

CDBG MIT-PPS Grant Application – DRAFT

County of Lake – Code Enforcement Mitigation Team

**Explain how your project meets the definition of the eligible activity that you selected in the question above? (Public Service)**

The County of Lake, Code Enforcement Division will utilize grant funds to expand Code Enforcement services to the areas of lake county will the most need. Specifically, the county currently supports 2 Code Enforcement Officer positions, whose designated to a specific area (Clearlake Oaks) of Lake County and are focused on nuisance abatement. The division also has a Code Enforcement Program Supervisor, who spends about 30% of his time on hazardous vegetation cases, largely focused on a specific community (Kelseyville Rivieras), whose HOAs organized a fund for hazardous vegetation abatements. This project would support a 2 Code Officer Mitigation Team whose sole focus will be on hazardous vegetation education, noticing, and abatements, as well as sub-standard housing assessments, noticing, referrals to the Housing Trust Fund, and abatements. The increase in Mitigation Code Enforcement will be from .3FTE Officer dedication to 3.0FTE from the proposed Mitigation Team (which includes a full-time Office Assistant to assist with education and noticing). Please see the attached evidence of expanded services.

**Please explain justification for new or expanded services.**

Lake County continues to be at extreme fire risk, as well as high risk for floods and earthquakes, as the climate continues to change. According to the 2023 Community Wildfire Prevention Plan (CWPP), since 2015 Lake County has lost more than 1800 homes to wildfire and an estimated 60% of Lake County has burned between 2011 and 2021. Hazardous Vegetation education, management and abatements are a major focus of the counties wildfire prevention plan – but the dedication of only .3FTE Code Officer with the focus on one Lake County Community requires expansion to be effective for true wild fire prevention. According to the most recent Local Hazard Mitigation Plan (LHMP), Lake County continues to be at extreme wildfire risk and high risk for floods and earthquakes. In a low income community, such as ours, a high percentage of the housing stock is sub-standard, and therefore vulnerable to fire, flood, and earthquake. With no current Code Enforcement activities focused on sub-standard housing, Lake County housing stock is at extreme risk in natural disasters. The proposed Code Enforcement Mitigation Team would focus 100% of efforts on hazardous vegetation and sub-standard housing cases across Lake County, specifically to “increase the resilience to disasters and reduce long term risk to loss of life and property” as defined by HUD.

**Upload evidence of need for new or expanded public service.**

Will upload Fire Map history with data from CWPP and LHMP

**Provide a narrative indicating there is no reasonable access to the service.**

Existing Code Enforcement services in Lake County do not meet demand, Lake County is third poorest county in California (according to 2020 census data), and is extremely under-resourced, with only 2 Code Enforcement Officers being funded through county resources (and 3 other officers being funded by grant funds and other revenue sources). Although there is no standard

staffing ratio for Code Enforcement per population (due to the unique nature of each county's program), 5 officers for a county of our size (population and geography) and number of cases is not currently meeting the demand, especially for hazardous vegetation and sub-standard housing needs. Although county collaboratives (like the Risk Reduction Authority and other agencies) have focused much effort and procured grant funds to provide disaster prevention education and organizing, Code Enforcement activities focused on mitigation are missing from the equation – and with no enforcement, segments of the community remain at great risk. Without greater county resources and increased tax base, the County of Lake is forced to seek grant funding to protect our community.

**Upload Reasonable Access supporting documentation.**

Will upload Chart with county acres, population, revenue, and expenditures, LMI in communities, data on housing units

**Provide a narrative indicating why the population needs this service.**

The target population for this project will be the residents of the unincorporated area of Lake County – the County of Lake Jurisdiction. The population of Lake County has remained relatively consistent over the last 25 years, only fluctuating by approximately 5% since 2010.

XXXXX

**If fees will result from the Public Services activity, the Applicant must provide additional information.**

No fees will be assessed as the result of project activities. However, since grant funds can not be utilized to conduct abatements, Code enforcement will pass these costs to property owners through administrative penalties and liens, according to county ordinances. Our cost recovery process has built in options for low-income individuals, including an appeal process, a hardship waiver, and a payment plan. For those funds not recovered, Code Enforcement's nuisance abatement fund will cover the costs.

**Project description:**

County of Lake, Code Enforcement Division proposes to use grant funds to create a 2-Officer Mitigation Team – who will be focused on hazardous vegetation and sub-standard housing mitigation, directly related to fire prevention and housing loss mitigation in fire, flood, and earthquake events. The Code Enforcement Division currently employs 4 Code Officers, 2 assigned to traditional cases (i.e. illegal dumping, nuisance abatement), 2 assigned to illegal cannabis cases (grant-funded) and a Code Enforcement Program Supervisor who handles abandoned vehicles and hazardous vegetation (in Riviera communities only). The division also employees a Code Enforcement Manager who supervises the officers and works the most complex, high-profiles cases and handles litigation. By recruiting, hiring and training 2 officers dedicated to mitigation effort, Code Enforcement will be able to make an impact on fire prevention and disaster recovery. The Code Enforcement Mitigation team will assess the community and develop cases from community complaints, focusing their case management on hazardous vegetation education, noticing and abatement as well as sub-standard housing violations, education, and connection to County rehabilitation funds. We will track our cases through data tracking software, review data monthly and report as required. We will assess administrative penalties and liens to property owners to recover our costs (according to current

county ordinance) from those residents who have the financial means. As with all our Code Enforcement work, we will first for property owner compliance with county code. We will educate property owners about their responsibilities, and encourage everyone to bring their property into compliance voluntarily. For sub-standard housing cases, our team will encourage and connect residents with the County's Housing Rehabilitation Fund (currently being developed). Our Office Assistant will send mailers, courtesy letters, and will also track cost recovery efforts.

*Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of state and/or local codes. CDBG-MIT funds may only be used for targeted code enforcement efforts that meet the definition of mitigation. Eligible code enforcement activities do not include the costs of correcting code violations identified during routine inspections. Enter a detailed description of your project which should include at a minimum: what the project is, why it is needed, who the beneficiaries will be, where it will take place, how it will be done and when it will be completed. This should be a similar description provided for the NEPA. Additionally, please indicate if this will be a new project, a modification to an existing project, or if a new type of assistance will be added to an existing project. By completing the narratives below the Applicant is demonstrating a knowledge of need for the project and the steps needed to achieve the desired outcome.*

### **Detailed Scope of Work - Task Narrative/Deliverables**

Below is the is a detailed Scope of Work for the project, which outlines both Tasks and Deliverables:

# Work Plan

**Proposal Name: Code Enforcement Mitigation Team**

**Lead Applicant: County Of Lake**

## Task 1: Hire and Train Code Enforcement Mitigation Team

Subtask	Deliverables	Timeline
Subtask A: Recruit and hire new officers - utilizing the County of Lake HR department/policies/processes	Job posting	July 2024
Subtask B: Develop a training plan and track modules of training completed	Training Plan & Module Tracking	September 2024 & Ongoing
Subtask C: Purchase vehicle for Code Enforcement Mitigation Team	Purchase Record	October 2024

## Task 2: Management of Hazardous Vegetation and Sub-Standard Housing Code Enforcement Cases

Subtask	Measurable Targets	Timeline
Subtask A: Complete environmental reviews and/or waivers	NEPA/CEQA compliance	July 2024
Subtask B: Develop procedures for Sub-Standard Housing Code Enforcement including collaboration with housing rehabilitation funds, temporary housing programs, and other community resources	Procedures for Sub-Standard Housing Program	September 2024
Subtask C: Sub-Standard Housing education materials to properties in the Project Area	Education Materials	January 2025 & Ongoing
Subtask D: Assess the Project Area for Sub-Standard Housing cases (through complaints and internal assessments)	Sub-Standard Housing Case List	January 2025 & Ongoing
Subtask E: Sub-Standard Housing Case Management	Case Management Records	January 2025 & Ongoing
Subtask F: Hazardous Vegetation education materials to properties in the Project Area	Education Materials	April 2025 (& Annually)
Subtask G: Assess the Project Area for Sub-Standard Housing cases (through complaints and internal assessments)	Sub-Standard Housing Case List	April - August 2025 (& Annually)
Subtask H: Sub-standard Housing abatements (working with local fire crews/contractors)	Abatement Receipts	August - November 2025 (& Annually)

## Task 3: Monitoring, Reporting, and Cost Recovery

Subtask	Measurable Targets	Timeline
Subtask A: Compile and review data for monthly activity reports	Monthly Activity Reports	September 2024 & Ongoing
Subtask B: Compile and review data for monthly financial reports and invoices	Monthly Financial Reports and Invoices	September 2024 & Ongoing
Subtask C: Regularly process liens to recover cost of abatements (and other cost recovery efforts)	Cost Recovery Report	December 2025 & Ongoing

### Project Milestones:

Milestones provided in this section are required and will become part of the Standard Agreement. Complete the milestones by providing a length of time to complete each. For example: "60 days from STD 213 execution, 90 days from Milestone #3, etc."

1. Enter proposed length of time to meet Milestone #1 - 30 days from STD 213 execution
2. Enter proposed length of time to meet Milestone #2 - 6 months from Milestone 1
3. Enter proposed length of time to meet Milestone #3 - 15 months from Milestone 2
4. Enter proposed length of time to meet Milestone #4 - 9 months from Milestone 3
5. Enter proposed length of time to meet Milestone #5 - 9 months from Milestone 4
6. Enter proposed length of time to meet Milestone #6 - 3 months from Milestone 5

### Public Services Performance Measures \*

We have selected three performance measures and we will meet the following:

# of Distributed Materials:

	#
	<input type="checkbox"/>
	<input type="checkbox"/> # of Distributed Materials
	<input type="checkbox"/> # of People Trained

- # of Workshops delivered
- # of Webinars provided
- # of Households reached
- # of buildings (non-residential)
- # of Plans Reviewed
- # of Building Inspections
- # of public facilities
- # of Businesses
- # or % Other

**Based on the projected performance measure(s) selected above please provide an estimated percent or number this project intends to meet**

**Provide a detailed description of how the project will meet the definition of mitigation.**  
 HUD defines mitigation as: Activities that increase resilience and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters. See (17MIT-PPS P&Ps Section 2.6 or 18MIT-PPS P&Ps Section 2.6)

**National Objective**

- Low- and Moderate-Income
- Urgent Need Mitigation (UNM)

Please indicate the proposed number of beneficiaries that will benefit or be served by this project. Projects utilizing the LMI national objective must have at least 51% of beneficiaries that are low-to-moderate-income individuals.

Depending on the selected national objective, provide the following information:

- LMA: number of LMI persons in the project service area that will benefit. This number will come from the HUD Census data;
- LMC: number of LMI persons that will benefit from the project. This number will come from the project information;

- UNM total number of individuals to be served.
  - UNM projects must also provide a proposed LMI percentage but there is no threshold requirement for that percentage. The LMI persons proposed to benefit from a UNM project may be determined by using HUD Census data for the project area.

2. What is the total number of proposed beneficiaries to be served by this project
3. What is the total number of proposed LMI beneficiaries to be served by the project
4. What is the proposed LMI beneficiary percentage?

**Select the HCD Program Threshold the project will meet:**

- Benefit low-income communities
- Benefit low resource communities
- Benefit senior citizens
- Benefit persons with disabilities
- Benefit tribal lands or persons
- Benefit households living in affordable housing
- Benefit remote community
- Benefit non-English speaking populations

**CDBG-MIT Funding Amount Requested**  
**Provide a basis for the requested funding amount**

- Cost Estimate
- Proposal
- Match Funds
- Historical Data
- Other

**Have you completed a detailed narrative of your MIT-PPS budget within the Grants Network budget template?**

Budget narrative should include information about activity viability if the project is only partially funded. For instance, can the project scope be reduced the number of beneficiaries be reduced, can the project be scaled to the amount of funding available. Include budget information that describes your activity budget as uploaded. Make sure the budget narrative has a relationship to the tasks and deliverables described in the application.

**Enter the census block group(s) served by the project.**

**Does the application include a Partner? \***

- Yes

No