

# Memo

**To:** CDBG Committee

**From:** Audrey Short, Grants Administrator

**Date:** 3/3/2011

**Re:** Provide an additional \$2,000 to MSCR for Rehab. at Meadowood Center

When the Meadowood Neighborhood Center opened in 2009 at 5734 Raymond Rd., the City provided \$15,000 in CDBG funds to assist in converting the previous retail space to a neighborhood center. In April 2010 the CDBG Committee approved an additional \$10,000 to assist MSCR in creating a private, secure work space within the center making the total CDBG funds authorized \$25,000.

Since April 2010 MSCR has been working with school district staff and vendors to develop a viable, cost effective plan for the space. The options are somewhat limited because the space itself is not permanent but is leased. MSCR has proposed that they acquire semi-permanent partitions that can be attached to the existing structure. Some of the walls would be 106" high (8.8 ft.) providing a private, secure area at a lower cost than constructing permanent walls. (see MSCR Plan) This option can also be done with less disruption to the center than building permanent walls.

This seems like a reasonable plan, but MSCR needs a small amount of additional funds to accomplish it. MSCR submitted an invoice for materials totaling \$1,400. Staff recommends the CDBG Committee approve up to \$2,000 to cover any unanticipated costs.

In order to approve the additional funds, the CDBG Committee must authorize an exception to the 2009-2010 Program Funding Framework which limits funds for renovation of leased facilities to \$25,000.

**Staff Recommendation:**

Authorize an exception to the 2009-2010 Program Funding Framework and approve an additional \$2,000 in CDBG funds to complete the renovation at the Meadowood Center.