



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## COMMUNITY DEVELOPMENT DIVISION

300 Sixth Street  
Rapid City, SD 57701

Barbara Garcia, Community Development Specialist

Phone: 605-394-4181

Community Development Division

Fax: 605-394-2232

City web site: [www.rcgov.org](http://www.rcgov.org)

e-mail: [Barbara.garcia@rcgov.org](mailto:Barbara.garcia@rcgov.org)

### MEMORANDUM

TO: Legal & Finance Committee

FROM: Barbara Garcia, Community Development Specialist

DATE: August 16, 2006

RE: Council Approval and Authorization for the Mayor and Financial Officer to Sign an Amendment to the Community Development Block Grant Annual Action Plan and Contract Between the City Of Rapid City and Lutheran Social Services to Extend the Grant Period for Expenditure of Funds and Revise the Description of Work

Lutheran Social Services was allocated \$3,760 from the FY 2005 Community Development Block Grant with funds to be used to "provide basic supplies of food for apartment start-ups, birth certificates and photo identification, work clothes for one week for starting a job, and/or school supplies". The program was to expend the funds during the fiscal year that ran from April 1, 2005 to March 31, 2006. As of March 31, 2006 Lutheran Social Services had only drawn down \$898.41 of their allotted funds.

Staff notified LSS that their funds needed to be drawn down by the end of July to avoid having the funds recaptured by the City. Jeanmarie Heriba, Program Supervisor for Stepping Stones, stated that the youths are staying longer in the program than anticipated and so they have not had the turnover that was originally expected. She stated that the grant application wording, as they wrote it, ended up being too narrow in its allowed use of the funds and as such, the actual assistance needs of the youths did not fall exactly into the scope approved, so funds have not been expended in a timely fashion. She stated that if the scope were changed slightly, they would be able to use the funds up by March, 2006.

Lutheran Social Services (LSS) is requesting a revision to their Community Development Block Grant contract to allow an extension of the completion date from March 31, 2006 to March 31, 2007. They also request a revision to the Description of Work to be performed to include supplemental food purchases and work clothing, and the purchase of basic tools or equipment required for some jobs, such as construction.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

An amendment that affects an activity by 25% or more also requires an amendment to the FY 2005 Annual Action Plan and a thirty day public comment period prior to final action by the City Council. The requested amendment does not meet the 25% criteria and will not require compliance with the 30 day comment period.

**Staff Recommendation: Council approval and authorization for the Mayor and Financial Officer to Sign an Amendment to the FY 2005 Annual Action Plan and the Community Development Block Grant contract between the City of Rapid City and Lutheran Social Services to extend the grant period for expenditure of funds to March 31, 2007, and revise the Description of Work to include supplemental food purchases and work clothing, and the purchase of basic tools or equipment required for obtaining employment. Cost of equipment or tools for obtaining employment not to exceed \$300 per youth.**