	MEDICAL	08/16/2024	08/31/2024	0.00	6,151.31
<a href="#">INV0000778</a>	MEDICAL	08/16/2024	08/31/2024	0.00	3,816.04
<a href="#">INV0000787</a>	ROBINETT/MISTROT RETIREE INSURANCE	08/15/2024	08/15/2024	0.00	314.00

Vendor Number	Vendor Name	Total Vendor Amount
<a href="#">1551</a>	HUMANA DENTAL/VISION	1,273.86

Payment Type	Payment Number			Payment Date	Payment Amount
Check	<a href="#">54739</a>			08/15/2024	1,273.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0000755</a>	DENTAL	08/02/2024	08/31/2024	0.00	346.56
<a href="#">INV0000756</a>	DENTAL	08/02/2024	08/31/2024	0.00	214.52
<a href="#">INV0000760</a>	VISION	08/02/2024	08/31/2024	0.00	47.79
<a href="#">INV0000761</a>	VISION	08/02/2024	08/31/2024	0.00	28.13
<a href="#">INV0000775</a>	DENTAL	08/16/2024	08/31/2024	0.00	346.56
<a href="#">INV0000776</a>	DENTAL	08/16/2024	08/31/2024	0.00	214.52
<a href="#">INV0000780</a>	VISION	08/16/2024	08/31/2024	0.00	47.72
<a href="#">INV0000781</a>	VISION	08/16/2024	08/31/2024	0.00	28.06

Payment Register

APPKT00278 - AP PAYROLL CHECK RUN 08/15/24

Vendor Number		Vendor Name		Total Vendor Amount	
<a href="#">2223</a>		UNITED PUBLIC EMPLOYEES A		256.41	
Payment Type		Payment Number		Payment Date	Payment Amount
Check		<a href="#">54740</a>		08/15/2024	256.41
Payable Number		Description		Payable Date	Due Date
<a href="#">INV0000779</a>		PUBLIC SAFETY DUES		08/16/2024	08/31/2024
				Discount Amount	Payable Amount
				0.00	256.41



City of Willows

# Payment Register

APPKT00279 - CHECK RUN 8-15-24

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
	**Void**	0.00
Payment Type	Payment Number	Payment Date
**Void Check	<a href="#">54745</a>	08/15/2024
		0.00

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1052</a>	AMAZON CAPITAL SERVICES					774.52
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">54741</a>				08/15/2024	774.52
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1GRF-LTLV-CY3F</a>	LUNCH WITH LIBRARY - GRANT MATERIALS - LIBRARY	08/12/2024	08/12/2024	0.00	268.65	
<a href="#">1TNK-MWPF-9D4R</a>	ZIP BOOKS - GRANT - LIBRARY	08/12/2024	08/12/2024	0.00	505.87	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1103</a>	BAKER & TAYLOR BOOKS					183.55
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">54742</a>				08/15/2024	183.55
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2038446525</a>	NEW BOOKS - LIBRARY	08/12/2024	08/12/2024	0.00	183.55	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1193</a>	CALIFORNIA BUILDING STAND					88.20
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">54743</a>				08/15/2024	88.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4124-63024BSASRF</a>	APRIL 2024 - JUNE 2024 BSASRF FEES - BUILDING	08/12/2024	08/12/2024	0.00	88.20	

Vendor Number	Vendor Name	Total Vendor Amount				
<a href="#">1255</a>	COASTLAND CIVIL ENGINEERI	24,755.14				
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">54744</a>				08/15/2024	24,755.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">58316</a>	725150 LIFT STATION REHAB PROJECT	08/15/2024	08/15/2024	0.00	2,596.25	
<a href="#">58317</a>	725158 SYCAMORE PARK CCLGP FUNDED PROJECT	08/15/2024	08/15/2024	0.00	742.50	
<a href="#">58318</a>	725110 LIBRARY AC REPLACEMENT PROJECT	08/15/2024	08/15/2024	0.00	2,682.50	
<a href="#">58319</a>	725086 WILLOWS CITY ENGINEERING FY 23-24	08/15/2024	08/15/2024	0.00	7,875.00	
<a href="#">58357</a>	725064 WILLOWS MUNICIPAL CODE UPDATE	08/15/2024	08/15/2024	0.00	1,073.75	
<a href="#">58358</a>	724989 WILLOWS LLAD FY 2023-2024	08/15/2024	08/15/2024	0.00	58.75	
<a href="#">58359</a>	724962 337 N LASSEN DEVELOPMENT	08/15/2024	08/15/2024	0.00	1,222.50	
<a href="#">58360</a>	725024 WILLOWS ENCROACHMENT PERMITS	08/15/2024	08/15/2024	0.00	1,662.50	
<a href="#">58361</a>	724961 S TEHAMA DEVELOPMENT	08/15/2024	08/15/2024	0.00	411.25	
<a href="#">58362</a>	725155 FY23-24 ANNUAL SIDEWALK MAINT PROJECT	08/15/2024	08/15/2024	0.00	1,170.00	
<a href="#">58363</a>	725154 CCTV INSPECTION PROJECT	08/15/2024	08/15/2024	0.00	682.50	
<a href="#">58364</a>	725182 WILLOWS LLAD FY 2024-25	08/15/2024	08/15/2024	0.00	798.75	
<a href="#">58433</a>	725173 S TEHAMA WATERMIAN EXTENSION CM	08/15/2024	08/15/2024	0.00	741.39	
<a href="#">58459</a>	72-4441 CITY OF WILLOWS BUILDING DEPT SERVICES	08/15/2024	08/15/2024	0.00	433.75	
<a href="#">58460</a>	72-4441 CITY OF WILLOWS BUILDING DEPT SERVICE	08/15/2024	08/15/2024	0.00	1,166.25	
<a href="#">58461</a>	72-4441 CITY OF WILLOWS BUILDING DEPT SERVICE	08/15/2024	08/15/2024	0.00	495.00	
<a href="#">59103</a>	724962 337 N LASSEN DEVELOPMENT - ENG	08/12/2024	08/12/2024	0.00	585.00	
<a href="#">59114</a>	72-4441 255N SHASTA ST - PERMIT #5162 -SOLAR & BAT	08/12/2024	08/12/2024	0.00	357.50	



Payment Register

APPKT00279 - CHECK RUN 8-15-24

Vendor Number <a href="#">1261</a>	Vendor Name COMCAST CABLE					Total Vendor Amount 265.29	
Payment Type Check	Payment Number <a href="#">54746</a>					Payment Date 08/15/2024	Payment Amount 265.29
Payable Number <a href="#">8155600290115941-72424</a>	Description SERVICE 7-29-24 TO 8-28-24 - CIVIC CENTER	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 265.29		
Vendor Number <a href="#">1334</a>	Vendor Name DEPT. OF CONSERVATION					Total Vendor Amount 47.09	
Payment Type Check	Payment Number <a href="#">54747</a>					Payment Date 08/15/2024	Payment Amount 47.09
Payable Number <a href="#">4124-63024SMIF</a>	Description APRIL 2024 TO JUNE 2024 SMIF FEES - ENG	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 47.09		
Vendor Number <a href="#">1388</a>	Vendor Name EMPLOYERS INVESTIGATIVE S					Total Vendor Amount 393.25	
Payment Type Check	Payment Number <a href="#">54748</a>					Payment Date 08/15/2024	Payment Amount 393.25
Payable Number <a href="#">5050895</a>	Description FIREFIGHTER BACKGROUND INV - DENNIS PONCIA - FIRE	Payable Date 08/13/2024	Due Date 08/13/2024	Discount Amount 0.00	Payable Amount 393.25		
Vendor Number <a href="#">1463</a>	Vendor Name GANDY-STALEY OIL CO.					Total Vendor Amount 1,301.57	
Payment Type Check	Payment Number <a href="#">54749</a>					Payment Date 08/15/2024	Payment Amount 1,301.57
Payable Number <a href="#">222978</a>	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 856.17		
<a href="#">222979</a>	Description FUEL - PUBLIC WORKS & SEWER	08/12/2024	08/12/2024	0.00	445.40		
Vendor Number <a href="#">1566</a>	Vendor Name INFRAMARK, LLC					Total Vendor Amount 59,824.64	
Payment Type Check	Payment Number <a href="#">54750</a>					Payment Date 08/15/2024	Payment Amount 59,824.64
Payable Number <a href="#">129314</a>	Description AUGUST 2024 SERVICES - PW	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 59,824.64		
Vendor Number <a href="#">1582</a>	Vendor Name IWORQ SYSTEMS					Total Vendor Amount 2,600.00	
Payment Type Check	Payment Number <a href="#">54751</a>					Payment Date 08/15/2024	Payment Amount 2,600.00
Payable Number <a href="#">204370</a>	Description SEPTEMBER 2024 - AUGUST 2025 - BUILDING	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 2,600.00		
Vendor Number <a href="#">2431</a>	Vendor Name JANA BABER					Total Vendor Amount 30.38	
Payment Type Check	Payment Number <a href="#">54752</a>					Payment Date 08/15/2024	Payment Amount 30.38
Payable Number <a href="#">81624JB</a>	Description SNACKS - JUMPSTART REIMBURSEMENT - REC	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 30.38		
Vendor Number <a href="#">1606</a>	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 95.00	
Payment Type Check	Payment Number <a href="#">54753</a>					Payment Date 08/15/2024	Payment Amount 95.00
Payable Number <a href="#">81244</a>	Description AUGUST 2024 SERVICE - FIRE	Payable Date 08/13/2024	Due Date 08/13/2024	Discount Amount 0.00	Payable Amount 40.00		
<a href="#">822413</a>	Description AUGUST 2024 SERVICE - CIVIC CENTER	08/13/2024	08/13/2024	0.00	55.00		

**Payment Register**
**APPKT00279 - CHECK RUN 8-15-24**

Vendor Number <a href="#">2445</a>	Vendor Name JIM GRAY TRUCKING					Total Vendor Amount 315.00	
Payment Type Check	Payment Number <a href="#">54754</a>					Payment Date 08/15/2024	Payment Amount 315.00
Payable Number <a href="#">7814</a>	Description ASPHALT - SUB CONT - KNIFE RVR - SEWER - PW	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 315.00		
Vendor Number <a href="#">1665</a>	Vendor Name KNIFE RIVER CONSTRUCTION					Total Vendor Amount 2,106.39	
Payment Type Check	Payment Number <a href="#">54755</a>					Payment Date 08/15/2024	Payment Amount 2,106.39
Payable Number <a href="#">305907</a>	Description WET PATCH - PW - STREETS	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 1,419.99		
<a href="#">305966</a>	WET PATCH - PW - STREETS	08/12/2024	08/12/2024	0.00	686.40		
Vendor Number <a href="#">1670</a>	Vendor Name L & T TOWING					Total Vendor Amount 910.56	
Payment Type Check	Payment Number <a href="#">54756</a>					Payment Date 08/15/2024	Payment Amount 910.56
Payable Number <a href="#">61451</a>	Description TRANSMISSION SERVICE - 2014 INTER. SWEEPER - PW	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 910.56		
Vendor Number <a href="#">1760</a>	Vendor Name MATSON & ISOM TECHNOLOGY					Total Vendor Amount 5,415.00	
Payment Type Check	Payment Number <a href="#">54757</a>					Payment Date 08/15/2024	Payment Amount 5,415.00
Payable Number <a href="#">94444</a>	Description AUGUST 2024 IT SERVICE - CITYWIDE	Payable Date 08/13/2024	Due Date 08/13/2024	Discount Amount 0.00	Payable Amount 5,415.00		
Vendor Number <a href="#">1792</a>	Vendor Name MJB WELDING SUPPLY, INC.					Total Vendor Amount 53.32	
Payment Type Check	Payment Number <a href="#">54758</a>					Payment Date 08/15/2024	Payment Amount 53.32
Payable Number <a href="#">0001487448</a>	Description ACETYLENE CYL RENTAL - PUBLIC WORKS	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 53.32		
Vendor Number <a href="#">1805</a>	Vendor Name MUNICIPAL RESOURCE GROUP,					Total Vendor Amount 1,100.90	
Payment Type Check	Payment Number <a href="#">54759</a>					Payment Date 08/15/2024	Payment Amount 1,100.90
Payable Number <a href="#">26-4149793</a>	Description WILLOWS - PD ASSESSMENT 24051-WIL - COUNCIL	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 1,100.90		
Vendor Number <a href="#">2312</a>	Vendor Name NAPA AUTO PARTS					Total Vendor Amount 903.86	
Payment Type Check	Payment Number <a href="#">54760</a>					Payment Date 08/15/2024	Payment Amount 903.86
Payable Number <a href="#">685398</a>	Description SWITCH ECH - FIRE	Payable Date 08/13/2024	Due Date 08/13/2024	Discount Amount 0.00	Payable Amount 33.61		
<a href="#">689048</a>	BATTERIES - TRUCK - 4 - FIRE	08/13/2024	08/13/2024	0.00	870.25		
Vendor Number <a href="#">1830</a>	Vendor Name NEC FINANCIAL SERVICES LL					Total Vendor Amount 348.51	
Payment Type Check	Payment Number <a href="#">54761</a>					Payment Date 08/15/2024	Payment Amount 348.51
Payable Number <a href="#">2653239</a>	Description APRIL 2024 PHONE SERVICE & LATE FEES - CITYWIDE	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 348.51		

Payment Register

APPKT00279 - CHECK RUN 8-15-24

<b>Vendor Number</b> <a href="#">1143</a>	<b>Vendor Name</b> PEDRO BOBADILLA					<b>Total Vendor Amount</b> 576.92
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54762</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">81624PB</a>	<b>Description</b> RECREATION SERVICES 8-3-24 TO 8-16-24	<b>Payable Date</b> 08/12/2024	<b>Due Date</b> 08/12/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 576.92	
<b>Vendor Number</b> <a href="#">1917</a>	<b>Vendor Name</b> PG & E					<b>Total Vendor Amount</b> 660.90
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54763</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">1773553795-7-8224</a>	<b>Description</b> SERVICE TO 8-2-24	<b>Payable Date</b> 08/12/2024	<b>Due Date</b> 08/12/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 70.05	
<b>Payable Number</b> <a href="#">4434252874-0-8524</a>	<b>Description</b> SERVICE TO 8-5-24	<b>Payable Date</b> 08/13/2024	<b>Due Date</b> 08/13/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 590.85	
<b>Vendor Number</b> <a href="#">2041</a>	<b>Vendor Name</b> SACRAMENTO VALLEY MIRROR					<b>Total Vendor Amount</b> 55.20
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54764</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">2337</a>	<b>Description</b> LEGAL AD - APPEAL O'CAMPO FILE#AP-24-02MUP#UP-24	<b>Payable Date</b> 08/13/2024	<b>Due Date</b> 08/13/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 55.20	
<b>Vendor Number</b> <a href="#">2044</a>	<b>Vendor Name</b> SAFETY TIRE SERVICE					<b>Total Vendor Amount</b> 109.11
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54765</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">61890</a>	<b>Description</b> SERVICE - 2023 RAM 1500 BIG HORN - FIRE	<b>Payable Date</b> 08/13/2024	<b>Due Date</b> 08/13/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 109.11	
<b>Vendor Number</b> <a href="#">2444</a>	<b>Vendor Name</b> ST MONIC PARISH, WILLOWS					<b>Total Vendor Amount</b> 1,028.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54766</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">18557</a>	<b>Description</b> REFUND CHECK 18557 - PTA DEPOSIT & FEE NEW BTHRM	<b>Payable Date</b> 08/14/2024	<b>Due Date</b> 08/14/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,028.00	
<b>Vendor Number</b> <a href="#">2207</a>	<b>Vendor Name</b> TYLER TECHNOLOGIES, INC					<b>Total Vendor Amount</b> 2,054.65
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54767</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">025-474684</a>	<b>Description</b> ERP PRO UTILITES - BUILDING PERMITS - BUILD	<b>Payable Date</b> 08/13/2024	<b>Due Date</b> 08/13/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 314.65	
<b>Payable Number</b> <a href="#">045-479041</a>	<b>Description</b> ERP- PRO - UTILITIES - PARKS & REC SERVICES - REC	<b>Payable Date</b> 08/13/2024	<b>Due Date</b> 08/13/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,740.00	
<b>Vendor Number</b> <a href="#">1798</a>	<b>Vendor Name</b> UBEO WEST, LLC					<b>Total Vendor Amount</b> 1,006.18
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54768</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">534677281</a>	<b>Description</b> PRINTER USAGE - GE & CITY FIN ED PLAN - CM	<b>Payable Date</b> 08/12/2024	<b>Due Date</b> 08/12/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,006.18	
<b>Vendor Number</b> <a href="#">2443</a>	<b>Vendor Name</b> UNITED RENTALS (NORTH AMERICA) INC					<b>Total Vendor Amount</b> 1,878.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">54769</a>					<b>Payment Date</b> 08/15/2024
<b>Payable Number</b> <a href="#">236850099-001</a>	<b>Description</b> ROLLER RENTAL - PW - SEWER & STREETS	<b>Payable Date</b> 08/12/2024	<b>Due Date</b> 08/12/2024	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,878.00	

# Payment Register

APPKT00279 - CHECK RUN 8-15-24

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">2248</a>	VERIZON WIRELESS					403.06	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	<a href="#">54770</a>					08/15/2024	403.06
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">99700040289</a>	JULY 2024 SERVICE	08/12/2024	08/12/2024	0.00	403.06		

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2433</a>	VESTIS					317.02
Payment Type	Payment Number					Payment Date    Payment Amount
Check	<a href="#">54771</a>					08/15/2024    317.02
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5066645861</a>	UNIFORM SERVICES - PUBLIC WORKS	08/12/2024	08/12/2024	0.00	158.51	
<a href="#">5066651187</a>	UNIFORM SERVICE - PUBLIC WORKS	08/14/2024	08/14/2024	0.00	158.51	

Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">2295</a>	WILLOWS ACE HARDWARE						229.02
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	<a href="#">54772</a>				08/15/2024	229.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">113041</a>	CHAIN & SUPPLIES - JENSEN FENCE - PARKS MAIT - PW	08/12/2024	08/12/2024	0.00	91.72		
<a href="#">113516</a>	HOSE ADAPTER - PARKS MAINT - PW	08/13/2024	08/13/2024	0.00	5.79		
<a href="#">113523</a>	PIK STICK REACHER - PARKS MAINT - PW	08/13/2024	08/13/2024	0.00	57.89		
<a href="#">113563</a>	WATER BALLOONS - CITY FINANCE ED PLAN - CM	08/12/2024	08/12/2024	0.00	41.80		
<a href="#">113571</a>	FIELD PAINT - SOFTBALL FIELDS - PUBLIC WORKS	08/12/2024	08/12/2024	0.00	31.82		

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">2290</a>	WILLOWS UNIFIED SCHOOL DISTRICT					10,750.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	<a href="#">54773</a>					08/15/2024	10,750.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">INV25-00017</a>	POOL FACILITY RENTAL 6-15-24 TO 8-3-24 - POOL	08/13/2024	08/13/2024	0.00	10,750.00		

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">1902</a>	WYATT PAXTON					3,562.50	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	<a href="#">54774</a>					08/15/2024	3,562.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">778</a>	JULY 2024 PERMIT, COUNTER & CODE ENF CONS- BUILD	08/12/2024	08/12/2024	0.00	3,562.50		



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 7/29/2024-8/11/2024

Packet: PYPKT00273 - PAY PERIOD 07-29-24 to 08-11-24 PAYDATE 08-16-24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
ABOLD, STEVEN B	<a href="#">ABO00</a>	08/16/2024	860	1,930.11	185.93	311.36	1,432.82
ARELLANES, ASHLEY MARIE	<a href="#">ARE00</a>	08/16/2024	842	1,349.28	150.72	205.77	992.79
BABER, JANA	<a href="#">BAB00</a>	08/16/2024	848	91.00	0.00	9.78	81.22
BERGLUND, ADESSA	<a href="#">BER02</a>	08/16/2024	853	166.50	0.00	14.56	151.94
BERGLUND, SOPHIA	<a href="#">BER01</a>	08/16/2024	854	479.79	0.00	41.99	437.80
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	08/16/2024	865	4,690.61	408.63	767.37	3,514.61
BOBADILLA, TRISTAN	<a href="#">BOB01</a>	08/16/2024	849	288.00	0.00	25.21	262.79
BRIONES, BRENDA VALENZU	<a href="#">BRI00</a>	08/16/2024	843	320.00	0.00	38.00	282.00
BROWN, MARTHA	<a href="#">BRO01</a>	08/16/2024	838	5,676.92	786.85	1,392.41	3,497.66
BURT, MEAGAN	<a href="#">BUR01</a>	08/16/2024	850	748.00	0.00	66.88	681.12
CHRISTY, ALISHA	<a href="#">CHR00</a>	08/16/2024	855	319.86	0.00	27.99	291.87
EHORN, CAITLIN A	<a href="#">EHO02</a>	08/16/2024	844	1,428.00	156.82	224.57	1,046.61
ENOS, KYLE	<a href="#">ENO00</a>	08/16/2024	857	7,455.25	486.66	1,944.57	5,024.02
FLOWERDEW, NICK	<a href="#">FLO00</a>	08/16/2024	856	639.72	0.00	63.80	575.92
FUENTES, JAIME	<a href="#">FUE01</a>	08/16/2024	858	2,074.24	495.92	165.10	1,413.22
GAMBOA, YADIRA	<a href="#">GAM00</a>	08/16/2024	845	352.00	0.00	37.91	314.09
HARLAN, HELEN	<a href="#">HAR03</a>	08/16/2024	851	697.86	0.00	81.11	616.75
HAZLETT, ROBIN	<a href="#">HAZ01</a>	08/16/2024	839	1,948.62	551.81	135.44	1,261.37
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	08/16/2024	859	10,169.06	643.30	1,624.70	7,901.06
MINGS, MICHAEL E	<a href="#">MIN00</a>	08/16/2024	861	1,893.68	288.21	318.46	1,287.01
MONCK, NATHANIAL T	<a href="#">MON00</a>	08/16/2024	866	26,833.78	725.30	11,219.22	14,889.26
MOORE, JOANNE	<a href="#">MOO01</a>	08/16/2024	840	4,643.20	493.23	1,178.70	2,971.27
PFYL, NATISA N	<a href="#">PFY00</a>	08/16/2024	867	2,961.51	713.33	551.42	1,696.76
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	08/16/2024	862	1,717.60	168.45	296.45	1,252.70
RANDOLPH, CORA	<a href="#">RAN02</a>	08/16/2024	40953	280.00	0.00	24.50	255.50
RANDOLPH, KATELYNN	<a href="#">RAND03</a>	08/16/2024	852	280.00	0.00	24.50	255.50
REED, JOSHUA	<a href="#">REE00</a>	08/16/2024	863	2,168.47	393.93	213.00	1,561.54
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	08/16/2024	841	2,406.92	390.07	367.83	1,649.02
SPENCE, KYLIEGH C	<a href="#">SPE02</a>	08/16/2024	846	544.00	0.00	47.60	496.40
VARGAS, GIOVANI	<a href="#">VAR00</a>	08/16/2024	847	592.00	0.00	54.84	537.16
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	08/16/2024	864	2,130.68	393.23	270.17	1,467.28
VASQUEZ, KARISSA	<a href="#">VAS02</a>	08/16/2024	40952	648.00	0.00	65.36	582.64
<b>Totals:</b>				<b>87,924.66</b>	<b>7,432.39</b>	<b>21,810.57</b>	<b>58,681.70</b>



# Willows City Council Regular Meeting Action Minutes

August 13, 2024  
Willows City Hall  
6:00 PM

Agenda Item #6b.

City Council

Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
David Vodden, Council Member  
Forrest Sprague, Council Member

City Manager

Marti Brown

City Clerk

Amos Hoover

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

## 1. CALL TO ORDER – 6:01 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hansen, Vice Mayor Hutson, and Councilmembers Thomas and Vodden

Councilmembers Absent: Councilmember Sprague

## 4. CHANGES TO THE AGENDA

## 5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

### b. Minutes Approval

Action: Approved the July 23, 2024, meeting minutes.

### c. Coastland Contract Amendment – FY 2024-25 Sewer Rehabilitation Project

Action: Adopted a resolution authorizing the City Manager to execute a contract amendment to Coastland's Professional Service's Agreement to provide design services for the FY 2024-25 Sewer Rehabilitation Project.

### d. Sycamore Park & Willows Mobility, Recreation and Beautification Project

Action: Adopted a resolution authorizing the City Manager to execute a contract with Willdan to provide design services for the Willows Mobility, Recreation, and Beautification Project.

**Moved/Seconded:** Councilmember Vodden and Vice Mayor Hutson

**Yes:** Councilmembers Thomas and Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

**Absent:** Councilmember Sprague

## 6. PUBLIC HEARING

### a. Appeal: File #UP-24-02/West Sycamore at North Plumas Streets

Action: Returned item to Planning Commission for reconsideration.

## 7. DISCUSSION AND ACTION CALENDAR

### a. **Appeal Hearing: 141 North Crawford Street, Confirmation of Cost of Abatement**

Action: Denied the appeal of Mr. Chang Wang and reconfirmed the cost of abatement work that occurred at 141 N. Crawford, APN 001-152-007, in the amount of \$18,970.75.

#### Public Comment

Change Wang

**Moved/Seconded:** Councilmember Thomas and Vice Mayor Hutson

**Yes:** Councilmembers Thomas and Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

**Absent:** Councilmember Sprague

### b. **FY 2023-24 Budget Report Summary (Period Ending June 30, 2024)**

Action: Received presentation of the FY 2023-24 Budget Report.

## 8. COMMENTS & REPORTS

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

## 10. ADJOURNMENT - 7:03PM

---

Amos Hoover, City Clerk



---

# DISCUSSION & ACTION CALENDAR





---

Date: August 27, 2024

To: Honorable Mayor and Councilmembers

From: Karissa Vasquez, Staff Intern  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: Potential Projects Using Parks Facilities Development Impact Fee Fund

---

**Recommendation:**

Discuss, consider and give direction to staff regarding the automation of softball field lights at Jensen Park and construction of a BMX pump track that would be funded by the Parks Facilities Development Impact Fee Fund and are consistent with the City's 2008 Development Impact Mitigation Fee Nexus Study (which outlines the required use of impact fees).

**Rationale for Recommendation:**

State law requires expending Parks Facilities Development Impact Fees that are consistent with the City's 2008 Development Impact Mitigation Fee Nexus Study as part of and in response to the City's growth and development. In addition, expending these funds is a strategic investment that promotes the growth of parks and recreational facilities, which in turn benefits the entirety of the community.

**Background:**

Parks Facilities Development Impact Fees exist to address the impacts associated with new development pursuant to the authority of Government Code section 66001, Article XIII C, Section 1 of the California Constitution, and Article XI, Section 7 of the California Constitution by imposing development fees to fund the costs of certain facilities, the need for which is generated by the type and level of the proposed development in accordance with the Nexus Study.

In 2008, the City Council approved its Development Impact Mitigation Fee Nexus Study. The establishment of development impact fees ensures that new development pays the majority of the cost required to maintain the existing level of service as growth occurs.

State law requires that cities expend their development impact fees in a timely manner. As a result, staff are proposing to move forward with these projects, which are consistent with the Nexus Study.

### **Discussion & Analysis:**

Over the past few years, there has been demonstrated Council and community interest in automating the City's softball field lights at Jensen Park and constructing a BMX course/pump track. Staff researched possible sites for the pump track and came up with the following potential locations:

- The city owned parking lot on South Marshall Avenue at Sycamore Park, or
- The city owned corner lot at French and North Butte Streets.

The following table, taken directly from the 2008 Development Impact Mitigation Fee Nexus Study, lists a variety of projects that could be funded by Park and Recreation Development Impact Fees. As shown, automated softball field lights and construction of a BMX course/pump track are identified. Please note, the following cost estimates per project are from 2008 and have not been updated since.

	<b>Cost Estimate</b>
<b>Park Amenities</b>	
solar lights for park around play equipment/pathways, pedestrian walkway lighting	\$120,000
2 new softball fields	\$165,500
bike paths/BMX course	\$30,000
warm-up areas for softball pitchers	\$1,000
coin/token operated softball lights	\$280,000
pathways in parks	\$140,000
trees	\$20,000
2 soccer fields	\$145,000
land cost: 14 acres at \$35,000 per acre	\$490,000
<b>Subtotal:</b>	<b>\$1,391,500</b>
Contingency @ 15%	\$208,725
Engineering @ 12%	\$166,980
Construction Management. & Inspection @ 10%	\$139,150
City Administration @ 4% (1% design, 1% construction, 2% overhead)	\$55,660
Environmental @ 3%	\$41,745
Total Non-Construction	<b>\$612,260</b>
<b>Total Cost</b>	<b>\$2,003,760</b>
<b>Cost per Acre</b>	<b>\$143,126</b>

Staff seeks Council direction on the proposed projects and expenditures so that the city may move forward with meeting its obligation to expend the impact fees, as well as implementing projects that are consistent with the Nexus Study.

**Consistency with Council Priorities and Goals:**

The proposed projects are consistent with Council Priorities #5: Infrastructure Improvements and Priority #6: Quality of Life by improving city park infrastructure and the quality of life of the city's youth, seniors and other residents.

**Fiscal Impact:**

If directed to move forward, the projects would be fully funded by fund 362 - Parks Facilities Development Impact Fee Fund. The balance of this fund is \$336,960.67. Both of these upgrades and projects could be absorbed by the existing balance in the Fund.

**Attachments:**

- Attachment 1: Automated Lighting Quote
- Attachment 2: Automated Lighting Information

# Control-Link® Control System Quote

Attachment 1

Date: August 7, 2024

Project: Willows Softball and Jensen Park

Expiration date: October 7, 2024

Willows, CA

To: Joe Bettencourt

## Quotation Price – **Materials Only Delivered to Job Site**

Controls

Equipment - .....

**Total With 10 Years of Services\*** ..... \$ **\$26,200.00**

\* Plus applicable sales tax.

## **Musco proposes the following:**

Equipment: Willow Softball REC #1

- (1) Remote Equipment Controller (REC)
- (2) Off/On/Auto Switches (mounted in the cabinet door)
- (1) 48" LCC with (4) 30 Amp Contactors

Zone 1: Softball

Zone 2: Spare

Equipment: Jensen Park REC #2

- (1) Remote Equipment Controller (REC)
- (2) Off/On/Auto Switches (mounted in the cabinet door)
- (1) 48" LCC with (4) 30 Amp Contactors

Zone 1: Softball

Zone 2: Spare

- 10-year parts /10-year labor warranty on all equipment
- All freight costs

Installation:

- Turnkey installation of all components by a contractor hired by the city
- Activation and testing of systems to ensure all units are fully functional and operational by a contractor hired by the city

10 Years Control-Link Central™ remote facility management services (CLC)

- 24/7 toll free access to CLC Customer Call Center Operators
- Access to Musco CLC Scheduling Website
- REC operations and Website Training for your scheduling staff

## **Notes**

- Sales tax, bonding, labor, installation, and unloading of equipment are not included unless otherwise specified.
- Pricing and lead times are effective for 60 days only.
- Prices are subject to change if the order is not released within 30 days from the date of the purchase.
- Price assumes contactors exist. If contactors are required, they can be purchased at an additional cost to be installed by others.

## **Payment Terms**

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco. Freight Charges have been included in the above prices. Sales tax is NOT included as part of this quote.

## **Delivery Timing**

4 - 6 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details.

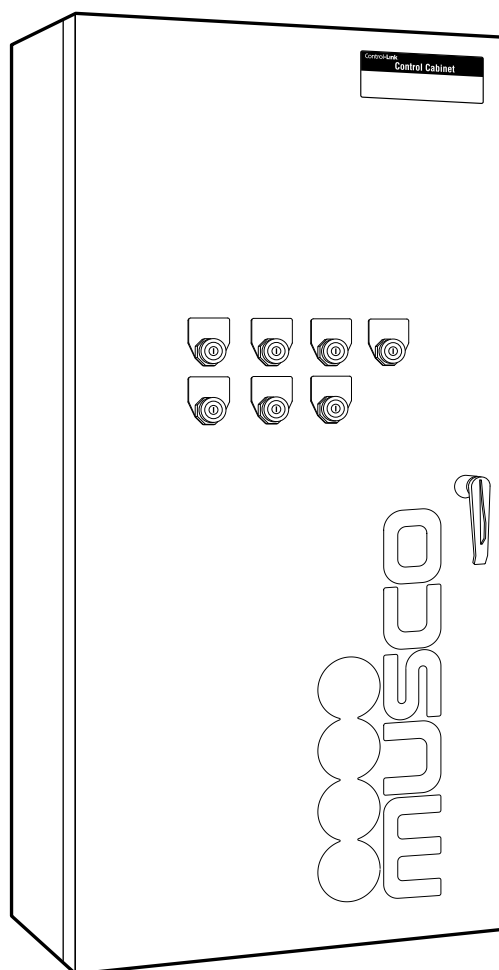
If you have any questions regarding the quotation, please call me at 800-825-6020 .

Sincerely,

*Troy Shilling*

Troy Shilling  
Service and Parts Sales Representative  
Musco Sports Lighting, LLC  
100 1st Avenue West – PO Box 808  
Oskaloosa, IA 52577, USA  
Phone: 800 825-6020 Ext 2085  
E-mail: troy.shilling@musco.com

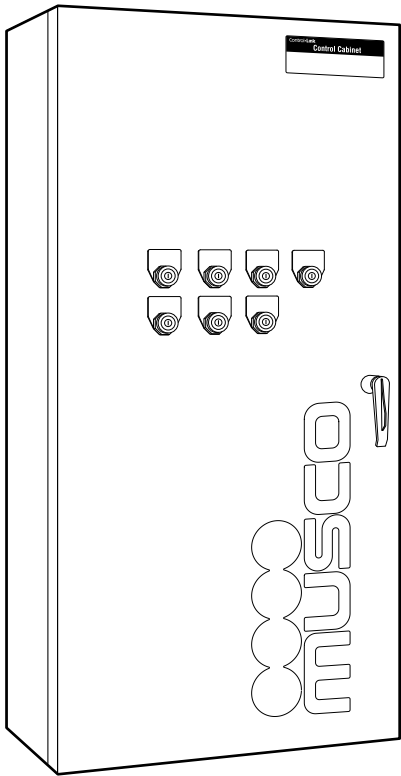
## Installation Instructions: **Control-Link®** Control System with **Contactors**



**We Make It Happen.®**

©2012, 2015 Musco Sports Lighting, LLC · M-1464-en04-3

**Contents**



Before You Begin..... 3

    Safety Information ..... 3

    About These Instructions ..... 3

    Electrical System Requirements ..... 4

    Cabinet Dimensions..... 5

    Component Matching and Labeling..... 5

Installation Procedure..... 7

## Before You Begin

### Safety Information

#### Electrical Safety Guidelines

Use extreme caution near overhead power lines or underground utilities. Observe all safety precautions for high-voltage equipment. Only qualified personnel may perform wiring. Follow all applicable building and electrical codes.

#### General Safety Guidelines

Follow proper safety procedures during installation. Installers must wear appropriate personal protective equipment, including eye protection.

Locate all underground utilities before digging.

All tools and equipment Musco supplies are designed for a specific use as described in these instructions. Do not use them in any other manner. Do not alter structural members in any way, such as bending, welding, or drilling, without prior authorization from Musco.

### About These Instructions

These instructions detail basic installation procedures for the Control-Link® control system with contactors. They are not a comprehensive guide to all possible situations. Direct any questions to Musco at +1-800-825-6020 or call your local representative.

Throughout this manual, note these important symbols:

- |                                                                                    |                                                                                                                  |                                                                                     |                                                                                                           |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|    | The safety alert symbol alerts you of situations that require care and caution to avoid serious personal injury. |    | The go-to arrow tells you where to find further instructions for special situations or optional features. |
|  | The stop and check symbol signals you to stop and verify conditions before proceeding.                           |  | The tip symbol points out advice that makes installation easier.                                          |
|  | The contact Musco symbol appears in special situations where you may need to call Musco for further information. |  | The recycle symbol identifies recyclable materials.                                                       |

## Before You Begin

### Electrical System Requirements

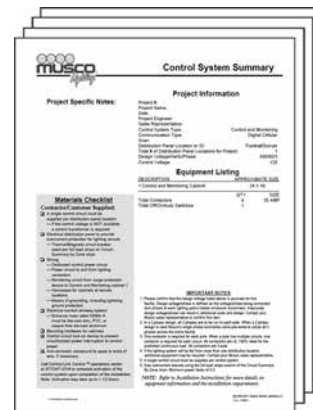
Only a qualified electrician may perform electrical work. Follow all applicable code requirements. Ensure your electrician reviews the following information before beginning installation.

- Ensure supply wiring is rated for 90 °C.
- Size circuit breakers for full load amperage draw of each circuit. Refer to cabinet interior door label for short circuit current rating information.
- A transformer may be required to supply control power. See *Control Power Consumption* table in *Control System Summary*.
- The control system requires power at all times for manual lighting control, scheduling, and communication with Musco's Control-Link Central™ service center. Only switch off power for maintenance. Supply a breaker lock-on device.

### Control System Summary

Musco supplies a *Control System Summary* for every project. This document is necessary for system design and pre-installation planning. It contains project-specific details you need for installation. Here are the contents:

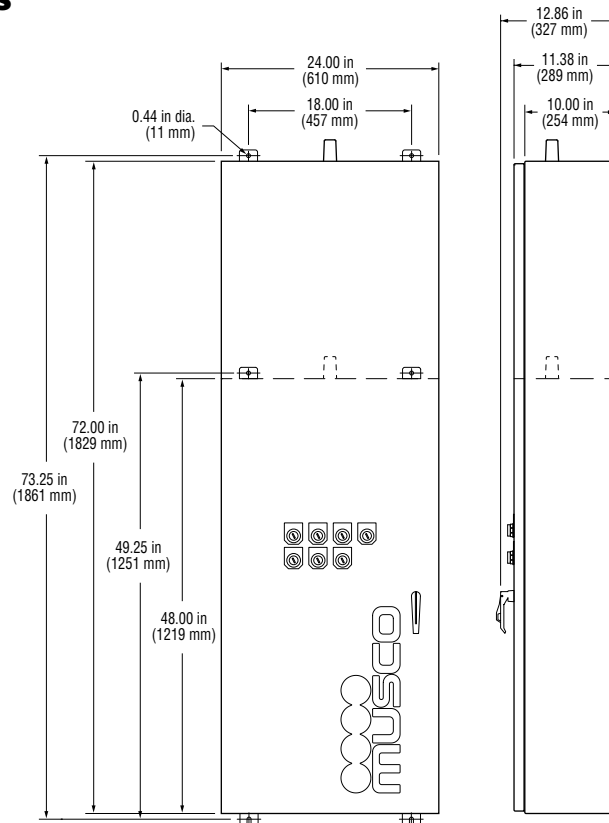
- Project information
  - Project details
  - Contact information
  - References to documents such as lighting design scan
  - Voltage, frequency, and phase
  - Control voltage
- Materials checklist
  - A quick reference of everything you supply for the project
- Equipment listing
  - Cabinets
  - Contactors and sizes
  - Switches
- Important installation notes
- Control system diagram
  - Cabinet layout
  - Wire runs and conduit details
- Switching schedule
  - Fields and lighting zones
- Control power consumption
  - Control voltage and phase requirements
  - Volt-amp loading of control system
- Circuit summary by zone
  - Switching zone details (pole, number of luminaires, field, contactor ID, zone)
  - Full load current draw for each circuit
- Panel summary
  - Panel layout by circuit
  - Service Control module location for each circuit/contactor
- Zone schedule
  - Field/circuit grouping by zone/selector switch





## Before You Begin

### Cabinet Dimensions



Control cabinet  
48 in (1219 mm) or 72 in (1829 mm)

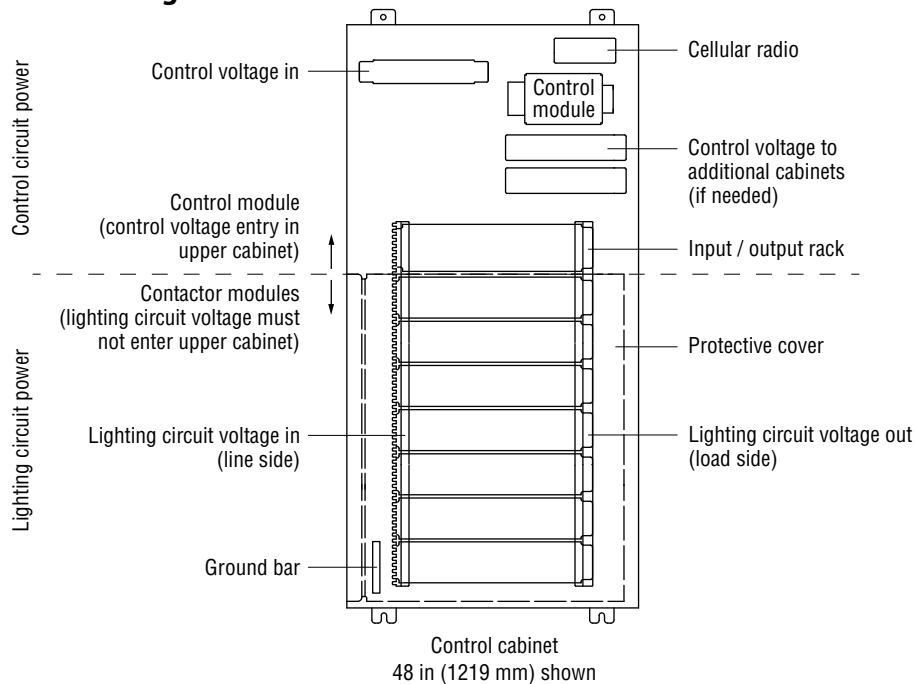
#### Notes:

- Manual switches shown may differ on your equipment
- Shorter cabinet defined by dashed outline

### Component Matching and Labeling

Musco labels all equipment to make installation easy. Components, cabinets, wiring, and connectors are all clearly marked with location, function, or any information needed for proper installation.

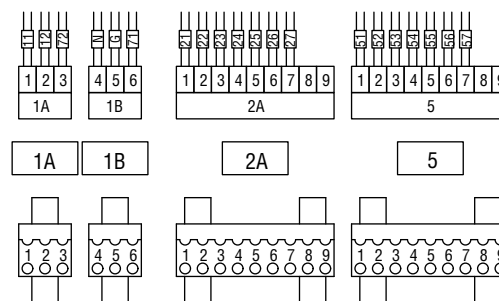
### Electrical Components Labeling



## Before You Begin

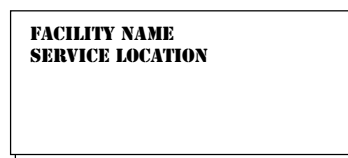
### Wire and Connector Labeling

All cabinets are factory wired. Musco provides plug-in connectors to run harnesses between cabinets. The connectors are clearly labeled for easy installation.



### Location Stenciling

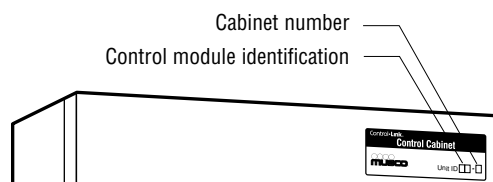
Each enclosure is custom fabricated for a specific location in your facility. To ensure installation at the correct location, we stencil the top of each cabinet with the facility name and electrical service.



Top view of cabinet

### Cabinet Labeling

A label in the upper right corner of the door identifies each cabinet. This label gives the control module ID and cabinet sequence. For example: 01-1 (first control module, first cabinet), 01-2 (first control module, second cabinet). See *Control System Summary* for a complete list of all supplied equipment.



# Installation Instructions: **Control-Link®** Control System with Contactors

## Installation Procedure



### **Warning** **Shock hazard**

Disconnect power from distribution panel before opening. Take measures to ensure power remains disconnected until all installation steps are completed.

**1**

Mount cabinets in desired locations.

*Note: If you are installing optional manual switches cabinet, you may locate it up to 300 ft away (75 m with 2.5 mm<sup>2</sup> wire) but not farther.*

**2**

Cut entryways. Run conduit and wireway as needed for all cabinets.



Refer to *Control System Summary* for specific conduit runs needed in your project.

**3**

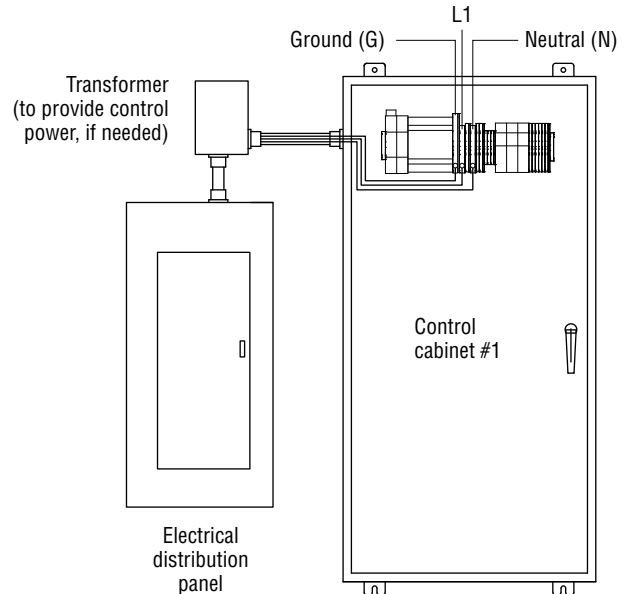
Install dedicated 20 amp circuit breaker in distribution panel to supply control circuit power. Install transformer if needed. See *Control System Summary* for information on breaker and transformer sizing.

**4**

Install lock-on device to control power circuit breaker. Apply provided label *Leave Breaker On Unless Performing Maintenance* to panel beside breaker.

**5**

Run control circuit power wires to control cabinet. Land on terminals provided (L1, N, G).



# Installation Instructions: **Control-Link®** Control System with Contactors

## Installation Procedure



If your project has only one control cabinet, skip to step 7.

**6**

Connect factory-supplied control harnesses as needed between cabinets. Route wires through conduit and plug connectors into matching sockets as labeled.

*Note: Musco supplies control harnesses in standard lengths of 8 ft (2.4 m). If needed, disconnect and rebuild with longer wire: 12 AWG (2.5 mm<sup>2</sup>). The table gives wire and connector identification for reference.*

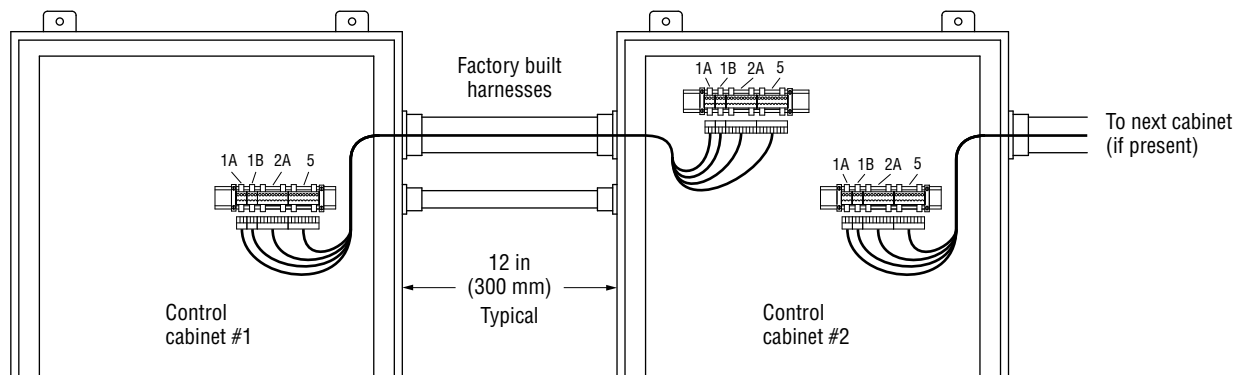


**Important:** If combined length of all harnesses exceeds 30 ft (9 m), then subsequent cabinets need additional surge protection. Contact Musco for assistance.

*Example: Cabinet 1 to 2 is 20 ft (6 m), cabinet 2 to 3 is 20 ft (6 m), total harness length is 40 ft (12 m). Cabinet 3 needs additional surge protection device.*

### Control Harnesses

Harness series	Wire #	Wire color	Function	Cabinet to cabinet
1A	11	Black	Control power to switches 1 – 4	Connector 1A, pos. 1
1A	12	Red	Control power to switches 5 – 8	Connector 1A, pos. 2
1A	72	Brown	Filtered control power	Connector 1A, pos. 3
1B	N	White	Neutral	Connector 1B, pos. 4
1B	G	Green	Ground	Connector 1B, pos. 5
1B	71	Blue/white	Filtered neutral	Connector 1B, pos. 6
2A	21-24 25-27	Black Red	Switched power to contactor coil	Connector 2A, pos. 1-7
5	51-57	Orange	Contactor status feedback	Connector 5, pos. 1-7



# Installation Instructions: **Control-Link®** Control System with Contactors

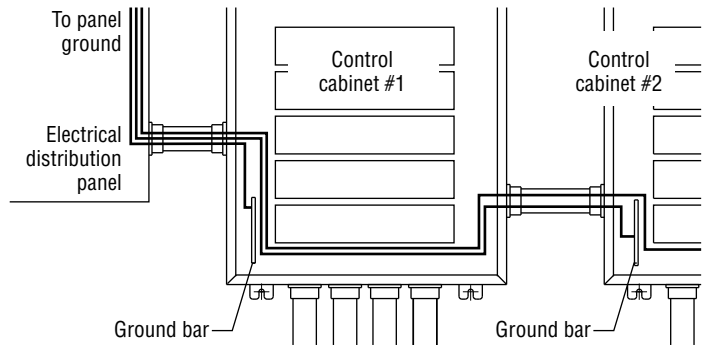
## Installation Procedure

- 7** Open protective cover over contactors using 8 mm hex key. Connect all control cabinets to system ground in distribution panel. Do not chain grounding conductors from cabinet to cabinet. See table *Ground Bar Wire Range and Torque* for torque requirements.

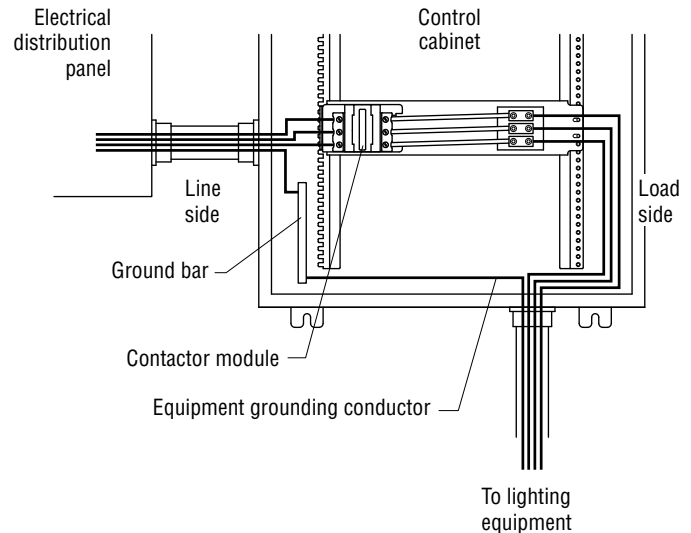
*Note: Reliable operation of surge protection equipment requires home run of ground wires to minimize resistance from additional connections.*

### Ground Bar Wire Range and Torque

Wire range	Torque
6 – 4 AWG (16 mm <sup>2</sup> )	35 in·lb (4.0 N·m)
14 – 10 AWG (2.5 – 10 mm <sup>2</sup> ) 2 wire	25 in·lb (2.8 N·m)
14 – 10 AWG (2.5 – 10 mm <sup>2</sup> ) 1 wire	20 in·lb (2.3 N·m)



- 8** Connect lighting circuit equipment grounding conductors to ground bar in control cabinet. See table *Ground Bar Wire Range and Torque* for torque requirements.
- 9** Connect lighting circuits to load side of contactor modules. See table *Contactor Module Wire Range and Torque* for torque requirements.
- 10** Connect power from electrical distribution panel to lighting contactor modules. See table *Contactor Module Wire Range and Torque* for torque requirements. Close and secure protective cover.



### Contactor Module Wire Range and Torque

Contactor rating	Line side		Load side	
	Wire size range*	Torque	Wire size range**	Torque
30 amp [LC1D40]	10 – 3 AWG (6 – 25 mm <sup>2</sup> )	45 in·lb (5 N·m)	14 – 10 AWG (2.5 – 6 mm <sup>2</sup> )	35 in·lb (4 N·m)
			8 AWG (10 mm <sup>2</sup> )	40 in·lb (4.5 N·m)
			6 – 2/0 AWG (16 – 50 mm <sup>2</sup> )	120 in·lb (13.5 N·m)
60 amp [LC1D80]	10 – 2 AWG (6 – 25 mm <sup>2</sup> )	100 in·lb (11 N·m)	14 – 10 AWG (2.5 – 6 mm <sup>2</sup> )	35 in·lb (4 N·m)
			8 AWG (10 mm <sup>2</sup> )	40 in·lb (4.5 N·m)
			6 – 2/0 AWG (16 – 50 mm <sup>2</sup> )	120 in·lb (13.5 N·m)
100 amp [LC1D115]	14 – 2/0 AWG (2.5 – 50 mm <sup>2</sup> )	100 in·lb (11 N·m)	6 AWG – 350 MCM (16 – 150 mm <sup>2</sup> )	275 in·lb (31 N·m)
			6 AWG – 350 MCM (16 – 150 mm <sup>2</sup> )	375 in·lb (42 N·m)
			Neutral block only	

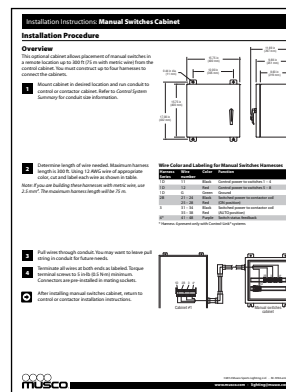
\* Stranded cable, single conductor, copper only.

\*\* Stranded cable, single conductor, copper or aluminum.

## Installation Procedure



If your project includes optional manual switches cabinet, follow provided instructions for installation, then proceed to step 11.



**11**

After all circuits are completed, test entire lighting system.

- Turn off all manual switches.
- Turn on control system power.
- Turn on manual switches to test each circuit.
- Verify contactor pulls in and lights illuminate.



Call Musco Control-Link Central™ service center at +1-877-347-3319 two weeks prior to anticipated project completion to schedule commissioning time.

**12**

Commission the lighting system. Set all manual switches to auto position and call Musco Control-Link Central service center at the scheduled date and time.

Commissioning is the process required to bring the remote control system on-line. It takes approximately one to two hours. The electrical installer must be present for assistance and trouble-shooting. During this process, the service center operator:

- Establishes wireless communication
- Remotely switches each circuit and checks status
- Verifies with you each circuit is operating as expected

## Notes

---







Date: August 27, 2024

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: 2024 Community Development Block Grant Application - Potential Projects

**Recommendation:**

Discuss potential projects, programs and activities to include in the 2024 Community Development Block Grant (CDBG) application.

**Rationale for Recommendation:**

The California Department of Housing & Community Development (HCD) will release the Notice of Funding Availability (NOFA) on Friday, August 30, 2024. As a result, staff seeks Council direction regarding a potential project application(s) to submit for the 2024 CDBG application cycle.

**Background:**

Staff attend weekly CDBG meetings hosted by HCD to receive updates on the latest information related to the release of the Notice of Funding Availability (NOFA), as well as discuss project and activity eligibility under the NOFA guidelines. There are two main categories of funding: 1.) Over-the-Counter (OTC) which is first-come first-served and Competitive, which is rated and ranked amongst applications. Below, is the current timeline for the 2024 NOFA:

CDBG NOFA Release	August 30, 2024
Applications for New Projects Open	October 29, 2024
Application for New Projects Deadline	OTC - When funds are exhausted or December 28, 2024 (whichever comes first). Competitive - December 28, 2024

**Discussion & Analysis:**

The newly released Housing and Urban Development (HUD) American Community Survey data shows that the City of Willows has a 51% low/moderate income percentage and is eligible for all projects. Jurisdictions can submit a total of 3 applications, which may include a combination of the following:

- OTC - Community Development, Economic Development and Housing Projects, and Housing and Economic Development programs. Grantees will be limited to the submission of one OTC project application and one OTC program application.
- Competitive - Planning and Public Services applications shall be limited to two applications

Below are project application funding limits for the 2024 NOFA:

- Total grant award limits for all activities combined shall not exceed \$3.6 million,
- Competitive applications shall not exceed \$300,000 per application, and
- OTC applications shall not exceed \$3.3 million.

Based on the list of eligible activities (Attachment 1), staff recommends focusing a CDBG application on one or more of the following topic areas:

- Improvements to qualified public facilities (e.g., sidewalk repair),
- Code Enforcement (e.g., addressing blight), and
- Planning and Capacity Building (e.g., updating the City's Design Review Guidelines).

Please note, staff has not recommended any programs and services are because of the City's low staffing levels and lack of capacity to manage a "service" or "program."

**Fiscal Impact:**

Staff time to develop the application, possible engineering costs depending on selected project. There is no match required should the application be successful.

**Attachment:**

- Attachment 1: CDBG Grant Management Manual Eligible Activities



## Section 2.5 Eligible Activities

As stated earlier, every project, program, or activity that receives CDBG funds through HCD must meet two criteria: the project must meet a National Objective and it must also be an Eligible Activity. The following activities are an all-inclusive list of federally eligible activities. HCD priorities will be set each year in the Consolidated Plan and/or Action Plan Update and eligible activities for that funding year will be described in the CDBG Method of Distribution (MOD).

Categories of Eligible Activity
Acquisition of Real Property
Public Facilities and Improvements and Privately-Owned Utilities
Code Enforcement
Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (including Housing)
Architectural Barrier Removal
Loss of Rental Income
Disposition of Real Property
Public Services
Payment of Non-Federal Share
Relocation
Planning and Capacity Building
Program Administration
Economic Assistance to For Profit Businesses
Housing Services
Microenterprise Assistance
Homeownership Assistance
Lead Based Paint Hazard Evaluation and Reduction

**NOTE: HCD has provided a variety of useful tools relating to different eligible activities on the CDBG Grants Management Manual webpage.**



### 2.5.1 Acquisition of Real Property

CDBG funds may be used by the Grantee to acquire real property in whole or in part by purchase, long-term lease, donation, or otherwise. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases can be considered to constitute a permanent interest for this purpose. HCD has established that an initial lease period of 15 years or more gives sufficient control to the acquiring party to constitute a permanent interest.

Real property to be acquired could include:

- ✓ Land
- ✓ Easements,
- ✓ Rights-of-way,
- ✓ Buildings and other real property improvements, or
- ✓ Other interests in the real property.

Activities that may be assisted with CDBG funds under this category include the cost of surveys to identify the property to be acquired, appraisals, the preparation of legal documents, recordation fees, and other costs that are necessary to accomplish effect the acquisition.

National Objectives – Acquisition of Real Property		
National Objective	Qualifies If...	Example
<b>Low/Mod Area Benefit</b>	The acquired property will be used for an activity that benefits all the residents in a particular area that is primarily residential, and in which at least 51 percent of residents are Low/Mod	Purchase of land for use as a park serving a primarily residential neighborhood that is predominantly Low/Mod
<b>Low/Mod Limited Clientele</b>	The property will be used for an activity the benefits of which will be limited to a specific group of people; at least 51 percent of who are Low/Mod	Acquisition of a building to be converted into a sheltered workshop for developmentally disabled adults.
<b>Low/Mod Housing</b>	The property will be used for housing to be occupied by Low/Mod households	Assisting in the development of a multi-family housing structure that will provide at least 51% of the units at affordable rents to Low/Mod tenants.



National Objectives – Acquisition of Real Property		
National Objective	Qualifies If...	Example
<b>Low/Mod Jobs</b>	The property acquired is to be used for an activity that will create or retain permanent jobs at least 51 percent of which will benefit Low/Mod income persons.	Acquisition of vacant land for commercial development that will provide permanent new jobs, 51% of which will be pledged and reserved for occupancy by Low/Mod persons.
<b>Blight Area</b>	The acquired property is in an area designated by the Grantee as a blighted area, and the property will be used in a manner that addresses one or more of the conditions that contributed to the deterioration of the area.	Acquisition of deteriorated buildings located in a blighted area for rehabilitation or demolition.
<b>Blight Spot</b>	The acquisition of property is located outside a designated blighted area and the acquisition is a prerequisite for clearance that will eliminate specific conditions of blight or physical decay on a spot basis	The acquisition and demolition of a grain elevator on dilapidated property that is detrimental to public health and safety.
<b>Urgent Need</b>	The acquisition is part of an activity designed to alleviate conditions that are a serious threat to the health and welfare of the community, as certified by the Grantee and approved by HCD. The conditions must be of recent origin or urgency and must lack other sources of funds, including Grantee financing.	Acquisition of property located in a floodplain that was severely damaged by a recent flood.

### 2.5.2 Public Facilities & Improvements and Privately-Owned Utilities

CDBG funds may be used by the Grantee or other public or private nonprofit entities for the:

- ✓ Acquisition (including long-term leases for initial periods of 15 years or more),



- ✓ Construction,
- ✓ Reconstruction,
- ✓ Rehabilitation (including removal of architectural barriers to accessibility), or
- ✓ Installation of public improvements or facilities (except for buildings used for the general conduct of government).

CDBG regulations define the terms “public facilities” or “public improvements.” However, HCD has broadly interpreted these to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. Examples include, but are not limited to: community centers, firehouses, libraries, and housing shelters. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, broadband infrastructure and service delivery, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.

Facilities designed for use in providing shelter for persons having special needs are considered to be public facilities (and not permanent housing), and thus are covered under this category of basic eligibility. Such shelters include nursing homes, convalescent homes, hospitals, shelters for survivors of domestic violence, shelters and transitional facilities/housing for people experiencing houselessness, migrant farm workers, group homes for people with developmental disabilities, and shelters for disaster survivors.

In the CDBG program, site improvements of any kind made to publicly owned property are considered a “public improvement” eligible for assistance under this category. This distinction would be of particular importance if a community sought to construct new housing on a publicly owned property--direct CDBG assistance could not be used for new construction of the housing but could be used for site preparation and improvements such as water and sewer connections and development of streets and sidewalks.

Public facilities and improvements authorized under this category do not include:

- ✓ Expenditures for buildings used for the general conduct of government,
- ✓ Costs of operating or maintaining public facilities or improvements,
- ✓ purchase or lease of construction equipment,



- ✓ Purchase of furnishings and personal items such as uniforms,
- ✓ New construction of public housing.

### Other Considerations

#### Water/sewer hook-ups:

The costs of connecting individual properties (such as private homes) to service collection or distribution lines are NOT eligible as a public facility. Similarly, costs of constructing, installing, or reconstructing water wells, septic tanks, drain fields, etc. for individual properties are not eligible as a public facility. These activities must be classified as a cost of construction or rehabilitation of a building, as appropriate.

#### Disaster Shelters:

Although the rehabilitation or construction of a facility exclusively for use as a disaster/emergency shelter is not eligible, CDBG funds can be used in the construction or rehabilitation of an otherwise eligible public facility (such as community centers, social services centers or libraries) that include design elements which allow the building to be used as an emergency shelter when necessary.

#### Title to public facilities:

Nonprofit entities frequently hold title to and operate facilities such as senior centers, centers for adults with disabilities, and neighborhood facilities. When such facilities are owned by nonprofit entities, they may qualify for assistance under this category only if they are made available to the general public.

#### Facilities containing both eligible and ineligible uses:

An otherwise eligible public facility may be assisted with CDBG funds even if it is part of a multiple use building containing ineligible uses, if:

- ✓ The facility will occupy a designated and discrete area within the larger facility; and
- ✓ The Grantee can determine the costs attributable to the facility as separate and distinct from the overall costs of the multiple use building. Allowable costs are limited to those attributable to the eligible portion of the building or facility.

### Fees

Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, to the extent that such fees are not excessive and do not preclude use or participation by Low/Mod persons



National Objectives - Public Facilities and Improvements and Privately-Owned Utilities		
National Objective	Qualifies If...	Example
<b>Low/Mod Area Benefit</b>	The public facility or improvement will benefit all residents of a designated area that is primarily residential in which at least 51% of residents are Low/Mod persons	Paving of a gravel road; and the installation of a drainage system; repair/replacement of sidewalks; tree-planting
<b>Low/Mod Limited Clientele</b>	The public facility or improvement will benefit a specific population group or groups assumed to be Low/Mod by HUD definition or documented to be Low/Mod through income. At least 51% of beneficiaries must meet Low/Mod requirements.	Rehabilitation of a building to be used as a center for training severely disabled adults to enable them to live independently.
<b>Low/Mod Housing</b>	The public facility or improvement exclusively assists in the provision of housing to be occupied by Low/Mod persons	Site improvements on publicly owned land to serve a new apartment structure to be rented to Low/Mod households at affordable rents.
<b>Low/Mod Jobs</b>	The improvement is determined to be necessary to facilitate the creation or retention of jobs for Low/Mod persons	Roads, bridges, increased access to support expansion of a commercial or industrial business that will create new jobs for Low/Mod persons.
<b>Blight Area</b>	The improvement is carried out in an officially designated Blighted area and addresses one or more conditions which contributed to the deterioration of the area.	Renovation of an abandoned, deteriorated building for use as a community center.





National Objectives - Public Facilities and Improvements and Privately-Owned Utilities		
National Objective	Qualifies If...	Example
<b>Blight Spot</b>	The Improvement facilitates the preservation of historic structures or designations or supports activities that eliminate conditions detrimental to public health and safety outside of a designated blighted area.	Rehabilitation/restoration of a severely deteriorated building of historical significance located outside a designated Blighted area.
<b>Urgent Need</b>	The improvement is part of an activity designed to alleviate conditions that are a serious threat to the health and welfare of the community, as certified by the Grantee and approved by HCD. The conditions must be of recent origin or urgency and must lack other sources of funds, including Grantee financing.	Extension of municipal water system distribution lines into a residential area where private wells have recently been found to be contaminated

### 2.5.3 Code Enforcement

Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of state and/or local codes.

CDBG funds may only be used for targeted code enforcement efforts, in deteriorating or deteriorated areas, where the enforcement is combined with other actions designed to arrest the decline of the area. Those actions designed to arrest the decline may be funded with CDBG or other public or private funds. Eligible code enforcement activities do not include the costs of correcting code violations identified during routine inspections. The cost of correcting violations are potentially eligible under another national objective.



National Objectives - Code Enforcement		
National Objective	Qualifies If...	Example
<b>Low/Mod Area</b>	Enforcement constitutes a comprehensive, intensified door-to-door inspection program that is part of a multi-faceted effort to arrest decline in a designated deteriorated or deteriorating area wherein at least 51% of residents are Low/Mod.	Door-to-door code inspections in a high percentage rental property area of absentee ownership.
<b>Low/Mod Limited Clientele</b>	Not applicable	Not applicable
<b>Low/Mod Housing</b>	Not applicable	Not applicable
<b>Low/Mod Jobs</b>	Not applicable	Not applicable
<b>Blight Area</b>	The code enforcement is part of an intensified comprehensive program designed to address one or more of the conditions which contributed to the deterioration of the area.	Building inspections for code violations in a designated blighted area, which are part of a comprehensive effort to arrest decline in that area.
<b>Blight Spot</b>	Not applicable	Not applicable
<b>Urgent Need</b>	In rare, unusual circumstances, the enforcement is part of a comprehensive effort to address recent or emerging conditions posing an urgent and immediate threat to public health and safety for which other assistance is not available.	Code enforcement inspections aiding housing recovery in a residential area where hundreds were displaced by floods.



## 2.5.4 Clearance, Rehabilitation, Reconstruction, and Construction of Buildings

CDBG funds may be used by the grant recipient or other public or private nonprofit entities for:

- ✓ clearance, demolition, removal, reconstruction, and rehabilitation of buildings; and
- ✓ lead-based paint hazard evaluation and reduction, as defined by HUD

### Clearance Activities and Considerations

Under this category, CDBG funds may be used for:

- ✓ Clearance, demolition, and removal of buildings and improvements;
- ✓ Relocation of buildings and other structures to new locations;
- ✓ Remediation of known or suspected environmental contamination, including project-specific environmental assessment costs not otherwise eligible; and
- ✓ Demolition of HUD-assisted or HUD-owned housing units with prior approval of HUD.

Where activities under this category are integral to the construction of a building or improvement on the cleared property, and where such construction is also to be assisted with CDBG funds, the clearance activities may be treated as a part of the construction costs and need not be qualified separately under the program.

National Objectives – Clearance		
National Objective	Qualifies If...	Example
<b>Low/Mod Area</b>	The cleared property will be used for a purpose the benefits of which are available to ALL the residents in a particular area, and at least 51% of those residents are LMI persons.	Demolishing a vacant structure and removing debris to develop a community park and playground that benefit all residents of a designated eligible residential area
<b>Low/Mod Limited Clientele</b>	The cleared property will be used for an activity that benefits a specific population group 51% of whom are presumed or verified as Low/Mod .	Demolishing a seriously dilapidated structure from the site on which a new senior center will be built.



National Objectives – Clearance		
National Objective	Qualifies If...	Example
<b>Low/Mod Housing</b>	The cleared property will be used for providing affordable housing for Low/Mod households.	Demolishing seriously dilapidated buildings being used as temporary housing for migrant farm workers to make room for new migrant farm worker housing.
<b>Low/Mod Jobs</b>	The clearance supports or facilitates an activity that will create or retain permanent jobs, 51% of which are for Low/Mod persons	Clearance of an environmentally contaminated site on which a new business will locate and agrees that at least 51% of the jobs to be created will be for LMI persons.
<b>Blight Area</b>	The clearance activity is within an officially designated Blighted area and will address one or more of the conditions that contributed to the deterioration of the area.	Using CDBG funds to demolish one or more deteriorated buildings located in a designated blighted area.
<b>Blight Spot</b>	The clearance activity is undertaken to eliminate specific conditions of blight or decay on a spot basis that is not within a designated Blighted area.	Demolition of an abandoned and deteriorated grain elevator, the presence of which is detrimental to public health and safety.
<b>Urgent Need</b>	The clearance is part a comprehensive effort to address recent or emerging conditions posing an urgent and immediate threat to public health and safety for which other assistance is not available.	Clearance of a building that was destroyed by fire or tornado that constitutes a safety hazard to the community.



## Rehabilitation Activities and Considerations for Low/Mod Housing

Section 105(a)(4) of the HCDA provides limited information on the types of property eligible under this category. Therefore, HCD has included the following as interpretive guidance. For specific project eligibility, contact HCD.

### Eligible Property

- ✓ Privately or publicly owned residential property. This includes manufactured housing when such housing is an integral part of the community's housing stock and is classified as real property.

Commercial or industrial property, with the stipulation that for-profit ownership limits available assistance to exterior improvements and correction of code violations, unless the clearance is carried out pursuant to a Special Economic Development activity

- ✓ Additions to existing buildings when they are incidental to the rehabilitation of the property, and do not materially increase the size or function of the building.

### Eligible Types of Assistance

- ✓ **Labor & Materials:** Costs of labor, materials, supplies and other expenses required for the rehabilitation of property, including repair or replacement of principal fixtures and components of existing structures (for example, HVAC systems)
- ✓ **HOME Administrative Costs:** Administrative costs associated with administration of the HOME program **Financing:** Grants, loans, loan guarantees, interest supplements, and other forms of financial assistance
- ✓ **Refinancing:** Loans for refinancing existing indebtedness secured by a property being rehabilitated with CDBG funds, if such refinancing is determined by the Grantee to be necessary or appropriate to
- ✓ **Property Acquisition:** Assistance to private individuals and entities (whether profit or not-for-profit) to acquire residential properties for the purpose of rehabilitation and to rehabilitate residential properties for CDBG eligible use or resale.
- ✓ **Security Devices:** Purchase and installation costs of sprinkler systems, smoke detectors, dead bolt locks, and other devices for security purposes.
- ✓ **Insurance:** Initial homeowner warranty premiums and, where needed to protect



the grant recipient's interest in properties securing a rehabilitation loan, hazard insurance premiums, as well as flood insurance premiums for covered properties

- ✓ **Conservation:** Expenses necessary to increase the efficient use of water and other natural resources, and improvements designed to increase the efficient use of energy, including purchase, installation and/or modification of energy saving home improvement equipment and systems.
- ✓ **Water and Sewer:** Costs of connecting existing residential structures to water distribution lines or local sewer collection lines, or installing wells, septic tanks, septic fields for individual houses, as well as replacing any of the above.
- ✓ **Tools:** Costs of acquiring tools to lend to owners, tenants, and others who will use the tools to carry out rehabilitation.
- ✓ **Barrier Removal:** Costs to remove architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons to buildings and improvements that are eligible for rehabilitation under this category.
- ✓ **Landscaping, Sidewalks, and Driveways:** installation or replacement of landscape materials, sidewalks, and driveways when incidental to other rehabilitation of the property.
- ✓ **Renovation of Closed Buildings:** The conversion of a closed building from one use to another (for example, the renovation of a closed school building to residential use). Note that rehabilitation of a closed building for re-use as a public facility would be eligible as a public facility.
- ✓ **Historic Preservation:** costs of preserving or restoring properties that have been officially designated as having historical significance, whether privately or publicly owned, except those buildings used for the general conduct of government may not be restored or preserved with CDBG assistance.
- ✓ **Lead-based Paint Hazard Evaluation and Reduction:** The costs of evaluating and treating lead-based paint in conjunction with other eligible rehabilitation activities. In addition to the actual abatement work itself, eligible costs include testing the blood of exposed children to determine the lead levels, inspections and home tests for lead hazards, temporary relocation of families during lead control work, community education and outreach, job training for lead hazard control workers, and collection and analysis of data on lead hazards.



- ✓ **Rehabilitation Services:** Staff costs and related expenses required for outreach efforts, program marketing, rehabilitation counseling, screening potential applicant households and structures, energy audits, plans and specifications for repairs, loan underwriting and processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities that are participating or seeking to participate in rehabilitation activities eligible under this category.

**Rehabilitation does not include:**

- ✓ Creation of a secondary housing unit attached to a primary unit;
- ✓ Installation of luxury items, such as a swimming pool;
- ✓ Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as a window air conditioner; or
- ✓ The value of a homeowner's sweat equity invested in the rehabilitation of their own property.

National Objectives – Rehabilitation		
National Objective	Qualifies If...	Example
<b>Low/Mod Area</b>	Rehabilitation will benefit all the residents of a qualifying Low/Mod primarily residential area.	Facade improvements to a commercial strip consisting of neighborhood-serving businesses and agencies
<b>Low/Mod Limited Clientele</b>	Not applicable	Not applicable
<b>Low/Mod Housing</b>	Rehabilitation will result in decent, affordable housing reserved for occupancy by Low/Mod households	Conversion of an abandoned warehouse into rental housing for Low/Mod households at affordable rents.
<b>Low/Mod Jobs</b>	Rehabilitation of a nonresidential facility will create or retain jobs for Low/Mod persons	Modernization of industrial loading docks to accommodate larger deliveries that require increased workers per shi ft.



National Objectives – Rehabilitation		
National Objective	Qualifies If...	Example
<b>Blight Area</b>	Rehabilitation covers substandard structures located in an officially-designated Blighted area	Rehabilitation of an abandoned factory in a Blighted Area to entice a commercial business to locate a branch store in the redeveloping area.
<b>Blight Spot</b>	Rehabilitation is located outside a designated Blighted area and is limited to the elimination of specific conditions of blight or decay that are detrimental to public health and safety.	Rehabilitation of an old deteriorating community center exhibiting falling plaster and open accessible areas that pose safety hazards.
<b>Urgent Need</b>	In rare, unusual circumstances, the rehabilitation is part of a comprehensive effort to address recent or emerging conditions posing an urgent and immediate threat to public health and safety for which other assistance is not available.	Rehabilitation of condemned housing that has been badly damaged by a tornado

### Construction of Buildings Activities and Considerations

Activities in support of new housing construction may be carried out using CDBG funds even though other resources are covering the actual construction costs. The following are examples of supportive activities:

- ✓ Acquisition of sites on which buildings will be constructed for use or resale as housing;
- ✓ Clearance of toxic contaminants of property to be used for the new construction of housing;
- ✓ Site improvements to publicly owned land to enable the property to be used for the new construction of housing, provided the improvements are undertaken while the property is still in public ownership; and
- ✓ The cost of disposing of real property, acquired with CDBG funds, for new construction of housing.





National Objectives – Construction of Buildings (including Housing)		
National Objective	Qualifies If...	Example
Low/Mod Area	Not applicable	Not applicable
Low/Mod Limited Clientele	Not applicable	Not applicable
Low/Mod Housing	Low/Mod households will occupy the new housing and rents (if applicable) will be affordable for Low/Mod tenants	New construction of “last resort” housing necessary for replacement housing for Low/Mod households displaced by a CDBG-assisted project.
Low/Mod Jobs	Not applicable	Not applicable
Blight Area	(1) The new housing is located within a designated Blighted area and (2) Development of new housing addresses one of the conditions that contributed to the deterioration of the area.	New, modest-income rental housing constructed by a nonprofit Community Development Corporation on a formerly contaminated site.
Blight Spot	Not applicable	Not applicable
Urgent Need	In rare, unusual circumstances, the construction is part of a comprehensive effort to address recent or emerging conditions posing an urgent and immediate threat to public health and safety for which other assistance is not available.	Housing urgently needed to replace neighborhoods destroyed by fire.

### 2.5.5 Architectural Barrier Removal

The removal of material and architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons is an explicitly eligible activity for CDGB assistance.

If the construction or rehabilitation of a building is otherwise eligible for CDBG assistance, architectural barrier removal activity should be funded as an integral part of construction or



rehabilitation under the appropriate eligible activity. If a building or facility is not otherwise eligible under an assistance category then the removal of architectural barriers in such a building or facility will be eligible under this category. The most obvious example of such an activity would be the removal of architectural barriers in a building for the general conduct of government.

### **Complying with National Objectives**

Since the cost of removing existing barriers is specifically eligible the removal of accessibility barriers may be presumed to meet the Low/Mod Limited Clientele criteria if the costs of removal are restricted, to the extent practicable, to:

- ✓ reconstruction of a public facility or improvement, or portion thereof, that does not meet the criteria for Low/Mod Area rehabilitation of a privately-owned nonresidential building or improvement that does not meet the criteria for Low/Mod Area or Low/Mod Jobs
- ✓ rehabilitation of the common areas of a residential structure that contains more than one dwelling unit and that does not meet the criteria for Low/Mod Housing

### **2.5.6 Loss of Rental Income**

CDBG funds may be used to pay housing owners for the loss of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.

The statutory requirements concerning displacement require that certain replacement housing be made available to displaced person(s). If the displaced person requires a type of housing unit that is scarce in that community, it may be necessary for the Grantee to secure a temporary adequate, available unit to be held for the person(s) until the displacement actually occurs.

### **Complying with National Objectives**

Compliance of this activity with the national objectives of the CDBG program must be based on the underlying relocation activity.

If the activity resulting in the relocation assistance to a displaced person qualifies on the basis of benefit to Low/Mod persons, then assistance to housing owners for losses incurred in holding units for those displaced persons also qualifies as benefiting Low/Mod persons, even if the displaced household itself is not Low/Mod.



**NOTE: If the relocation assistance to displaced persons qualifies under the “Elimination of Blight” or “Urgent Need” national objective, then assistance to housing owners for losses incurred in holding units for those displaced persons would also qualify under “Elimination of Blight” or “Urgent Need,” as applicable.**

## 2.5.7 Public Services

Under this category, CDBG funds may be used to provide public services (including labor, supplies, materials, and other costs), pursuant to the following criteria;

The public service must be either:

1. A new service; or
2. A quantifiable increase in the level of a service above that which has been provided by or on behalf of the Grantee (through funds raised by the Grantee or received by the Grantee from the state) during the 12 months prior to submission of an application.

Public services include, but are not limited to:

- ✓ Childcare,
- ✓ Health care,
- ✓ Job training (training a qualified pool of candidates for unspecified jobs.)
- ✓ Recreation programs,
- ✓ Education programs,
- ✓ Public safety services,
- ✓ Services for the elderly,
- ✓ Services for persons experiencing houselessness, and survivors of domestic violence,
- ✓ Substance Use Disorder counseling and treatment,
- ✓ Energy conservation counseling and testing,
- ✓ Homebuyer down payment assistance,
- ✓ Emergency assistance payments (for example, to keep tenants from losing



housing), and

- ✓ Legal services (including walk-in legal counseling, foreclosure mitigation and prevention, landlord/tenant matters, veterans and public benefit appeals, child support orders, reasonable accommodations for persons with disabilities, and consumer protection).

The cost of operating and maintaining that portion of a facility in which the service is located is also considered to be eligible under the category of Public Services, even if such costs are the only CDBG-funded contributions for those services.

The following **are not** eligible public services under this category:

- ✓ Political activities;
- ✓ Ongoing grants or non-emergency payments (defined as more than three consecutive months) to individuals for food, clothing, rent, utilities, or other income payments.
- ✓ Payment of expenses in connection with litigation against the Grantee, subrecipients, or contractors

National Objectives – Public Services		
National Objective	Qualifies If...	Example
<b>Low/Mod Area</b>	The public service is available to <b>all</b> the residents in a designated primarily residential area, in which at least 51% of residents are Low/Mod.	Operation of after-school programs for children attending an elementary school in a designated eligible area.
<b>Low/Mod Limited Clientele</b>	The public service is provided to a specific category of a people, at least 51% of whom are Low/Mod	Provision of meals to people experiencing houselessness. (Most public services qualify under this category.)
<b>Low/Mod Housing</b>	Not applicable	Not applicable
<b>Low/Mod Jobs</b>	Not applicable	Not applicable
<b>Blight Area</b>	The public service is provided within a designated Blighted area and addresses one or more conditions which contributed to the deterioration of the area.	Provision of crime prevention counseling to residents of a designated Blighted area.
<b>Blight Spot</b>	Not applicable	Not applicable



<b>Urgent Need</b>	The public service is part of a comprehensive effort to address recent or emerging conditions posing an urgent and immediate threat to public health and safety for which other assistance is not available.	Additional emergency services personnel to evacuate homes due to fires.
--------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------

### 2.5.8 Payment of Non-Federal Share

This provision does not make any additional activities eligible for CDBG assistance because it limits the use of CDBG funds to paying the non-federal share only for activities that are otherwise eligible for CDBG assistance. Therefore, any proposed use of CDBG funds to pay the non-federal share of a federal grant-in-aid program should be evaluated against the requirements of the applicable eligibility category.

It should also be noted that the authority to use CDBG funds for the non-federal share of another program does not override any specific restriction against that use that may be contained in the statutory or regulatory requirements for other federal programs. For example, the HOME program requires a non-federal match, but specifically states that CDBG expenditures may not count towards meeting that requirement.

### 2.5.9 Relocation

CDBG funds may be used for relocation payments and assistance to displaced persons, including:

- ✓ Individuals,
- ✓ Families,
- ✓ Businesses,
- ✓ Nonprofit organizations, and
- ✓ Farms



## Complying with National Objectives

Determining compliance of this activity with the national objectives of the CDBG program is based on the underlying relocation activity.

[24 CFR 570.488](#)

[24 CFR 570.606](#)

Relocation payments are **required** in certain circumstances.

Where such assistance is **required**, the activity may qualify as meeting the national objective of benefiting Low/Mod persons only where the acquisition or rehabilitation causing the relocation can also qualify under that objective.

If the grant recipient acquires property for construction of a public facility that will serve an area that qualifies under the Elimination of Blight objective but cannot qualify as benefiting Low/Mod, assistance to those displaced by such activity would qualify under the Elimination of Blight objective **even if most or all of the displaced persons are Low/Mod**. This is because the grant recipient is required by law to make such payments and therefore it must be viewed as an integral part of the displacing activity.

### 2.5.10 Planning and Capacity Building

HCD may also award CDBG funds to Grantees for planning purposes in which planning is the only activity, or in which the planning activity is unrelated to any other activity funded as part of the grant. These are often referred to as “*planning-only grants*” or “*planning-only activities*.” CDBG funds may be used under this category for activities designed to improve the Grantee’s overall capacity to undertake and manage local programs and projects under the CDBG program.

CDBG funds may be used for:

- ✓ Studies,
- ✓ Analysis,
- ✓ Data gathering,
- ✓ Preparation of plans, and
- ✓ Identification of actions that will implement plans.



The types of plans which may be assisted with CDBG funds include, but are not limited to:

- ✓ Comprehensive plans;
- ✓ Individual project plans;
- ✓ Community development plans;
- ✓ Capital improvement programs;
- ✓ Small area and neighborhood plans;
- ✓ Local analyses of impediments to fair housing choice;
- ✓ Environmental and historic preservation studies; and
- ✓ Functional plans (such as plans for housing, land use, energy conservation, or economic development).

*Planning and capacity building activities do **not** include:*

- ✓ Engineering, architectural, and design costs related to a specific project (engineering specifications; working drawings, bid documents)
- ✓ Other costs of implementing plans.

### Complying with National Objectives

Planning-only grants or activities must comply with the requirements of Low/Mod or Elimination of Blight national objectives. Planning-only grants or activities can meet the Low/Mod objective if it can be shown that at least 51 percent of the persons who would benefit from implementation of the plan are Low/Mod.

[24 CFR 570.483\(b\)\(5\)](#)

[24 CFR 570.483\(c\)\(3\)](#)

Planning-only grants or activities can meet the Elimination of Blight national objective if the plans are for a Blighted area, or if all the elements of the planning are both necessary for and related to an activity which, if implemented, could be shown to meet the Elimination of Blight national objective criteria.

### 2.5.11 Program Administration

CDBG funds may be used to fund reasonable program administration costs related to the planning and execution of community development activities assisted in whole or in part with CDBG funds. Program administration costs include staff and related costs required for overall



CDBG program management, coordination, monitoring, reporting, and evaluation.

Other activities eligible under this category include:

- Public participation and other outreach costs,
- Fair housing activities,
- Indirect costs charged using an accepted cost allocation plan,
- Staff and overhead costs and
- Certain costs of administering a federally- designated Empowerment Zone or Enterprise Community.

Detailed information on the differences between general administration and “activity delivery costs” can be found in Chapter 6: *Financial Management*.

### 2.5.12 Assistance to For-Profit Businesses

Activities eligible under this section include:

- ✓ Loans,
- ✓ Grants, or
- ✓ Other direct financial assistance to pay for the expansion of a factory or commercial business, or the establishment of a new facility or business.

For example, the CDBG funds could be provided to a for-profit company to:

- Purchase land;
- Construct a building or other improvements;
- Renovate an existing building to accommodate the business;
- Construct tenant improvements/finishes;
- Lease space in or purchase an existing building;
- Purchase capital equipment;
- Purchase inventory;
- Use as working capital;
- Provide employees with higher wages or fringe benefits (such as health





insurance)  
that the company would not otherwise provide; and

- Provide job training to newly hired employees who otherwise would not qualify for those jobs.
- ✓ Technical assistance to a business facing bankruptcy or otherwise at-risk.
- ✓ Providing services or benefits to newly hired employees that allow them to hold the jobs, such as transportation to the jobsite or day care assistance. The company could provide subsidies or vouchers to employees to obtain such services on their own; or the company could provide these services directly for their employees (for example, operating an on-site day care center); or the company could contract with a third party to provide/operate these services (for example, contracting with a bus service to transport employees to work).

*Economic development activities do **not** include:*

- ✓ Lobbying or other political activities.
- ✓ Assisting directly in the relocation of any industrial or commercial plant, facility, or operation from one area to another area, if the relocation is likely to result in a significant loss of employment in the labor market area from which the relocation occurs.

[24 CFR 570.482\(h\)](#)

National Objectives – Assistance to For-Profit Businesses		
National Objective	Qualifies If...	Example
Low/Mod Area	The assistance is to a business that provides goods or services to residents of a designated Low/Mod area	Working capital or expansion loan to a neighborhood business such as a grocery store or laundromat,
Low/Mod Limited Clientele	The only use of CDBG is to provide job training or other employment support services as part of an-eligible economic development project, and the percentage of CDBG funds assisting the project does not exceed the percentage of Low/Mod persons assisted by the project	Training for 30 new employees, ten of whom (30%) are Low/Mod, where CDBG pays no more than 30% of the total cost of the project, including the training.



National Objectives – Assistance to For-Profit Businesses		
National Objective	Qualifies If...	Example
<b>Low/Mod Jobs</b>	The assisted project involves the creation or retention of jobs, wherein at least 51% of jobs created or retained are filled or made available to Low/Mod persons.	Financial assistance to a manufacturer for a facility expansion that will create permanent jobs
<b>Blight Area</b>	The assistance is to a business in a designated Blighted area and addresses one or more of the conditions that contributed to the deterioration of the area.	A loan to a private development company to acquire and clear an abandoned rail yard to accommodate the development of an industrial park.
<b>Blight Spot</b>	<p>The assistance is to a business located outside of a designated Blighted area and assistance is limited to activity necessary to address specific conditions detrimental to public safety and health.</p> <p>CDBG assistance is limited to:</p> <ul style="list-style-type: none"><li>• acquisition,</li><li>• clearance,</li><li>• relocation,</li><li>• historic preservation, and</li><li>• building rehabilitation.</li></ul>	Financial assistance to a factory to clean up its old, abandoned site and demolish a dilapidated structure.



National Objectives – Assistance to For-Profit Businesses		
National Objective	Qualifies If...	Example
<b>Urgent Need</b>	The assistance to a commercial or industrial business is designed to alleviate existing conditions and the grant recipient certifies that such conditions pose a serious and immediate threat to the health or welfare of the community, they are of recent origin or recently became urgent, the grant recipient is unable to finance the activity on its own, and other sources of funds are not available.	Provision of direct assistance to reconstruct the only grocery store in a small, remote town that was damaged by a tornado, where no other funds are available for the reconstruction.

## Other Important Considerations

### Job Pirating:

It is common practice in the economic development field for communities to compete for site selection of new commercial or industrial facilities. One of the more controversial aspects of this practice occurs when communities offer CDBG assistance to a business to induce the business to move existing operations from another community. The gaining community seeks to provide new jobs for its residents, but those gains sometimes come at the expense of employees currently holding jobs with that business in another community, who are not in a position to follow their employer (and their job) to a new location. This practice has come to be known as “job relocation,” or more commonly, “job piracy.”

CDBG funds are prohibited from assisting “directly in the relocation of any industrial or commercial plant, facility, or operation, from (one) area to another, if the relocation is likely to result in a significant loss of employment in the labor market area from which the relocation occurs.”

### Eminent Domain:

Grantees should be aware that there is a prohibition on the use of CDBG funds in conjunction with eminent domain. This prohibition is not in the Housing and Community Development Act but is contained in each annual HUD Appropriations Act.



For Grantees, this means quite simply CDBG funds may not be used for any project wherein eminent domain has been utilized by a federal, state or local government.

More detailed information on Anti-Pirating requirements and the prohibition of Eminent Domain for economic development can be found in *Appendix D: CDBG Economic Development Manual*.

### Underwriting Requirements:

HUD has developed minimum underwriting guidelines to assist

[24 CFR 570 Appendix A](#)

Grantees in selecting economic development projects, that are financially viable and will result in the most effective use of CDBG funds. Projects must demonstrate a sufficient benefit in return for the CDBG investment. While these guidelines are voluntary, Grantees must, at a minimum, meet the 24 CFR 570 Appendix A minimum standards to assess projects.

The objectives of the guidelines are to ensure that:

1. Project costs are reasonable;
2. All sources of project financing are committed;
3. To the extent practicable, CDBG funds are not substituted for non-federal financial support;
4. Project is financially feasible;
5. To the extent practicable, the return of the owner's equity investment will not be unreasonably high; and
6. To the extent practicable, CDBG funds are disbursed on a pro-rata basis with other project financing

These guidelines do not apply to public facilities or microenterprise activities.

More detailed information on HCD's underwriting requirements can be found in *Appendix D: CDBG Economic Development Manual*.

### Public Benefit Standards:

Grantees should be aware that the public benefit standards and underwriting guidelines apply to job training and other economic development services activities funded with CDBG if the activity is funded as assistance to businesses under Section 105(a)(17) of the Housing and Community Development Act of 1975, even though they may not involve direct

[HCD Eligible  
Activities for States](#)



financial assistance to a business. Furthermore, it is important to remember that the public benefit standards are part of the statutory eligibility requirements of the program. Their applicability is triggered by the **eligibility** category under which the activity is funded, **not by what national objective** the activity is designed to address.

By regulation, HUD has also included under this requirement, under certain circumstances, a public improvement activity that qualifies under the Low/Mod Jobs subcategory of the Low/Mod national objective.

[24 CFR 570.483\(b\)\(4\)\(vi\)\(F\)](#)

### Individual Standards:

An activity is considered to provide INSUFFICIENT public benefit and cannot be assisted with CDBG funds if the amount of CDBG assistance exceeds *\$50,000 per full-time equivalent job created or retained* or *\$1000 per Low/Mod person benefiting* from an activity that provides goods or services to residents of a Low/Mod Area.

The effect of these dollar limits is that, if an activity could both create or retain jobs AND provide goods or services to persons, it must fail *both* dollar standards to be precluded on the basis of these individual activity standards (and thus ineligible to be carried out using CDBG funds).

There are certain kinds of economic development activities that by their nature *fail* to provide sufficient public benefit. They are:

- ✓ An activity in which the Grantee promotes the community as a whole (as opposed to promotion of specific areas and programs);
- ✓ Assistance to a professional sport team;
- ✓ Assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele, where the recreational benefit to be derived by users or members clearly outweighs the employment or other benefits to Low/Mod persons;
- ✓ Acquisition of land for which a specific proposed re-use has not yet been identified; and
- ✓ Assistance to a for-profit business whose owner is the subject of unresolved findings of noncompliance relating to previous CDBG assistance provided to that business or another business owned by the same person.

Therefore, any activity subject to the Public Benefit standards that falls into any of the above descriptions **may not be assisted with CDBG funds** regardless of any other aspect of the activity.



Activities that are subject to the Public Benefit standards and pass the individual activity tests outlined above also must generally, in the aggregate, either:

- ✓ Create or retain at least *one full-time equivalent, permanent job per \$35,000* of CDBG funds used for all such activities or
- ✓ Provide goods or services to residents of an area, such that the number of Low/Mod persons residing in the area served by the assisted businesses amounts to at least *one L/M income person per \$350* of CDBG funds used for all such activities.

As with the individual standards, if the activity can both create or retain jobs AND provide goods or services to residents of an area, the grant recipient may elect to apply either of the above aggregate standards to the activity. However, only **one** standard shall be used for each such activity. That is, if the grant recipient elects to use the area standard, any jobs created or retained by the activity are not to be counted for purposes of applying that aggregate standard.

**NOTE: In order to comply with federal requirements, HCD requires all projects meet the Aggregate Standards.**

### 2.5.13 Housing Services

CDBG funds may be used to pay costs in support of activities eligible for funding under the HOME program. This includes services such as housing counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in the HOME program.

#### Complying with National Objectives

Since CDBG assistance must also meet HOME income targeting requirements, see the discussion under Low/Mod Housing in the National Objective section above, to determine how these services can meet the CDBG national objectives.

**NOTE: Activities funded under this provision are not prohibited from qualifying under other CDBG national objectives, but the requirement to comply with HOME criteria makes Low/Mod Housing the clear alternative for CDBG compliance.**



### 2.5.14 Microenterprise Assistance

Activities assisted under microenterprise is limited to the provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by:

1. Providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of microenterprises;
2. Providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and
3. Providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.

#### **Complying with National Objectives**

Because microenterprises are for-profit businesses, most of the guidelines for meeting national objectives under other economic development eligibility categories also apply here. There is one notable exception, however. A microenterprise assistance activity may qualify under the Low/Mod Limited Clientele national objective criteria if it assists microenterprise owners and developers of a microenterprise who are Low/Mod. If such assistance is provided to owners/persons developing a microenterprise who are not Low/Mod, it would not qualify under Limited Clientele, but would need to meet the requirements of other subcategories (for example, Low/Mod Area or Low/Mod Jobs).

More detailed information on utilizing Microenterprise Assistance can be found in the HCD Microenterprise Guide, which will be released at a later date. Contact your CDBG program representative if you need Microenterprise Assistance.

Additional considerations regarding microenterprise assistance to support local communities and avoid unintended consequences such as gentrification can be found in *Appendix B: Equity and Belonging Toolkit*.



National Objectives – Microenterprise Assistance		
National Objective	Qualifies If...	Example
<b>Low/Mod Area</b>	The microenterprise provides services to a residential area wherein at least 51% of persons are Low/Mod	Working capital loan to a small neighborhood sundries store that qualifies as a microenterprise business
<b>Low/Mod Limited Clientele</b>	Assistance is provided to a microenterprise owner or developer who is Low/Mod	Assisting a dry-cleaning business to expand or providing a loan to an employee of a trucking firm to purchase his/her own rig to establish a microenterprise business
<b>Low/Mod Jobs</b>	The microenterprise assisted will create or retain jobs, 51 percent or more of which will benefit Low/Mod persons	Assisting in the expansion of a house cleaning service that requires hiring of another worker

### 2.5.15 Homeownership Assistance

The specific purposes for which financial assistance using CDBG funds may be provided under this category are to:

- Subsidize interest rates and mortgage principal amounts, including making a grant to reduce the effective interest rate on the amount needed by the purchaser to an affordable level. (The funds granted would have to be applied towards the purchase price.) Alternatively, the grant recipient/subrecipient could make a subordinate loan for part of the purchase price, at little or no interest, for an amount of funds the payments on which, together with that required under the first mortgage, would be affordable to the purchaser.
- Finance the cost of acquiring property already occupied by the household at terms needed to make the purchase affordable.
- Pay all or part of the premium (on behalf of the purchaser) for mortgage insurance required up-front by a private mortgagee. (This would include the cost for private mortgage insurance.)
- Pay any or all the reasonable closing costs associated with the home purchase on behalf of the purchaser.





- Pay up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the purchaser.

### **Complying with National Objectives**

CDBG funds authorized under this category are limited to assisting Low/Mod households, therefore any such use of funds must qualify under the national objective of Low/Mod Housing (LMH).

#### **2.5.16 Lead-based Paint Hazard Evaluation and Reduction**

The costs associated with the evaluation and reduction of lead-based paint hazards are eligible expenses under CDBG whether undertaken alone or in conjunction with other rehabilitation. Lead-based paint evaluation and abatement can either be completed as its own activity or as part of a rehabilitation activity. Typically, these expenses might include:

- Inspecting buildings for possible lead-based paint hazards;
- Testing surfaces to see if they contain-lead based paint;
- The abatement of lead hazards; and
- Payment of temporary relocation costs to protect residents from hazards while abatement work is taking place.

### **Complying with National Objectives**

Lead-based paint hazard evaluation and reduction activities may qualify under the Low/Mod Housing. In order to provide these activities for homeownership units, the residents of the units must be Low/Mod.

For rental units the following conditions must be met:

- Rents must be set at levels which are affordable to Low/Mod persons. Grantees must adopt standards for determining “affordable rents”.
- The general rule is that 51 percent of the units in each assisted structure are to be occupied by Low/Mod households.

Single unit properties must be occupied by a Low/Mod household. In structures with two units, at least one must be occupied by a Low/Mod household. For properties with three or more units, at least 51 percent must be occupied by Low/Mod households.



## Section 2.6 Ineligible Activities

In general, any activity not specifically authorized under CDBG statute or regulations is ineligible for CDBG funds. In addition, the statute specifically stipulates that the following activities may not be assisted with CDBG funds:

1. Buildings for the general conduct of government, except to create accessibility for disabled population (e.g., city hall);
2. General government expenses;
3. Political activities;
4. Purchase of equipment or furnishings for a property. This excludes certain types of manufacturing equipment connected with economic development activities and the purchase of fire trucks as firefighting equipment;
5. New housing construction and Income Payments (Income Payments are defined as direct payments to subsidize rent and/or utilities);
6. Operating and maintenance expenses for public facilities, improvements and services, and
7. Lobbying activities.

**NOTE: CDBG-assisted facilities may not be used as collateral during any part of the grant period.**



# COMMENTS AND REPORTS