



STAFF REPORT	
SUBJECT: Closeout of 20-CDBG-CV1-00184 Senior Community Center Kitchen Remodel	MEETING DATE: March 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to complete and submit the closeout package for the Community Development Block Grant (CDBG) Contract No. 20-CDBG-CV1-00184 to the California Department of Housing and Community Development (HCD), confirming successful project completion and financial reconciliation.

BACKGROUND/DISCUSSION:

In 2021, the City of Clearlake was awarded **\$122,279.00** in **CDBG-CV1** funds under contract **20-CDBG-CV1-00184** for the **Senior Community Center Kitchen Remodel Project**. The project was designed to enhance food service capacity and accessibility for senior residents and vulnerable populations, ensuring compliance with health and safety standards.

PROJECT OUTCOMES:

The project has been successfully completed, meeting all grant objectives, including:

- Upgrading and modernizing kitchen equipment and facilities.
- Improving food storage and preparation areas.
- Enhancing accessibility to meet **Americans with Disabilities Act (ADA)** standards.
- Supporting increased meal service capacity for local seniors and community members in need.

All activities were carried out in compliance with **CDBG-CV1** program requirements and within the approved project budget. The final audit and financial reconciliation confirm that all funds were expended appropriately.

OPTION

1. Direct staff to submit the closeout package to HCD for final approval. The City will continue to comply with CDBG program income reporting requirements and ensure that any subsequent audits covering these expenditures are properly addressed.

CONCLUSION:

The successful completion of the **Senior Community Center Kitchen Remodel Project** demonstrates the City’s commitment to leveraging grant funding for community benefits. Staff appreciates the support of the City Council in advancing critical projects that enhance services for Clearlake residents.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: The funds were expended and fully reimbursed in the amount of \$122,279.00

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to proceed with directing staff to closeout the CDBG grant funded project 20-CDBG-CV1-00184.

- Attachments:** 1) CDBG Closeout Certification
 2) Completion Report-revised date