

City Council Agenda Memo

From: Jacob Meshke, Assistant City Manager

Council Meeting: June 8, 2021

Subject: CDBG Application Authorization

Person(s) Responsible: Jacob Meshke, Assistant City Manager

Summary:

The resolution would authorize the City Manager to sign and submit a \$2,000,000 Community Development Block Grant (CDBG) Application to construct a joint facility addressing food insecurity which would house the Food Pantry, Brookings Backpack Project, Senior Commodity, and United Way Programs. The building would be located on First Lutheran Church property under a long-term lease with the United Way serving as the building owner. All partners are excited, enthusiastic, and supportive of the project.

Background:

The City of Brookings had started discussions with community partners to address the aging and failing Food Pantry facility. As the conversation shifted to a new facility, there was an identified opportunity to create a joint facility addressing food insecurity which would house multiple community partners.

To maximize available resources, the City of Brookings and First District Association of Local Governments began conversation regarding Community Development Block Grant (CDBG) funding. The City of Brookings does not qualify for CDBG funds based on community income; however, a special population survey for users of the Food Pantry was identified as a means to qualify Brookings for the grant. An adequate survey response was received to qualify the City of Brookings for CDBG funding.

Item Details:

The joint facility to address food insecurity would house the Food Pantry, Brookings Backpack Project, Senior Commodity, and United Way Programs. The approximate 7,000 square foot facility would be located on First Lutheran Church property under a long-term lease with the United Way serving as the building owner. All partners are excited, enthusiastic, and supportive of the project.

The City Council had previously identified \$300,000 to support the construction of a new Food Pantry building. At this time, it has been determined that the CDBG funding would cover all necessary site work and construction activities. Currently, discussions are ongoing if the grant would cover design, engineering, and construction management,

which account for approximately \$70,000 of the project. Other non-grant eligible expenses associated with the construction are not anticipated to exceed \$30,000, which would make the total potential liability up to \$100,000. Future discussions on fund usage could occur on furniture, fixtures, and equipment for the new facility if the grant application is successful. First District Association of Local Governments would provide grant management services for the project to ensure that program requirements are met.

The resolution would authorize the City Manager the sign and submit an application for \$2,000,000 for the joint facility addressing food insecurity for the City of Brookings.

Legal Consideration:

None.

Strategic Plan Consideration:

Fiscal Responsibility
Safe, Inclusive, and Connected Community
Service and Innovation Excellence
Sustainability

Financial Consideration:

The City will apply for approximately \$2,000,000 of Community Development Block Grant funds.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a study session
5. Do nothing

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Resolution
Cost Estimate
Map
Site Plan
Floor Plan
Preliminary Exterior Renderings
Letters of Support – United Way
Letter of Support – Food Pantry
Letter of Support – Senior Commodity
Letter of Support – Brookings Backpack Project
Letter of Support – First Lutheran Church

Public Notice