

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

**RESOLUTION AUTHORIZING )  
CLOSEOUT OF THE CDBG VULNERABLE )  
POPULATION FOOD DELIVERY PROGRAM )  
AND SUBMITTAL OF CLOSEOUT )  
CERTIFICATION AND REQUEST TO )  
DISENCUMBER UNUSED FUNDS TO THE )  
DEPARTMENT OF HOUSING AND )  
COMMUNITY DEVELOPMENT FOR FUNDS )  
PROVIDED UNDER THE COMMUNITY )  
DEVELOPMENT BLOCK GRANT PROGRAM )  
(CDBG) STANDARD AGREEMENT )  
NO. 20-CDBG-CV-2-3-00120 PURSUANT TO )  
THE 2020 CDBG CORONAVIRUS RESPONSE )  
ROUND 2 AND 3 (CDBG-CV2 AND CV3) )**

**RESOLUTION**

**NO. 2025-075**

**WHEREAS**, the California Department of Housing and Community Development (“Department” or “HCD”) issued a Notice of Funding Availability (“NOFA”) dated December 9, 2020, for the Community Development Block Grant Program, made available from the U.S. Department of Housing and Urban Development (“HUD”), pursuant to the 2020 Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3); and

**WHEREAS**, the Community Development and Services Agency, on behalf of the County of Yuba, applied for and received an allocation of funding in the amount of \$150,000.00, from the State of California Department of Housing and Community Development (HCD), Standard Agreement No. 20-CDBG-CV-2-3-00120 to be utilized for a Public Service Program known as CDBG Vulnerable Population Food Delivery Program; and

**WHEREAS**, it is the recommendation of the Community Development and Services Agency that the Yuba County Board of Supervisors adopt a resolution authorizing the closeout of the CDBG Vulnerable Population Food Delivery Program, and the execution and submittal of a grant closeout certification, and request to disencumber \$10,363.33 in unused funds, as required by the California State Department of Housing and Community Development; and

**WHEREAS**, funding in the amount of \$139,636.67 has been expended for the completion of a food delivery program, which provided low-income high-risk seniors, physically disadvantaged, health compromised, and IHSS income eligible recipients with two (2) pre-made meals weekly, prepared by local restaurants and/or catering services; and

Activity	\$ 120,474.03
Grant management	\$ 19,162.64
Total Expended	\$ 139,636.67

**WHEREAS**, all activities undertaken with CDBG funds provided under the above grant agreement have been carried out in accordance with the grant agreement, and proper provision has been made for the payment of all costs and claims, and that amounts set forth are true and correct; and

**WHEREAS**, the Community Development and Services Agency recommends and requests the Board of Supervisors to authorize and direct the Director of Community Development and Services Agency, or designee, to execute and deliver all documents pertaining to grant closeout, and act on the County's behalf in all matters pertaining to grant closeout, and direct staff to complete and submit the Final Financial and Accomplishment report in the grant management system (eCivis).

**NOW, THEREFORE, BE IT RESOLVED**, the Yuba County Board of Supervisors hereby declare:

*Section 1.* That the above recitals are all true and correct.

*Section 2.* On February 9, 2021 the County Board of Supervisors adopted Resolution No. 2021-020 authorizing the submission to the State of California of one or more applications in the aggregate amount, not to exceed \$150,000.00 for the following CDBG activities, pursuant to the December 9, 2021 Community Development Block Grant Program-Coronavirus Response (CDBG-CV) State CDBG Program; and

Public Service – Food Delivery Program up to \$150,000.00

*Section 3.* That the County Board of Supervisors hereby adopts a resolution authorizing the Community Development and Services Agency staff to closeout Standard Agreement No. 20-CDBG-CV-2-3-00120, submit a closeout certification, and request to disencumber \$10,363.33 in unused funds, as required by the California State Department of Housing and Community Development; and

*Section 4.* That the County Board of Supervisors have reviewed the revenue and expenditures, and National Objective, and accepts the Yuba County CDBG Vulnerable Population Food Delivery Program as complete; and

*Section 5.* That the County Board of Supervisors have reviewed the Financial Revenue and Expenditures and accepts that all activities undertaken with CDBG funds provided under the

above grant agreement have been carried out, and that proper provisions have been made for the payment of all costs and claims; and

*Section 6.* The County Board of Supervisors hereby authorizes and directs the Director of Community Development and Services Agency, or designee, to execute and deliver all closeout documents, and act on the County's behalf in all matters pertaining to the closeout of the above stated grant, and directs staff to complete and submit the Final Financial and Accomplishment Report in the grant management system (eCivis); and

*Section 7.* This Resolution shall take effect upon its adoption.

**PASSED AND ADOPTED** at a regular meeting of the County Board of Supervisors of the County of Yuba, State of California held on the 23 day of September, 2025 by the following vote:

AYES: Supervisors Vasquez, House, Fuhrer, Bradford, Messick


NOES: None

ABSENT: None


ABSTAIN: None

ATTEST:

  
Chair

  
\_\_\_\_\_  
MARY PASILLAS  
CLERK OF THE BOARD OF SUPERVISORS

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JANET BENDER  
YUBA COUNTY COUNSEL



# CDBG Combined Closeout Package

**CDBG Award/Contract Number (fill in):** 20-CDBG-CV-2-3-00120

## Checklist

I/we have completed the following forms. Check all that apply.

- Closeout Certification
- Acquired Property Inventory
- Disencumbrance of Funds Acknowledgement/Request
- Completion Report Acknowledgement
  - Completion Report uploaded or attached
- Section 3 Compliance Acknowledgement
- Section 3 Closeout Report (complete only if applicable)
  - Select and complete correct form based on award date
- Section 3 Qualitative Efforts (complete only if applicable)
- Affidavit of Posting Notice
  - Proof of posting also upload/attached (e.g., picture of the website posting with date stamp, newspaper clipping, or a photo of the document posted in a public place noted on affidavit)
- If this award included a planning activity, I/we have uploaded or attached **ALL** of the following:
  - Final Product(s)
  - Documentation of Public Hearing to accept final product(s) (e.g., copies of announcements, posting, etc.)
  - Board Resolution accepting each/all final product(s)
- CDBG Combined Closeout Package Signature



## Closeout Certification

I (name of authorized representative), Michael Lee, Director of CDSA, hereby certify that all activities undertaken by the Grantee with funds provided under CDBG Award/Contract Number 20-CDBG-CV-2-3-00120 have, to the best of my knowledge, been carried out in accordance with the award/contract agreement; that proper provision has been made by the Grantee for the payment of all costs and claims; that the State of California is under no obligation to make further payment to the Grantee under the award/contract agreement; and that every statement and amounts set forth in **all Financial Reports** are to the best of my knowledge, true and correct.

The Grantee shall continue to comply with the State CDBG program income reporting requirements.

All costs incurred subsequent to the most recent annual audit period will be audited at the time the Grantee's next annual audit is conducted in accordance with 2 CFR 200, Subpart F. The Grantee will resolve any audit findings relating to both the program and financial aspects of the award/contract. In the event there are any costs which are disallowed by this audit or any subsequent audits which cover CDBG expenditures, and which are sustained by the Department of Housing and Community Development, the amount of such costs shall be returned to HCD.



## Acquired Property Inventory

Complete the table below listing any property acquired in whole or in part with CDBG funds or CDBG Program Income in the table below in accordance with the provisions of 24 CFR Part 570.489(k) – Accountability of Real and Personal Property and 24 CFR Part 570.489(e) – Program Income of the HUD CDBG regulations pertaining to property management and program income. If applicable, state “None” acquired. Include additional copies of the table if required.

Future disposition of this property shall be carried out in accordance with CFR 24 Sec. 570.489(j) – Change of Use of Real Property for instructions.

<b>Grantee:</b> County of Yuba	<b>Award/Contract Number:</b> 20-CDBG-CV-1-2-00120
<b>Contract/Project Name:</b> Vulnerable Population Food Delivery Program	

In the table below in the **Proof of Ownership** column, enter the type of proof on record, e.g., title, deed, invoice receipt. In the **% CDBG Funded** column, enter the percentage of the property funded by CDBG award dollars or by CDBG Program Income.

Description of Property	Acquisition Date	Acquisition Cost	Serial # or ID #	Condition	Status	Location	Proof of Ownership	% CDBG Funded
None Acquired								%
								%
								%
								%





## Disencumbrance of Funds Acknowledgement/Request

This award/contract has unused CDBG Grant Funds. This excludes Program Income.

- Yes
- No (If “No”, skip to the Completion Report Acknowledgement form)

Use the table below for Agreements from **Program Year 2017 and prior**.

Program Activity	Activity Code	Awarded Amounts	Amount to Be Disencumbered	Balance
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
<b>TOTAL</b>		\$ 0.00	\$ 0.00	\$ 0.00

For **Program Years 2018 and later**, please enter the total amount to be disencumbered: \$ 10,363.33

## Completion Report Acknowledgement

Complete one of the acknowledgments below based on the funding year for the CDBG award/contract you are closing out.

**For 2017 and prior projects:** I/We have **attached** a copy of the completed Completion Report for this project/program to this Combined Closeout Package.

- Grantee should obtain the appropriate Completion Report for their activity type from their HCD Representative or Grant Administrator.

Yes

No (Grantee will be unable to close out the project/program until report is provided.)

**For 2018 and later projects (including CDBG-CV):** I/We have **uploaded** a copy of the completed Completion Report to the Grants Network Portal concurrently with the submittal of this package.

- Grantee should obtain the appropriate Completion Report for their activity type from their HCD Representative or Grant Administrator.

Yes

No (Grantee will be unable to close out the project/program until report is provided.)

**Grantee should not initiate closeout in the Grants Network Portal until they can provide a Completion Report.**



## Section 3 Compliance Acknowledgement

The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Section 3 requirements apply to housing rehabilitation, housing construction, or other public construction projects when the total amount of housing and community development assistance for the covered project activity (not including general administration) meets or exceeds a funding threshold, generally \$200,000.

Section 3 compliance requirements should have been established at project set up. Grantees who are uncertain whether Section 3 requirements apply to their project(s) should contact their HCD Representative or Grant Administrator.

1. This project/program was funded prior to November 30, 2020 and is required to comply with the prior HUD Section 3 Rule, found at 24 CFR 135.

Yes (Complete the Section 3 Closeout Report for Contracts Funded **Prior to** November 30, 2020 on the next page.)

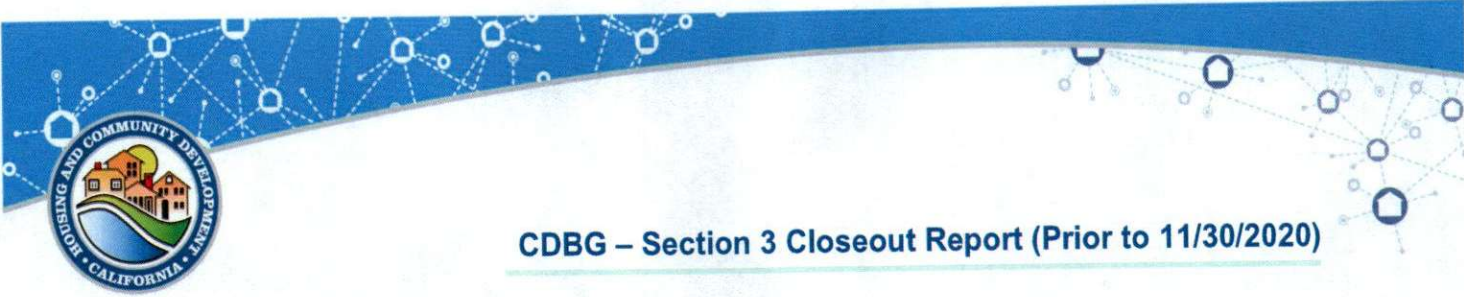
No (If "No", answer Question 2 on this form.)

2. This project/program is required to comply with the HUD Section 3 Final Rule, effective on November 30, 2020, and codified at 24 CFR part 75.

Yes (Complete the Section 3 Closeout Report for Contracts Funded **on or After** November 30, 2020.)

No

If you answer "No" to both questions above, skip to the Affidavit of Posting Notice form.



**CDBG – Section 3 Closeout Report (Prior to 11/30/2020)**

**Section 3 Closeout Report**  
 (For Contracts Funded **Prior to November 30, 2020**)

<b>Grantee Name:</b>
<b>Award/Contract Number:</b>
<b>Project Name:</b>
<b>Project Location (Address):</b>
<b>County or Metropolitan Service Area (MSA) Where Project is Located:</b>
<b>Report Date:</b>

Please complete the tables below showing Section 3 hires for Grantee and any subrecipients and contracting opportunities for this project/program. Copy this page and attach to report if you need additional rows.

Job Category	Number of New Hires	Number of Section 3 New Hires	Number of Section 3 Trainees
<b>Category Totals:</b>	0.00	0.00	0.00



**CDBG – Section 3 Closeout Report (Prior to 11/30/2020)**

<b>Construction Contracts</b>		
<b>1</b>	Total <b>dollar amount</b> of construction contracts awarded	
<b>2</b>	<b>Dollar amount</b> of construction contracts awarded to Section 3 businesses	
<b>3</b>	<b>Percentage</b> of total construction contract dollars awarded to Section 3 business (Row 2 divided by Row 1)	0.00%
<b>4</b>	<b>Number</b> of Section 3 businesses that received construction contracts	
<b>Non-Construction Contracts</b>		
<b>1</b>	Total <b>dollar amount</b> of non-construction contracts awarded	
<b>2</b>	<b>Dollar amount</b> of non-construction contracts awarded to Section 3 businesses	
<b>3</b>	<b>Percentage</b> of total non-construction contract dollars awarded to Section 3 businesses (Row 2 divided by Row 1)	0.00%
<b>4</b>	<b>Number</b> of Section 3 businesses that received non-construction contracts	

**\*Non-construction** contracts are often construction-related contracts for professional services like landscaping, pest control, accounting, architecture, legal services, engineering etc.

## Section 3 Closeout Report

(For Contracts Funded **On or After** November 30, 2020)

<b>Grantee Name:</b>
<b>Award/Contract Number:</b>
<b>Project Name:</b>
<b>Project Location (Address):</b>
<b>County or Metropolitan Service Area (MSA) Where Project is Located:</b>
<b>Report Date:</b>

Please complete the table below showing labor hours on this contract and percentages as of the date of this report. Remember, if you have multiple projects under this contract, this report should show combined (roll-up) hours for the entire contract (program) as well as percentages based on these totals. Individual project information should be maintained in Grantee records.

For reference the Section 3 “safe harbor” benchmarks are:

- Section 3 Workers make up at least 25% of the total project’s hours
- AND**
- Targeted Section 3 Workers make up at least 5% of the total project’s hours by the time of project closeout.

	Hours	Percent of Total Labor Hours	Safe Harbor Benchmark Met? (Y/N)
<b>Total Labor Hours to Date:</b>			
<b>Total Section 3 Labor Hours to Date:</b>		0.00%	
<b>Targeted Section 3 Labor Hours to Date:</b>		0.00%	



## Section 3 Qualitative Efforts Description

This form is only required for Grantees whose project was **funded on or after** November 30, 2020 **and** whose labor hour benchmarks for Section 3 Workers (25% of a total project's hours) **AND** Targeted Section 3 Workers (5% of a total project's hours) are not anticipated to be met by the time of project closeout. Grantees should maintain records for HUD review to document any efforts checked.

<b>Award/Contract Number:</b>
<b>Contractor/Grantee:</b>

Please read the following list of qualitative efforts that may be undertaken to comply with Section 3 and **check ALL that applied to your organization during the course of this CDBG project.** Note that these actions are associated with your organization and do not need to be associated with the particular CDBG project. For more information consult the Community Planning and Development (CPD) Notice at <https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-09cpdn.pdf>.

- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers
- Direct, on-the-job training including apprenticeships
- Indirect training such as arranging for contracting for, or paying tuition for, off-site training
- Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
- Outreach efforts to identify and secure bids from Section 3 business concerns
- Technical assistance to help Section 3 business concerns understand and bid on contracts



## CDBG- – Section 3 Qualitative Efforts

- Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns
- Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services
- Held one or more job fairs
- Provided or connected residents with supportive services that can provide direct services or referrals
- Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview coaching, uniforms, test fees, and/or transportation
- Assisted residents with finding childcare
- Assisted residents to apply for or attend community college or a four-year educational institution
- Assisted residents to apply for or attend vocational/technical training
- Assisted residents to obtain financial literacy training and/or coaching
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Provided or connected residents with training on computer use or online technologies
- Other (Please describe below.)



## Affidavit of Posting Notice

I, (Name of Official Designated in Resolution) Michael Lee, hereby certify that on the 5th day of September (month), 2025 (year), I did post the notice of public hearing concerning discussion of closure and remittal of remaining funds, if any, under the California Department of Housing and Community Development, Community Development Block Grant Program at the following 3 (number) locations listed below, which are available to the public. These postings will be available from September 5, 2025 (date) to September 23, 2025 (date).

<b>Location 1:</b>	Publication in Territorial Dispatch issue
<b>Location 2:</b>	County of Yuba Website (Planning Dept.)
<b>Location 3:</b>	Bulletin Board Case in front of CDSA Dept. in the Yuba County Gov. Center
<b>Location 4:</b>	
<b>Location 5:</b>	

I, (name) Mary Pasillas, Clerk of the Yuba County Board of Supervisors (city, county, or jurisdiction name), State of California, hereby certify the above and foregoing is true and correct.

Dated at 915 8th St. Suite 109, Marysville, CA. 95901 (location), California, this 23 (date) day of September (month), 2025.

\_\_\_\_\_  
Signature of Clerk

(This may not be the same person as the official designated in the Resolution who is certifying the posting)

Yuba County Clerk of the Board of Supervisors  
\_\_\_\_\_

Title



## CDBG – Combined Closeout Package Signature

### **CDBG Combined Closeout Package Signature**

I, the undersigned, hereby certify that all representations made and/or information provided in this combined closeout package and any referenced uploads or attachments is, to the best of my knowledge, true. I further state that my signature below will serve as signature for each of the completed forms in this package as well as for the CDBG Combined Closeout Package taken as a whole.

<b>Date:</b>	<b>Typed Name and Title of Official Authorized in the Resolution:</b>	<b>Signature of Official Authorized in the Resolution</b>
	Name: Michael Lee  Title Director of CDSA	