

WAG Objectives and Responsibilities

WAG is a joint Working Advisory Group composed of CCFAC and FCRHA representatives, including the FCRHA representative to the CCFAC who serves as WAG chairman and the CCFAC chairman. The purpose of the WAG is to collaborate between CCFAC and FCRHA on the development of a budget to allocate CDBG and HOME funding for the next fiscal year. The collaboratively-developed budget is recommended to CCFAC for inclusion in the draft annual action plan for the next fiscal year.

The WAG-recommended budget is based on estimates of CDBG and HOME funding and program income to be used in the next fiscal year.

The WAG budget must be based on estimates because: 1) notice of actual HUD allocations for the next fiscal year will be received after the WAG meeting and are not expected before March of the following calendar year; and 2) a draft One-Year Action Plan for the next fiscal year, including the budget, must be prepared before the HUD notice of actual CDBG and HOME allocations in order for the County to stay on schedule to comply with HUD's filing deadline.

WAG typically meets once in November, but there have been a few years when they met twice. The goal is to hold only 1 WAG meeting.

HCD staff prepare and present the following at the WAG meeting:

- a WAG spreadsheet that shows
 - o estimates of federal allocations for the next fiscal year;
 - o estimates of program income expected to be available;
 - o estimates of budget allocations that will be required by HUD regulations;
 - o proposed CDBG- and HOME-funded activities recommended by the HCD Director for funding in the next fiscal year; and
- a draft contingency plan providing instructions for how to adjust the budget based on actual federal resources received.

WAG members review, ask questions, and discuss staff materials before:

- adopting a WAG-recommended budget allocating federal CDBG and HOME allocations for individual activity categories, as presented by staff or with revisions, that will be included in the One-Year Action Plan; and
- adopting a Contingency Plan, as presented by staff or with revisions, that provides instructions for making adjustments to the WAG-recommended budget if actual federal funds available for use in the next fiscal year are different from estimates used by the WAG.