

**To: BOARD OF SUPERVISORS**

**FROM:** Executive Office Choose an item.

**MEETING DATE:** July 29, 2025

**DEPARTMENT CONTACT:** Kelly Hansen  
**DEPARTMENT CONTACT:** Xuyen Mallela

**PHONE:** 707-463-4441  
**PHONE:** 707-463-4441

**ITEM TYPE:** Noticed Public Hearing

**TIME ALLOCATED FOR ITEM:** 15 Minutes

**AGENDA TITLE:**

Noticed Public Hearing –

Discussion and Possible Action Including Adoption of Resolution Approving an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto From the 2023 and/or 2024 Funding Year of the State Community Development Block Grant (CDBG) Program to Utilize Program Income (PI) Award in the Amount of \$351,725 for the Laytonville Healthy Start Employment Training Program, Whale Gulch School ADA Pathways Project and the Whale Gulch School Fire Alarms Project

**RECOMMENDED ACTION/MOTION:**

Adopt Resolution approving an application for funding and the execution of a grant agreement and any amendments thereto from the 2023 and/or 2024 Funding Year of the State Community Development Block Grant (CDBG) Program to utilize Program Income (PI) award in the Amount of \$351,725 for the Laytonville Healthy Start employment training program, Whale Gulch School ADA pathways project and the Whale Gulch School fire alarms project; and authorize the Chief Executive Officer to execute the grant Agreement and submit all documents if awarded and authorize Chair to sign the same.

**PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:**

The Board of Supervisors possesses the authority to allocate Program Income and to determine the projects that will be pursued for Community Development Block Grant (CDBG) funding subject to review and approval by the California Department of Housing and Community Development (HCD). The Grants Division comes before the Board of Supervisors for direction on priorities on the use of Program Income on a regular basis.

**SUMMARY OF REQUEST:**

The Grants Unit conducted a competitive Request for Proposal (RFP) process earlier this year to allocate approximately \$600,000 in Community Development Block Grant (CDBG) Program Income (PI), with the potential to leverage additional funding through the anticipated 2025 CDBG Notice of Funding Availability (NOFA) which is expected to be released in July. The RFP invited projects that align with CDBG goals and benefit low- and moderate-income residents. Twelve applications were received, and the top scoring four proposals were invited for interviews. Staff subsequently verified eligibility of the top-scoring proposals with HCD.

The RFP review committee evaluated all received proposals using a comprehensive set of criteria to identify projects best aligned with County priorities and the goals of the CDBG Program. Evaluation factors included community impact and benefit to low- and moderate-income (LMI) populations, strength of the implementation plan and schedule, alignment with County plans and priorities, organizational capacity and relevant experience, project cost and potential for leveraging additional funds, and letters of support. In addition to scoring, staff assessed the top-ranked proposals for eligibility and consistency with California Department of Housing and Community Development (HCD) CDBG program guidelines. Projects that comprehensively fulfilled the eligibility criteria were put forward for funding consideration by the Board.

Based on the RFP process, the committee recommends the following three projects for funding with Program Income:

- **Laytonville Healthy Start - Employment Training - \$180,635**  
This project aims to provide comprehensive employment support services to low- and moderate-income residents, enhancing individual resilience and increasing access to stable, high-quality jobs. The program will offer a wide range of services, including assistance with accessing technology for job applications, creating compelling résumés, conducting job searches, filling out applications, and referrals to partner agencies. Additionally, the program will host annual job fairs and quarterly workshops focused on job skills. To raise awareness of the Family Resource Center's new employment-focused services, an extensive media campaign will be conducted.
- **Whale Gulch School – ADA Pathway Project – \$42,795**  
This project aims to enhance accessibility at Whale Gulch School by reconstructing the pathway between the elementary school and the restroom buildings to comply with ADA and California Building Code standards. The construction costs will be funded by Community Development Block Grant (CDBG) funds, while the Leggett Valley School District will cover the design and permitting expenses. These upgrades are essential for meeting Division of the State Architect (DSA) standards, ensuring student safety and ensuring that all students are able to participate fully in their education, and maintaining the school's liability insurance coverage, which can only continue if the district demonstrates progress toward obtaining DSA approval. Given the small, rural nature of the district and its very low bonding capacity—making it nearly impossible for a bond measure to pass if put to a vote—the district cannot complete these critical facility upgrades without external funding.
- **Whale Gulch School – Fire Alarm Project - \$128,295**  
This project will expand the existing fire alarm system to cover the entire Whale Gulch School campus, ensuring compliance with California Education Code and Division of the State Architect (DSA) standards. It is part of a broader effort to bring the campus up to ADA accessibility requirements and maintain the school's liability insurance, which depends on demonstrated progress toward DSA approval. The district is unable to complete essential facility upgrades without external funding, as it lacks the bonding capacity and eligibility for other state modernization funds, such as Proposition 2.

The RFP Committee also recommends MCHC's urgent care clinic project for the 2025 NOFA given the project size of \$3,300,000.

With the Board's direction, the Grants Unit will finalize and submit three Program Income applications for the above projects. Of note, the County of Mendocino has a projected \$642,294 in CDBG Program Income as of June 30, 2025, prior to the approval of these applications, available to allocate toward eligible CDBG projects. Planning for future projects will be forthcoming, and staff will return to the Board for direction on priorities for the use of these funds to support community and economic development initiatives.

The Chief Executive Officer or designee will sign and execute applications, and other documents related to these grants. All public notices and resolutions presented are on HCD-mandated templates.

**ALTERNATIVE ACTION/MOTION:**

Provide alternate direction to staff.

**STRATEGIC PLAN PRIORITY DESIGNATION:** A Thriving Economy

**SUPERVISORIAL DISTRICT:** ALL

**VOTE REQUIREMENT:** Majority

**SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:** [REDACTED]

**FISCAL DETAILS:**

**SOURCE OF FUNDING:** CDBG Grant revenue if awarded

**CURRENT F/Y COST:** \$0

**BUDGET CLARIFICATION:** Total grant funds of \$351,725 over two years and nine months performance period for projects listed above if grant is awarded.

**ANNUAL RECURRING COST:** Yes.

**BUDGETED IN CURRENT F/Y (IF NO, PLEASE DESCRIBE):** No

**REVENUE AGREEMENT:** No

**AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL:** Yes

**CEO LIAISON:** Executive Office

**CEO REVIEW:** Choose an item.

**CEO COMMENTS:**

**FOR COB USE ONLY**

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Executed By: Deputy Clerk

Date: Date Executed

Final Status: Item Status

Executed Item Type: item

Number: