

## **WAG Objectives and Responsibilities**

The 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 for collaboration between the CCFAC and FCRHA on the development of a budget for the allocation of CDBG and HOME funding for the next fiscal year. The collaboratively-developed budget is recommended to the 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 to be used in the next fiscal year, including:

- new HUD allocations of CDBG and HOME funding will be the same as were allocated for the current fiscal year; and
- CDBG and HOME program income based on recurring amounts from previous fiscal years.

The WAG budget must be based on these estimates because:

- 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
- 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 the schedule necessary to comply with the HUD filing deadline.

The 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 for the next fiscal year;
  - o estimates of budget allocations for the next fiscal year that will be required by HUD regulations;
  - o current and 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 the staff materials before taking the following actions:

- adopt 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
- adopt 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.