

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
January 10, 2008
DRAFT

Development Center
445 W. Michigan Ave., Suite 101
Kalamazoo, MI 49007

Members Present: David Kinsey, Chair; Shirley Coleman, Vice-Chair; Wade Allen; Mike Bracy; Charley Coss; Mark Fricke; Doris Jackson; Kris Kronlein; Sue Oakes; Pegg Osowski; Mildred Smith; Kathy Steppenwolf

Members Absent: Jennifer Mills

City Staff: David Thomas, Neighborhood Development Supervisor; Amy Thomas, Recording Secretary

CALL TO ORDER

Mr. Kinsey called the meeting to order at 6:30 p.m.

ROLL CALL

The Recording Secretary proceeded with roll call and determined that a quorum of the members was present.

AGENDA (January 10, 2008)

There were no changes to the agenda.

Mr. Fricke, supported by Ms. Oakes, moved approval of the January 10, 2008 CDAAC agenda. With a voice vote, the motion carried unanimously.

MINUTES (December 13, 2008)

There were no changes to the minutes.

Ms. Coleman, supported by Ms. Kronlein, moved approval of the December 13, 2008 CDAAC minutes. With a voice vote, the motion carried unanimously.

CITIZENS' COMMENTS ON NON-AGENDA ITEMS

None

Mr. Kinsey requested that all of the CDAAC members indicate any affiliations or potential conflicts of interest they might have. The results are as follows:

Sue Oakes – Member of My Own Home board, at-large member of CDAAC.

Doris Jackson – KNHS (Kalamazoo Neighborhood Housing Services) board and Neighborhood Watch Chair for Eastside Neighborhood Assoc., at-large member of CDAAC.

Kathy Steppenwolf – Secretary for Eastside Neighborhood Assoc., Eastside Representative to CDAAC.

Mildred Smith – President of NACD (Northside Association for Community Development), Northside Representative to CDAAC.

Charley Coss – At-large member of CDAAC.

Mark Fricke – Business relationship with Goodwill Industries, at-large member of CDAAC.

Mike Bracy – Fairmont Neighborhood Representative to CDAAC.

Shirley Coleman – Stuart Neighborhood Representative to CDAAC.

Pegg Osowski – Vine Neighborhood Representative to CDAAC.

Kris Kronlein – At-large member of CDAAC.

David Kinsey – Edison Neighborhood Representative.

David Thomas – Chair of LISC Data Coordination Committee, Advisory Board member of Fair Housing Center, City of Kalamazoo staff liaison to CDAAC.

COMMUNICATIONS AND MEMBERS' REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

PY2008 CDBG Subcommittee Reports and Recommendations

Mr. Thomas referred to the spreadsheet he provided detailing the PY2008 data from the CDBG applications. Comments from the subcommittees regarding funding decisions are shown in italics. The copies provided are marked “confidential” and “draft” because the information provided had not yet been confirmed. Mr. Thomas will meet with the applicants at a later date regarding the final funding decisions.

Housing/Facilities Subcommittee – Charley Coss, Chair

Mr. Coss advised that this year's numbers provided the lowest margin of unfunded requests (dollars requested vs. dollars available) that he has experienced during his participation on the CDAAC board. The Housing subcommittee was only about 20%

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short of fully funding the requests that were made. The grading system was used to indicate low, medium or high priority for CDBG funds. Due to the amount of money available, some of the applications designated as low priority were also funded.

Following are the details of the funding recommendations:

<u>Applicant</u>	<u>PY2007 Award</u>	<u>PY2008 Request</u>	<u>CDAAC/Staff Recommendation</u>
Disability Network SW Michigan	\$ 11,000	\$ 20,000	\$ 15,000
Douglass Community Assn.	\$ 80,000	\$ 90,000	\$ 80,000
Eastside Neighborhood	N/A	\$ 18,240	\$ 8,000
Edison Neighborhood Association	\$ 0	\$ 50,000	\$ 50,000
Kalamazoo County YMCA	N/A	\$ 6,179	\$ 6,179
KNHS	\$400,000	\$450,000	\$375,000
KNNHC	\$ N/A	\$100,000	\$ 20,000
Kalamazoo Valley Habitat	\$ 45,000	\$ 60,000	\$ 40,000
Living Ways/My Own Home	\$ 80,000	\$ 75,000	\$ 15,000
Mt. Zion Safe House	N/A	\$ 47,000	\$ 40,000
NACD	\$ 27,379	\$ 50,000	\$ 50,000
Senior Services	\$115,000	\$115,000	\$100,000

Mr. Coss advised that all of the applicants were funded this year, but most did not receive the entire amount requested. Following is the rationale for the funding decisions:

Disability Network Southwest Michigan – Ramp up program – housing. This has been a successful program. The applicant is seeking some staffing support. There is no funding for this program under the City Commission initiatives program.

Douglass Community Association – Senior housing needs and youth employment. This is an ongoing, successful program, which involves seniors and community youth.

Eastside Neighborhood Association - Eastside Winterization Project. There were questions pertaining to capacity and budget for this request. Accordingly, the subcommittee agreed to fund the proposed weatherization kits.

Edison Neighborhood Association – Edison Exterior Home Program. This program has been developed over the last year and shows successes. The program addresses the City's A+ initiatives and the HARP program.

Kalamazoo County YMCA – Request for Handicap Accessible Door Controls. This is a modest proposal for a good use and is eligible under the facilities category.

Kalamazoo Neighborhood Housing Services (KNHS) - Comprehensive Neighborhood Revitalization. Timeliness of prior years' funding was discussed; accordingly, the amount of the PY2008 award was lowered.

Kalamazoo Northside Nonprofit Housing Corp. – Homeowner Repair Program. There were capacity questions with this applicant. However, this organization is under new leadership and it has provided some repair services for the Northside neighborhood.

Kalamazoo Valley Habitat for Humanity – Affordable Housing Program. This has been a good, consistent program.

Living Ways Foundation – Housing Acquisition & Renovation. This applicant requested funds for 5 houses to be acquired. Only one of the houses was in a CDBG eligible neighborhood and, therefore, eligible for funding.

Mt. Zion Safe House – Recovery Community Recreation program. This program is facilities eligible. The proposal is for a plaza playground/greenspace for families of those in recovery.

Northside Association for Community Development (NACD) – HOME Heating Project. This was a successful program in PY2007, and is able to generate State funding of \$200,000 to address 50 homes.

Senior Services – Home repair for the elderly. This is a good, consistent program. This applicant has good eligibility for other funding sources so it is not as crucial to fully fund this request.

Mr. Coss advised that the subcommittee had a discussion regarding efficiencies. The subcommittee questioned if funding the KNNHC application would be appropriate because of that organization's track record. However, that organization is under new leadership and improvements have been made. Accordingly, the Housing Subcommittee is suggesting that the KNNHC be awarded up to \$20,000 in CDBG funds, with the stipulation that the funds must be used to leverage matching funds. For instance, if they leverage \$10,000, they will receive \$10,000 in CDBG funds. The hope is to provide some assistance in getting KNNHC back on track.

Mr. Fricke questioned if the suggestion on how to fund the KNNHC was appropriate. He requested staff input on this discussion. Mr. Thomas commented that the subcommittee's suggestion would work as a challenge grant. Ms. Jackson requested background information about this applicant. Mr. Thomas advised that Audrey Rancifer is the new Director of the KNNHC. This organization provided repair assistance to 26 households in 2007. During the prior program year, KNNHC was allowed an extension of time to expend old CDBG funds. The new director has been on track with the required timeline. Mr. Thomas advised that 423 & 430 Drexel Streets were two of the properties assisted through the KNNHC. Ms. Rancifer worked with the Code Administration staff on those projects. She was previously on the KNNHC board and stepped off to serve as director.

Mr. Fricke commented that the \$20,000 could be used for something less risky. He questioned if awarding the \$20,000 to another organization would make a big difference

in their program. Mr. Thomas suggested that Habitat for Humanity might receive the most benefit from the additional funds. They are trying to start a new program in 2008, which would include rehab for additional houses in the city.

Mr. Bracy inquired if other organizations are offering similar programs to KNNHC. Mr. Thomas responded in the affirmative and advised that the NACD (Northside Association for Community Development) is also targeting properties on the north side with their weatherization program.

Ms. Kronlein commented that the subcommittee was confident that the KNNHC could secure matching funds. They have already secured \$18,500 through leveraging. That's why the sub-committee felt that \$20,000 would be an appropriate amount.

Mr. Fricke, supported by Ms. Steppenwolf, moved to transfer the \$20,000 from KNNHC to Habitat for Humanity, thereby increasing the award to Habitat for Humanity from \$40,000 to \$60,000, and to recommend to the City Commission approval of the other funding recommendations from the Housing Subcommittee. With a voice vote, the motion was defeated.

Prior to voting on the motion, Mr. Coss suggested polling the subcommittee members. Ms. Kronlein suggesting leaving the original funding recommendations from the Housing Subcommittee as is since KNNHC has the ability to leverage more funds. Mr. Allen advised proceeding with the original recommendation to fund KNNHC since the new leadership is doing well. City staff advised that monitoring is not an issue and Ms. Coleman expressed interest in proceeding with the original subcommittee recommendation. Mr. Coss suggested that if KNNHC could not obtain matching funds, the \$20,000 could be awarded to Habitat to supplement their program.

Ms. Jackson inquired as to how much the City gave KNNHC to work with in 2007. Mr. Thomas advised that they were working with about \$50,000 and they did expend the funds adequately. There were no additional motions to alter the funding level for KNNHC.

Ms. Jackson expressed concern that no funds were allotted for administrative purposes regarding the proposal for the Eastside Neighborhood. After a brief discussion, it was suggested that \$250 dollars should be allotted to the Eastside Neighborhood Association for administrative expenses. The \$250 will be subtracted from the \$8,000 award that has been suggested by the subcommittee.

Ms. Jackson, supported by Mr. Fricke, moved to allow the Eastside Neighborhood Association to use, for administrative expenses, up to \$250 of the \$8,000 recommended CDBG award regarding the proposed weatherization project, and to approve the other recommendations made by the Housing Subcommittee. With a voice vote, the motion carried by a majority vote. Mr. Bracy was the only dissenting vote.

Public Services/Capacity/Planning Subcommittee – Mark Fricke, Chair

Mr. Fricke advised that 75% of the requests in this category were denied due to a lack of addressing stated priorities and a general lack of funding. The Public Services subcommittee focused on goals emphasized by HUD and the City of Kalamazoo. Following are the funding recommendations suggested by the Public Services Subcommittee:

<u>Applicant</u>	<u>PY2007 Award</u>	<u>PY2008 Request</u>	<u>CDAAC/Staff Recommendation</u>
Catholic Family Services	\$ 5,000	\$ 10,000	\$ 5,000
Douglass Community Association	\$ 5,000	\$ 15,000	\$ -0-
Ecumenical Senior Center	\$ 5,000	\$ 5,000	\$ 5,000
Fair Housing Center of SW MI	\$ 21,400	\$ 30,000	\$ 12,816
Fairmont Neighborhood Assoc.	\$ N/A	\$ 9,675	\$ 0
Girl Scouts of Glowing Embers	\$ N/A	\$ 7,150	\$ 0
Goodwill Industries of SW MI	\$ N/A	\$ 60,000	\$ 0
Hispanic Liaison Program	\$ 10,000	\$ 35,000	\$ 10,000
Housing Resources, Inc.	\$ 25,000	\$ 30,000	\$ 25,000
Kalamazoo County YMCA	\$ N/A	\$ 30,000	\$ 0
Kalamazoo Drop-In Child Care Ctr.	\$ 8,000	\$ 13,650	\$ 8,000
Legal Aid of Western Michigan (2)	\$ 5,000	\$ 31,000	\$ 0
Local Initiatives Support Corp.	\$ 21,400	\$ 42,800	\$ 37,886
New Latino Visions	\$ N/A	\$ 20,000	\$ 0
Open Door/Next Door Shelters	\$ 10,000	\$ 15,000	\$ 15,000
People's Education for a Sustainable Future	\$ N/A	\$ 10,000	\$ 0
Professional Development. & Training Ctr	\$ 0	\$ 49,130	\$ 0
YWCA of Kalamazoo	\$ 25,000	\$ 30,000	\$ 25,000

Mr. Fricke provided the following details regarding the funding recommendations:

Catholic Family Services – The ARK Shelter for Youth. The subcommittee felt that this was a good, solid program and they are recommending that it continue to be funded at the \$5,000 level.

Douglass Community Association – Youth and Adult Services. The application was not complete and was deemed ineligible.

Ecumenical Senior Center – Senior Center Funding. This is a good community program and the only senior public service application.

Fair Housing Center of Southwest Michigan – Fair Housing Education, Enforcement and Advocacy. Outputs seem low; number of testers questions.

Fairmont Neighborhood Association – Safe Saturdays and Ambassador Youth. There were capacity questions regarding this application. The idea is good but has not yet been developed fully for CDBG support.

Girl Scouts of Glowing Embers Council – Girl Scouts Great Kalamazoo Explore. Field trips are not viewed as high priority for CDBG.

Goodwill Industries of SW Michigan – Making It Work Collaborative. Unclear as to specific request; the collaboration is positive. It was suggested that the application could be resubmitted with clearer outputs/outcomes.

Hispanic American Council, Inc. – Hispanic Liaison Program. This is a solid community program and is basically the same request as last time.

Housing Resources, Inc. – Housing +. This is a solid community program, which adds balance to the HOME TBRA program.

Kalamazoo County YMCA – YMCA on the Road. Field trips are not viewed as a high priority for CDBG.

Kalamazoo Drop-In Child Care Center – Free child care for infants, toddlers. This is a solid community program which assists low to moderate-income families.

Legal Aid of Western Michigan – Foreclosure Prevention and Homeless Prevention. The subcommittee was unclear as to the two separate applications. The applicant needs to better demonstrate pro bono efforts and provide information regarding the community impact.

Local Initiatives Support Corp (LISC) – Sustainable Community Initiative. The capacity building elements are good, but there was concern over growth in staffing size.

New Latino Visions – Community Partnership Program. This was a new application with a request exclusively for a marketing effort. The application shows no measurable benefit to low/moderate income households.

Open Door/Next Door Shelters. This is a solid community program that assists homeless and potentially homeless young men and women. The program also provides counseling/mentoring assistance.

People's Education for a Sustainable Future d/b/a Fair Food Matters – Community Kitchen Market Feasibility Study. The feasibility study is not viewed as a high CDBG priority.

Professional Development & Training Center of Southwest Michigan – Mobile Classroom and Staff Training. The program to be provided is outside of the City of Kalamazoo and, therefore, not eligible for CDBG as written.

YWCA of Kalamazoo – Domestic Assault Program. This is a solid community program to assist homeless victims of domestic assault and their families.

Mr. Thomas commended both subcommittees for their work. He stated that he shared their recommendations with Jeff Chamberlain, the Director of the Community Planning & Development Department, who also expressed his appreciation for the work accomplished by CDAAC. Mr. Chamberlain had hoped to attend the CDAAC meeting, but his presence was required at the City Commission budget meeting.

Mr. Thomas advised that foreclosure prevention has been a hot topic lately. County Treasurer Mary Balkema is trying to form a task force to address foreclosure issues. Mr. Thomas stated that he shared these details with Mr. Chamberlain and he understood the subcommittee's decision. If additional funds become available, it will be staff's recommendation to pursue a foreclosure prevention program. The NeighborWorks program through KNHS is already working with foreclosures and the city may try to partner with them. Mr. Chamberlain has explored the possibility of obtaining some of the \$150,000 in CDBG money that has been committed for Public Safety to assist with Public Services requests, especially foreclosure prevention. Mr. Fricke advised that Legal Aid or another eligible program would be next in line if more funds become available. Mr. Coss mentioned that the City Commission has funded Legal Aid in the past after CDAAC did not recommend funding for them.

Mr. Bracy commented that the Fairmont Neighborhood was not quite prepared for their program this year, but they hope to proceed next year. Mr. Fricke agreed. The subcommittee felt that there were elements of the Fairmont application that were weak and they need additional people to assist with this program.

Mr. Allen requested more information about the Fair Housing Center. Mr. Fricke advised that the Fair Housing Center deals with diversity and access to fair housing. The Fair Housing Center has been more proactive than Legal Aid. Ms. Smith commented that the application had some repetitive language and that was part of the reason for the lower score. Mr. Kinsey added that the Fair Housing Center has representatives who call landlords to find out if they respond differently based on the race of the caller. Mr. Thomas advised that, under HUD requirements, the city would have to provide similar services if the Fair Housing Center was no longer able to maintain their programs.

Mr. Coss, supported by Ms. Coleman, moved to recommend to the City Commission approval of the recommendations from the Public Services Subcommittee. With a voice vote, the motion carried unanimously.

CITIZENS' COMMENTS

Mark Fricke commented that his term on CDAAC would be over shortly. He stated that he'd had the privilege of serving on the Zoning Board of Appeals and CDAAC for the past 12 years. Mr. Fricke referred to a comment from former Mayor McKinney when she noted how serious the CDAAC members are about their responsibilities. Mr. Fricke mentioned that there was a time in the past when things were different. He stated that CDAAC is a unique board and that he is proud of the progress they have made.

Mr. Kinsey thanked Mr. Fricke for his contributions to the CDAAC board. A brief discussion followed with regard to vacant positions on the CDAAC board. Mr. Fricke advised that he would follow up with City Commission applicants who were not elected to that board to see if they had interest in joining CDAAC.

Mr. Coss stated that it has been an honor to serve with the CDAAC members. Their guidance has been instrumental in making significant changes. He mentioned that CDAAC met quorum for over two years straight and that demonstrates that the board members take their jobs seriously. Mr. Coss commended Mr. Thomas for his work as the staff liaison to CDAAC. Mr. Thomas advised that Ms. Osowski, Ms. Oakes, Mr. Fricke & Ms. Jackson would all be vacating seats on the CDAAC board as of March 31, 2008.

Mr. Thomas indicated that the CDBG public hearing will most likely take place in February at the City Commission level, but he was not aware of a specific date at this time.

Mr. Coss and Mr. Fricke inquired if there has been any word from the City Commission regarding CDAAC's concerns about population decline in the City of Kalamazoo. Mr. Thomas advised that he had no further news on that subject. Mr. Fricke pointed out that it was especially helpful when the City Commission liaison was in attendance to learn about CDAAC's insights and deliberations. It was suggested that city staff encourage the City Commission liaison to attend CDAAC meetings or to explore the possibility of an alternate City Commission liaison if a current liaison is unable to attend.

ADJOURNMENT

The January 10, 2008 CDAAC meeting was adjourned by unanimous voice vote.

The meeting adjourned at 7:20 p.m.

Submitted by: _____ Dated: _____
(Recording Secretary)

Reviewed by: _____ Dated: _____
(Staff Liaison)

Approved by: _____ Dated: _____
(CDAAC Chair)