

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
Minutes
May 8, 2008
*DRAFT***

Development Center, Conference Rm. #1
445 W. Michigan Ave.
Kalamazoo, MI 49007

Members Present: Shirley Coleman, Chair; Mildred Smith, Vice Chair; Charley Coss;
Buddy Hannah; Trent Hines; David Kinsey; Kris Kronlein

Members Absent: Wade Allen; Mike Bracy; Kathy Steppenwolf

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

CALL TO ORDER

Ms. Coleman called the meeting to order at 6:30 p.m.

Ms. Coleman requested that everyone introduce themselves for the benefit of Mr. Hannah, Mr. Hines and Ms. Petto, who are new to CDAAC.

AGENDA (May 8, 2008)

There were no changes to the agenda.

Mr. Kinsey, supported by Ms. Kronlein, moved approval of the May 8, 2008 CDAAC agenda as submitted. With a voice vote, the motion carried unanimously.

MINUTES (March 13, 2008)

There were no changes to the minutes.

Mr. Kinsey, supported by Ms. Smith, moved approval of the March 13, 2008 CDAAC minutes as submitted. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

COMMUNICATIONS/MEMBERS' REPORTS

Ms. Smith announced that the water park will be opening on Florence St. in the Northside Neighborhood on July 4th.

Ms. Kronlein advised that she was part of the survey team that worked with Mattie Jordan-Woods on this project a couple of years ago.

Ms. Smith advised that ground has been broken on this project. There will be a water apparatus for kids to run under, along with three different types of sprinklers and other water features. The park will be monitored.

OLD BUSINESS

HUD PY2008 Annual Action Plan Submittal

Mr. Thomas advised that the Annual Action Plan was submitted to HUD on April 12th. A public hearing was held in March regarding the Plan. Mr. Thomas has been in touch with the HUD representative in Detroit who is reviewing the Plan, and sent the checklist of contents for the Annual Action Plan to the HUD representative to facilitate the review.

The next program year begins on June 1, 2008. Mr. Thomas held two workshops for CDBG subrecipients to prepare them for the upcoming program year and to provide information regarding HUD requirements. A workshop was held on May 7th for the public services subrecipients and on May 8th for the housing subrecipients. There are different reporting and compliance requirements for each of those categories. A total of 18 people attended the two training sessions. Some organizations sent more than one person since there is some cross-training in progress.

Mr. Coss inquired if there was any HUD training at the state or federal level to train subrecipients. Mr. Thomas advised that under the original Community Development Block Grant legislation, there was no allowance for training money. When HUD training is offered, it is generally aimed at new grantees (cities), not at subrecipients. The training is free but is normally offered in larger cities such as Seattle, Columbus or Chicago. City staff will pass the information from HUD on to the subrecipients.

NEW BUSINESS

PY2008 Emergency Shelter Grant Requests

City staff received four requests for PY2008 Emergency Shelter Grant (ESG) funds. A city's eligibility to receive Emergency Shelter Grants is determined by the amount of CDBG funds they are eligible for based on census ~~tract~~ data. For several years, the City of Kalamazoo was not eligible to receive ESG funds. Last year, the City of Kalamazoo was eligible and received \$80,734 dollars in ESG funds. This year the city will receive \$81,381 in ESG funds. Emergency Shelter Grants have their own set of rules to follow.

ESG can be used to fund the operating costs for emergency shelters. Construction rehab could also be funded through ESG, although there are not many requests in that category.

ESG funds can also be used for homeless prevention counseling and utility shut-off prevention.

Last year, the following organizations applied for ESG funds: The Ark (Catholic Family Services); the YWCA; Housing Resources, Inc.; Kalamazoo County and the Salvation Army. This year the Salvation Army and Kalamazoo County did not apply. The Ark, the YWCA, Housing Resources, Inc. (HRI), and the Gospel Mission have applied for ESG funds this year. The Gospel Mission was hesitant to apply for federal funds in the past. They are a faith-based organization and they may have been interested in keeping church and state separate. Also, their funding sources may have decreased and, since their needs have probably increased, this may have compelled them to seek ESG funds. Mr. Thomas met with a representative of the Gospel Mission to answer questions.

Mr. Thomas passed around an updated chart regarding ESG funds. The preliminary overview of each request was sent out to the CDAAC members and was posted on the City's website, but the proposed funding recommendations were for CDAAC to consider at this meeting.

Mr. Thomas provided a handout showing a possible funding plan. The second row of the first page shows the number of beds per applicant as follows: The Ark - 13 beds; the YWCA - 46 beds; HRI - 24 beds; the Gospel Mission - 463 beds. ~~The Gospel mission uses floor mats for overflow customers. A point system was provided to show who the applicants are and what they do.~~ Included in these statistics are budgets for the shelters, their maximum capacity, annual cost of beds, nightly cost of beds, and occupancy rate, etc. The populations assisted by the ESG funds are runaways, domestic assault victims, families of all backgrounds and the homeless.

In order to receive ESG funds, the organizations who apply must receive matching funds from another source. Each of the four applicants did receive matching funds. There is a total of \$81,381 in ESG funds to expend, and Mr. Thomas provided a possible funding scenario for each of the four applicants. He advised that he would try to find out why Kalamazoo County and the Salvation Army didn't apply for funding this year.

Discussion followed as to why the Salvation Army didn't apply for ESG funding this year. Ms. Coleman mentioned that the organizations who applied all have shelters. Mr. Thomas advised that the Salvation Army used the \$20,000 in ESG funding they were awarded last year. He talked with Salvation Army personnel regarding how best to formulate a request. The Salvation Army already documents its clientele and services fully; therefore their reason for not applying this year was not due to the burden of reporting to HUD.

Discussion turned to the applications that were received. Mr. Coss suggested that a higher percentage should be funded in certain categories. Mr. Thomas reminded

everyone that the applicants cannot be awarded more than what they are asking for. Mr. Coss suggested awarding \$8,000 or \$9,000 to HRI so they are at least 75% to 80% funded. He also suggested funding the Gospel Mission at 50% since this is their first time applying for these funds, and they don't have a track record with regard to ESG.

Ms. Smith inquired if other places who didn't request funds for essential services would be providing essential services or if they just didn't request funding for those services. Ms. Coleman advised that the organizations who didn't request those funds would probably be funding their essential services through other means.

Mr. Kinsey advised that he didn't have a problem with Mr. Coss' suggestion regarding the Gospel Mission, since they are asking to use the funds for utilities. Housing Resources, Inc. has a family shelter, and is the only place CDAAC can spend ESG dollars for those services. He suggested reallocating \$2,000 or \$3,000 more to HRI, and that a maximum of 80% funding be allowed for any of the applicants.

Ms. Kronlein advised that an additional \$5,000 would allow HRI to be funded at 88.7% of their request. Providing HRI with another \$2,000 would give them \$28,381, which would be 80.2%. Mr. Coss commented that if HRI is operating at 100% capacity, they need more funding. However, they only have 24 beds so it would be easier for them to reach full capacity.

Ms. Smith mentioned that the Gospel Mission serves families and helps people get into apartments.

Mr. Kinsey, supported by Ms. Smith, moved to recommend to the City Commission the following Emergency Shelter Grant funding: Catholic Family Services/The Ark, \$10,000 (operation and maintenance); YWCA domestic assault shelter, \$20,000 (operation and maintenance); HRI family shelter, \$28,981 (\$9,000 for essential services, \$14,981 for operation & maintenance, and \$5,000 for homeless prevention); Gospel Mission, \$22,400 (operation and maintenance). With a voice vote, the motion carried unanimously.

Nominating Committee Report

Ms. Kronlein advised that the Nominating Committee interviewed David Bills for an at-large seat on CDAAC. Mr. Bills has worked for the Oakland County Community Mental Health Authority as an Administrator of Consumer Housing Resources. He has also worked for Allegan County Community Mental Health as a Contract Manager/Head of Home Development. Mr. Bills owns Miland Company, which provides consulting services for people who want to expand and renovate their properties, and Landquest, which is a brokerage firm specializing in environmentally sensitive land. The general

consensus from the Nominating Committee was that Mr. Bills would be an excellent candidate for CDAAC.

Ms. Kronlein advised that CDAAC still has an at-large position to be filled and a Vine Neighborhood representative still needs to be appointed. Mr. Coss mentioned that Gail Vader from the Oakwood Neighborhood expressed an interest in joining CDAAC. He requested that city staff provide him with an application to give that person.

Mr. Coss, supported by Mr. Hannah, moved to recommend to the City Commission that David Bills be appointed to fill an at-large seat on the CDAAC board. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS

None

ADJOURNMENT

Ms. Smith, supported by Mr. Hines, moved to adjourn the May 8, 2008 CDAAC meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at 7:15 p.m.

Submitted by: _____
Recording Secretary

Dated: _____

Reviewed by: _____
Staff Liaison

Dated: _____

Approved by: _____
CDAAC Chair

Dated: _____