

# COMMUNITY DEVELOPMENT AND HOUSING

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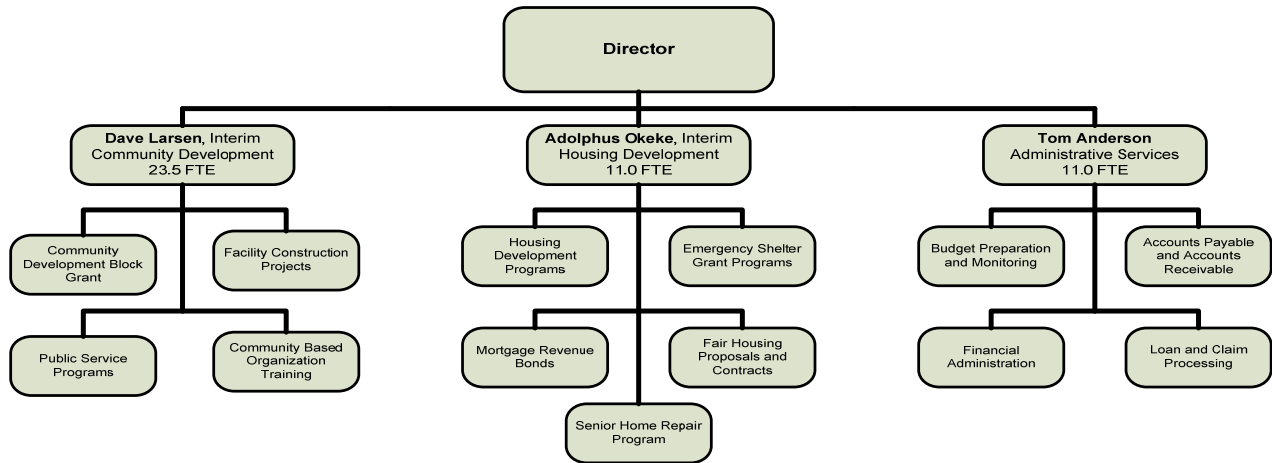
**MISSION STATEMENT**

The Department of Community Development and Housing (CDH) works to improve the quality of life of residents of the county through identifying, obtaining, and administrating local, state, federal, and private funding resources available for community development and housing programs and projects.

**STRATEGIC GOALS**

1. Develop and coordinate the consolidated plan process for obtaining the Home Investment Partnership Act (HOME), the Emergency Shelter Grant (ESG), and the Community Development Block Grant (CDBG) entitlement grants to promote the well being of county residents.
2. Sub-grant CDBG and ESG funds to county departments, cooperating cities and non-profit agencies for programs and projects benefiting low- and moderate-income persons.
3. Prepare an annual performance report covering the consolidated plan grant programs for submittal to the Department of Housing and Urban Development (HUD) required to obtain grants to assist residents of the county.
4. Communicate useful and timely information to other agencies and to the general public to inform them about grant and loan resources available to meet community and housing needs.
5. Implement affordable housing programs for the construction of new housing, rehabilitation of existing housing and the provision of emergency shelter for homeless persons within the county.

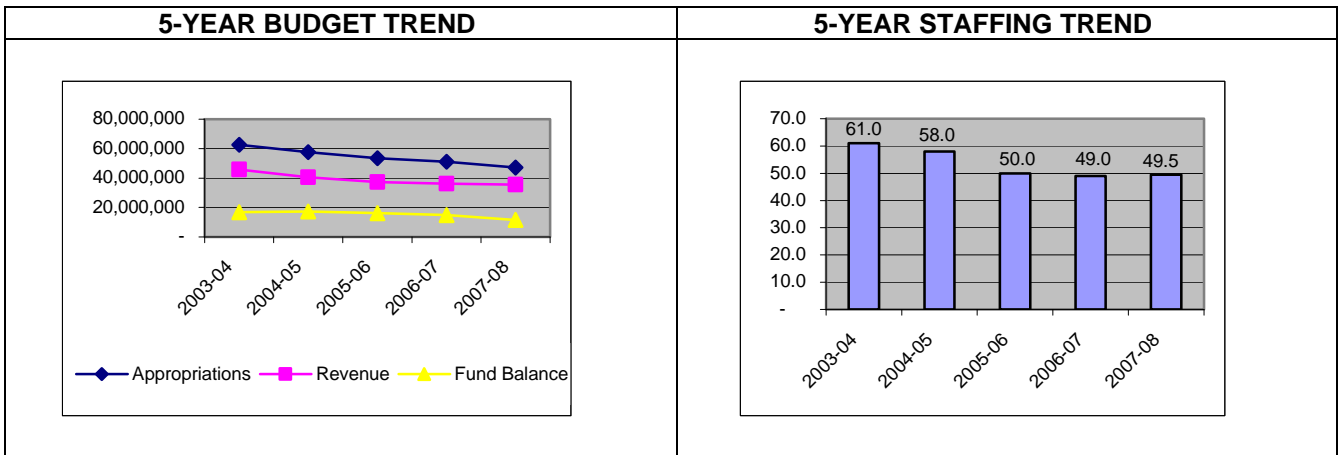
**ORGANIZATIONAL CHART**



**DESCRIPTION OF MAJOR SERVICES**

The Department of Community Development and Housing (CDH) is responsible for administering federal, state, and local grant funds allocated to the County of San Bernardino for housing and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), the Home Investment Partnership Act Grant (HOME), the Neighborhood Initiative Grant (NI) and the Economic Development Initiative Program (EDI) Grant. In addition, the department received a grant in 2006-07 from the State to reconstruct the water delivery system in Cedar Glen. The CDBG grant was maintained at its reduced level for 2007-08. During 2006-07 the Redevelopment Agency entered into a contract with CDH to assist with affordable housing in the Cedar Glen area and this assistance will continue through 2007-08.

**BUDGET HISTORY**



**PERFORMANCE HISTORY**

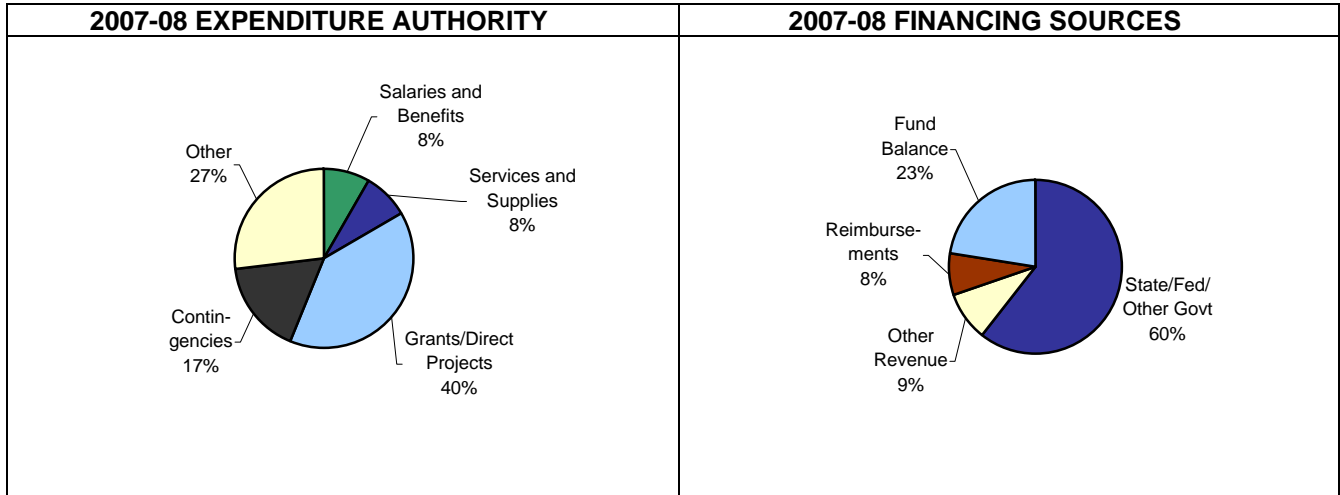
	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Estimate
Appropriation	20,028,295	24,335,828	24,763,111	50,996,111	26,014,668
Departmental Revenue	20,274,741	22,338,993	23,440,212	36,120,085	22,600,793
Fund Balance				14,876,026	
Budgeted Staffing				49.0	

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, expenditures in this fund are typically less than budget. Most of CDH's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpected and unrealized amounts in 2006-07 have been carried over to the subsequent year's budget.

The performance history for the CDH budget represents a slight increase in actual funding from 2003-04 through 2005-06, followed by a slight decrease in actual funding in 2006-07. Through 2005-06, the department continued to see increases in revenue despite annual decreases in CDBG, HOME, and ESG grants because there were carry-over funds from prior year grants as well as revenue remaining from other funding sources. Many of these funds have been expended in prior years or will be expended in 2006-07, resulting in the decrease in estimated revenue in 2006-07.



**ANALYSIS OF PROPOSED BUDGET**



**GROUP: Economic Development**  
**DEPARTMENT: Community Development and Housing**  
**FUND: Community Development and Housing**

**BUDGET UNIT: CDH Consolidated**  
**FUNCTION: Public Assistance**  
**ACTIVITY: Other Assistance**

	2003-04	2004-05	2005-06	2006-07	2006-07	2007-08	Change
	Actual	Actual	Actual	Estimate	Final Budget	Proposed Budget	From 2006-07 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	3,551,394	3,780,253	3,634,300	3,668,799	4,058,175	4,233,661	175,486
Services and Supplies	1,621,860	1,408,385	1,444,425	1,583,998	3,909,595	4,144,457	234,862
Grants/Direct Projects	11,707,770	15,561,680	16,579,071	16,175,000	35,041,948	20,161,228	(14,880,720)
Central Computer	34,249	45,171	49,817	59,593	59,593	56,934	(2,659)
Equipment	-	-	39,463	-	-	-	-
Transfers	4,454,809	5,187,319	5,306,274	5,209,278	10,368,909	12,011,116	1,642,207
Contingencies	-	-	-	-	-	8,599,692	8,599,692
<b>Total Exp Authority</b>	<b>21,370,082</b>	<b>25,982,808</b>	<b>27,053,350</b>	<b>26,696,668</b>	<b>53,438,220</b>	<b>49,207,088</b>	<b>(4,231,132)</b>
Reimbursements	(2,291,133)	(3,080,866)	(3,484,053)	(4,182,000)	(3,780,334)	(3,964,701)	(184,367)
<b>Total Appropriation</b>	<b>19,078,949</b>	<b>22,901,942</b>	<b>23,569,297</b>	<b>22,514,668</b>	<b>49,657,886</b>	<b>45,242,387</b>	<b>(4,415,499)</b>
Operating Transfers Out	949,346	1,433,886	1,193,814	3,500,000	1,338,225	1,764,379	426,154
<b>Total Requirements</b>	<b>20,028,295</b>	<b>24,335,828</b>	<b>24,763,111</b>	<b>26,014,668</b>	<b>50,996,111</b>	<b>47,006,766</b>	<b>(3,989,345)</b>
<b>Departmental Revenue</b>							
Taxes	31,038	88,320	32,482	75,000	29,500	40,000	10,500
Fines and Forfeitures	6,897	4,060	3,274	2,800	3,300	3,000	(300)
Use Of Money and Prop	646,167	688,908	730,660	802,019	650,878	757,500	106,622
State, Fed or Gov't Aid	13,907,410	16,545,488	17,579,128	17,433,440	30,754,350	30,849,326	94,976
Current Services	-	-	4,735	-	-	-	-
Other Revenue	5,682,429	5,012,217	5,085,564	4,287,534	4,682,057	3,894,789	(787,268)
Other Financing Sources	800	-	4,369	-	-	-	-
<b>Total Revenue</b>	<b>20,274,741</b>	<b>22,338,993</b>	<b>23,440,212</b>	<b>22,600,793</b>	<b>36,120,085</b>	<b>35,544,615</b>	<b>(575,470)</b>
Fund Balance					14,876,026	11,462,151	(3,413,875)
Budgeted Staffing					49.0	49.5	0.5



Salaries and benefits of \$4,233,661 fund 49.5 positions and are increasing by \$175,486 primarily resulting from a \$91,419 increase in workers' compensation charges, an \$8,252 increase for an additional Public Service Employee positions (0.5 FTE), and other costs associated with MOU and retirement adjustments.

Services and supplies of \$4,144,457 represent charges from the department's Inland Valley Development Agency (IVDA) fund for professional services including consultant services, legal services, and redevelopment projects as well as various other charges, such as general office expenses, costs for publications, and special departmental expenses. The overall increase of \$234,862 is primarily the result of inflation and an increase in the IVDA fund's professional services due to planned receipt of additional revenue and funds being carried over from prior years.

Grants and direct projects of \$20,161,228 represent the bulk of CDH's expenses. These expenses generally consist of contracts with other governmental, nonprofit, or private businesses to provide community development and housing assistance for low and moderate income citizens of the County of San Bernardino. The decrease in grants and direct projects of \$14,880,720 is primarily caused by a change in accounting to contingencies (\$8,599,692) and the reduction of available grant funds in the Neighborhood Initiative Grant (\$6,332,683). This decrease was slightly offset by an increase in the other grants included in this budget.

Transfers of \$12,011,116 primarily represent intradepartmental transfers from CDH's grant funds to its administrative fund. It also represents transfers to other departments for services provided on behalf of CDH. This increase in transfers of \$1,642,207 over last year includes an increase of approximately \$700,000 in transfers out to other departments for Community Development Block Grant projects that are expected to be completed in 2007-08 and an increase in the administrative charges to most of the grant funds in the consolidated CDH budget.

Contingencies increased \$8,599,692 due to an accounting change requested by the County Administrative Office. In prior years, the department has budgeted their entire unreserved fund balance as appropriation for grants and direct projects. This inaccurately reflected the actual amount of expenditures the department would anticipate in a fiscal year for grants and direct projects. By moving these funds to contingencies, the department is providing a better representation of anticipated actual expenditures for grants and direct projects in 2007-08.

Reimbursements of \$3,964,701 represent intradepartmental reimbursements to the CDH administrative fund for staff charges. The increase of \$184,367 primarily represents an increase in administrative costs due to various salary and benefit increases within the department (explained above).

Operating transfers out of \$1,764,379 increased \$426,154 due to an increase in CDBG construction projects planned to be completed by the County Architecture and Engineering Department in 2007-08.

Revenues of \$35,544,615 generally represent grants received from the Department of Housing and Urban Development (HUD), which include the Community Development Block Grant, HOME grant funds, and the Emergency Shelter Grant. In 2007-08, the department anticipates receiving \$12,749,849 from HUD as well as \$3,100,000 from the State Department of Housing and Community Development for the Cedar Glen Water/Road Improvement Grant. The remaining \$19,694,766 in revenue primarily represents funding for previously approved federal grant projects that have not been completed. The department has seen a decrease of \$575,470 that includes a decrease in other revenue due to receipt in 2006-07 of prior years' owed invoices in the Labor Compliance Program as well as decreases in funds received from housing loan payoffs.



PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Estimated	2007-08 Projected
Percentage of Emergency Shelter Grant (ESG) "Cold Weather Shelter Program" contracts with non-profit homeless service providers executed within 30 days of completion of RFP and projected start date of each project (14 ESG contracts entered into in 2005-06).	75%	80%	90%
Percentage of Community Development Block Grant (CDBG) project Environmental Review Records (ERR) approved by HUD within ninety (90) days of project approval (155 ERRs approved in 2005-06).	80%	80%	80%
Percentage of Project Implementation/Maintenance and Operation agreements entered within thirty (30) days of ERR completion (160 Project Implementation/Maintenance and Operation Agreements entered in 2005-06).	75%	80%	80%
Percentage of Public Service contracts executed within thirty (30) days of the projected start date of each program (95 CDBG Public Service contracts executed in 2005-06).	80%	80%	80%
Maintain the number of non-profit agencies, cities, and individual homeowners who receive the information they need in order to apply for CDBG, ESG, and HOME funds.	New	200 agencies, 13 cities, 400	200 agencies, 13 cities, 400
The number of housing units constructed or rehabilitated.	200	200	200
The number of low-income families or disabled persons who receive rental housing security deposit and utility payment assistance.	200	200	200
The number of low-and moderate-income homeowners who receive loans or grants.	270	270	250
The number of families who succeed in buying their home.	25	20	20
The number of emergency shelter nights provided to homeless persons.	23,900	23,900	24,000
The number of housing projects planned for construction.	New	0	2
The number of home owners who will receive financial assistance to rebuild their homes that were lost in the 2003 "Old Fire" disaster.	New	0	10
Percentage of time the following activities will be completed within the designated time frame: - CDH completion of initial review of eligible land use services grant applications within thirty (30) days of receipt and completion of reimbursements within three (3) months of receipt of claims and approved back up information.	New	90%	100%
Percentage of time the following activities will be completed within the designated time frame: - CDH completion of initial review of eligible Home Rehabilitation Program applications within thirty (30) days of receipt. - Rehabilitation activities completed within 9-12 months of application approval.	New	90%	100%

