

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
February 2, 2006
5:30 p.m.
Special Meeting
DRAFT

City of Kalamazoo Development Center
Conference Rm. #1
445 W. Michigan Ave., Suite 101
Kalamazoo, MI 49007

Members Present: Mark Fricke, Chair; Charley Coss, Vice Chair; Shirley Coleman; Danielle Hunt; Doris Jackson; Dave Kinsey; Susan Oakes; Pegg Osowski; Mildred Smith; Kathy Steppenwolf

City Staff: Jeff Chamberlain; Director, Community Planning & Development; David Thomas, Neighborhood Development Specialist; Amy Thomas, Recording Secretary

Guests: Cindy Graham, Housing Resources, Inc./Kalamazoo Area Housing Corporation

CALL TO ORDER

Mr. Fricke called the meeting to order at 5:30 p.m.

ROLL CALL

The recording secretary completed roll call and it was determined that, with the exception of Mr. Coss, the aforementioned members were present.

AGENDA

There were no changes to the agenda.

MINUTES (January 12, 2006)

There were no changes to the minutes.

Mr. Kinsey, supported by Ms. Smith, moved approval of the January 12, 2006 CDAAC minutes as submitted. With a roll call vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

COMMUNICATIONS/MEMBERS' REPORTS

None

OLD BUSINESS

Nominating Committee Update

Mr. Kinsey advised that someone interested in joining CDAAC had submitted an application to city staff, but the nominating committee has not yet reviewed it. Mr. Thomas stated that the application is from Jennifer Mills, a WMU student, who is applying for an at-large position on CDAAC, and stated that he would make sure the Nominating Committee received a full set of her application materials.

Appointments/Reappointments – March 31, 2006

Mr. Thomas reminded everyone that some of the CDAAC members' appointments (Charley Coss, Shirley Coleman and Danielle Hunt) will expire on March 31, 2006. If those members are interested in being reappointed to CDAAC, they should advise the Nominating Committee as soon as possible so the requests for reappointment can be added to the March CDAAC agenda and then forwarded to the City Commission for approval in March.

(5:40 p.m. – Mr. Coss arrived.)

NEW BUSINESS

CDBG Subcommittee Update

Public Services Subcommittee

Ms. Jackson, Chair of the Public Services Subcommittee, presented the subcommittee's report. Following a discussion about the subcommittee's process, Ms. Jackson advised that the subcommittee eliminated some applications because the applicants hadn't spent CDBG funds they had already received. Others were eliminated because of capacity problems, absence of leveraging opportunities, and lack of timeliness. In all, it was a very difficult series of decisions because there were approximately 25% of the funds available to meet the requested amounts.

Ms. Oakes suggested that the CDAAC members advise of their affiliations and possible conflicts of interest before proceeding with the specific updates.

- Mildred Smith, Northside Association for Community Development (NACD) representative to CDAAC
- Susan Oakes, At-large representative to CDAAC, affiliated with My Own Home

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- Danielle Hunt, At-large representative to CDAAC, no affiliations
- Doris Jackson, At-large representative to CDAAC, affiliated with the Eastside Neighborhood Assoc., KNHS and the Ecumenical Sr. Ctr.
- Charley Coss, At-large representative to CDAAC, no affiliations
- Kathryn Steppenwolf, Eastside representative to CDAAC, Board of Directors for Eastside Youth Center
- Pegg Osowski, Vine Neighborhood representative to CDAAC
- Shirley Coleman, Stuart Neighborhood representative to CDAAC
- Dave Kinsey, Edison Neighborhood representative to CDAAC
- Mark Fricke, at large representative to CDAAC, Douglass Community Association Board of Directors

The Public Services Subcommittee recommended the following:

<u>Agency</u>	<u>Funding Recommendation</u>
Catholic Family Services - Transitional Living	-0-
Catholic Family Services – The Ark Ambassadors	\$ 5,000
Douglass Community Association – Youth and Adult Services	-0-
Eastside Neighborhood Association – Youth Lounge	-0-
Eastside Neighborhood Association – Capacity Building	-0-
Ecumenical Senior Center – Senior Services	\$ 5,000
Fair Housing Center of Southwest Michigan – Fair Housing	\$27,567
Fairmont Neighborhood Association – Homework, Help & More	-0-
Hispanic American Council – Liaison Program	\$10,000
Hoopsters Classic Association	-0-
Housing Resources, Inc. – Housing Stabilization	\$25,000
Kalamazoo County Family YWCA – Saturday Late Nite Program	-0-
Kalamazoo Drop-In Child Care Center	\$ 8,155
Legal Aid of Western Michigan – Housing Legal Assistance	\$10,000
Local Initiatives Support Corporation – Community Development	\$27,568
Northside Economic Potential Group – Self-Employment Initiative	-0-
Open Door/Next Door Shelters – Shelter and Supportive Services	\$10,000
Prevention Works, Inc. – Peer Education	-0-
Vine Neighborhood Association – Crime Prevention and Youth	-0-
YWCA of Kalamazoo – Domestic Assault Program	\$30,000
<u>TOTAL:</u>	<u>\$158,290</u>

Ms. Jackson inquired as to why the neighborhoods were not awarded funding for their youth programs. While she understood that some CDBG was already addressing youth programs through the Parks and Recreation Department, she inquired as to how Parks and Recreation determined if funds are going to the neighborhoods that weren't funded.

Mr. Chamberlain advised that block grant funds are to be distributed through the Parks and Recreation Department for programming in the Youth Development Center (the

former Cable Access building on Crosstown Parkway). Last year the funds were split 50/50 for facilities and youth programming. This year the funding will all be utilized for youth programs. Mr. Chamberlain stated that he thought the funding for the Youth Development Center was not targeted for youth in specific neighborhoods but would be available for the community at large. Ms. Jackson commented that the problem with such funding is that it provides nothing for the kids in the Eastside Neighborhood.

Ms. Steppenwolf stated that she attended a meeting regarding the youth center in the Eastside Neighborhood and City Commissioner Cooney attended the same meeting. She advised that Commissioner Cooney made a comment at that meeting indicating that he was unhappy about the lack of funding from the city for the Eastside Neighborhood.

Ms. Osowski mentioned that the Vine Neighborhood doesn't have a school and all of the kids are bused out, and that represents approximately 500 children in about a 1-mile-square area. Also, there were no programs for kids so the Vine Neighborhood Association developed the Art in the Park program, which will be held again this summer for 12 weeks. It has been a big success and the Vine Neighborhood would like to see that program continue.

Mr. Chamberlain advised that there is support for neighborhood associations in the general fund budget. Also, there is \$100,000 allocated from the general fund for the summer youth employment program for 2006.

Mr. Kinsey commented that Crosstown is a long way for Eastside kids to travel. Programs should be available in their own neighborhood.

Mr. Chamberlain stated that the busing to youth activities has been cut. The programs may be partnering with the schools to use school buses for transportation to the youth programs. The programs were held at the Cable Access Center, next to Upjohn Park, because it is centrally located. Also, there is a lot of planning and fund raising going on in conjunction with Upjohn Park, including a \$375,000 grant from the DNR that has been secured for improvements to the Park.

Mr. Coss inquired as to why no funding was recommended as opposed to going with a minimal \$1,000 of funding for various projects. Mr. Thomas advised that many of the youth development programs came to the city through the Kalamazoo Youth Development Network. Those programs used to be funded with general fund dollars through the United Way. Mr. Thomas advised that adapting these programs to the rules and regulations of CDBG funding hasn't always been an easy transition. The recommendations from staff included such considerations as report timeliness, availability of other funds (for example, general fund or Parks and Recreation support), missed goals and staff turnovers. Considering the reduced level of funds with which to work, these elements had to be considered in making strategic and sound recommendations.

Mr. Coss inquired if the criteria was not strong enough to fund it. Mr. Thomas stated that \$1,000 is the minimal CDBG contribution allowable under HUD rules. A minimum contribution sends the message that this is not necessarily to be considered a future source of funding.

Ms. Jackson mentioned that last year was a transitional period for the Eastside Neighborhood because of the departure of one director and the hiring of a new one. She advised that a lot of the problems were solved when the transition was made. The new director discovered that a couple of reports hadn't been done during the previous administration. Ms. Steppenwolf stated that the new director is trying to figure out what was done and what has to be done. Ms. Jackson added that the board of directors should see that things are done. The kids shouldn't have to go without programs; \$1,000 isn't much.

Mr. Fricke reminded everyone of the need to focus on specific applications, not broad generalities. Ms. Jackson advised that she was referring to the Eastside Youth Lounge. She commented that there is no transportation for kids going to activities in other parts of town; they walk to where they are going and there is concern for their safety. Mr. Fricke advised that the Youth Lounge requested \$9,714. Mr. Thomas stated that the youth program is held 3 days a week after school, and meals are provided. The program is held in conjunction with programs run by the Parks and Recreation Department.

Ms. Steppenwolf commented that the kids can't get there quick enough for meals after school. They have supervision from 3:30 p.m. to 8:00 p.m. Mr. Thomas advised that one consideration about this program is the potential other City funds available. There are general fund dollars and funds from the Parks and Recreation Department available for youth programs in the Eastside Neighborhood and that was taken into consideration. Ms. Osowski mentioned that the program numbers did not demonstrate a very large impact. She inquired who runs the program. Ms. Steppenwolf advised that Pat Taylor, the Director of the Eastside Neighborhood Association, runs the program, which is open from Wednesday through Friday, 3:30 p.m. to 8:00 p.m.

Mr. Chamberlain advised that the general fund contribution for the Eastside is \$25,760, plus the restoration of the \$10,000 to keep the Eastside Neighborhood Association open. These funds are included in the 2006 budget. Ms. Jackson inquired as to when the \$10,000 would be available, and Mr. Chamberlain stated that the funding was approved Monday night by the City Commission. The funding is retroactive to January. Ms. Jackson inquired as to the specifics of how the \$10,000 could be used, and Mr. Chamberlain advised that he did not have the details regarding the qualifications from the Parks and Recreation Department.

Mr. Fricke inquired if all of the general funds have been allocated and Mr. Thomas responded in the affirmative.

Mr. Thomas introduced two pages from the Consolidated Plan pertaining to units of various activities that the plan document prioritizes. He advised that he prorated the

numbers to show how partially funded programs fit into the priorities. It was interesting to note that, with the exception of funding for the Parks and Recreation Department, there was little other funding for youth development; one program was funded through Public Services for the Kalamazoo Youth Drop-In Center.

Mr. Fricke mentioned that there are several programs dealing with youth, including those run by the Douglass Community Association, the Eastside Neighborhood Association, the Fairmont Neighborhood Association and the Vine Neighborhood Association. He further stated that the funding decision must agree with the capacity of the program.

Mr. Chamberlain commended both committees for looking at the track record of the applicants before providing funding for programs. Mr. Chamberlain mentioned the “Kalamazoo Promise” and the potential for fundraising and running youth programs in conjunction with “The Promise.” There have been discussions with regard to obtaining funds other than CDBG dollars for youth programming. Mr. Chamberlain advised of the need to avoid duplication of services. He suggested the possibility of trying to coordinate the youth programming through Communities in Schools.

Discussion followed with regard to the possibility of programs to help feed kids in low-income areas. Ms. Oakes commented that it was the administration that failed last year, not the kids. Things were not taken care of according to HUD policies. HUD evaluates the programs and they need to comply so that everything is in order for the following year.

Ms. Jackson mentioned that if there was no merit to funding the youth program in the Eastside neighborhood at the minimal amount, then staff would have recommended no funding at all. There were several applicants who didn’t follow the rules and staff recommended that their programs not be funded. Ms. Steppenwolf questioned the reported impact numbers for the program. Mr. Coss suggested that the applicants look at capacity building and take the suggestion back to the board. He also mentioned the possibility of pursuing grants to fund programming, which would help the program become more self-sufficient.

Ms. Osowski inquired if the Eastside neighborhood would close the program if they didn’t receive CDBG funding? Ms. Steppenwolf advised that the Eastside Neighborhood Association was not in immediate danger of closing due to lack of funds.

Ms. Osowski commented that it is not just the kids on the Eastside that are starving, and there are other places to go for food. She questioned where the kids would be on Mondays and Tuesdays since the youth center is only open Wednesday through Friday.

Mr. Fricke stated that he had concerns regarding token amounts being distributed. A \$1,000 allocation comes with lots of strings attached and must be monitored the same way a \$50,000 allocation would be monitored. He mentioned that a car wash could raise \$1,000 in a day. The cost in time and human resources that comes with monitoring a \$1,000 of CDBG money may not be worth the effort.

Ms. Oakes, supported by Ms. Hunt, moved approval of the Public Services Subcommittee funding recommendations as presented. With a voice vote, the motion carried by a majority vote. Ms. Jackson cast the only dissenting vote.

Housing Subcommittee

Mr. Fricke stated that due to a slight increase in the amount of the HUD PY2006 allocation to the City of Kalamazoo, the Housing Subcommittee still has \$3,674 in funds to be allocated.

Mr. Coss, Chair of the Housing Subcommittee, advised that the subcommittee concentrated on prioritizing as designated in the Comprehensive Plan. There were four requests that weren't funded, but most were funded at or above the level recommended by the city. Funding for KNHS was kept near its current level. Mr. Coss suggested allocating the remaining funds to projects that were already funded. The subcommittee recommendations follow:

<u>Agency</u>	<u>Funding Recommendation</u>
Constructive Community Builders	-0-
Disability Resource Center	\$ 11,000
Douglass Community Association	\$ 53,620
Kalamazoo Valley Habitat for Humanity	\$ 40,000
Kalamazoo Neighborhood Housing Services	\$455,000
Kalamazoo Northside Nonprofit Housing Corporation	-0-
My Own Home, Inc.	\$ 70,000
Open Door/Next Door Shelters	\$ 5,000
Senior Services, Inc.	\$ 100,000
PUBLIC FACILITIES	
Edison Neighborhood Association	\$ 50,000
Hispanic American Council	\$ 10,000
Mt. Zion Safe House	-0-
TOTAL:	<u>\$794,620</u>

Mr. Thomas stated that he thought the process used by the Subcommittee for distribution of the housing funds was very deliberate and thoughtful. Mr. Chamberlain agreed and commented that the funds were directed to where they would be most useful. There may be some questions from the City Commission with regard to the Northside Nonprofit Housing Corporation, and why the last Executive Director didn't spend all of the funding the organization received in PY2004 and PY2005.

Mr. Thomas mentioned that \$55,000 of the funding for the Northside Nonprofit Housing Corporation went to infrastructure improvements in 2004. There is \$83,000 in the

current year's budget, a major portion of which will be spent on construction. Mr. Chamberlain mentioned that there is also \$20,000 of funding left over from an Economic Development grant that is available for that organization.

Mr. Kinsey suggested distributing the \$3,674 to either Kalamazoo Habitat for Humanity or the Douglass Community Association, which employs young people to do home repairs for the elderly.

Mr. Coss inquired as to the city's goals that could best be met by those funds. Mr. Thomas stated that many of the housing goals in the Consolidated Plan have been addressed through this funding plan. The one exception is support for rental housing, and that is generally addressed through the use of HOME funding.

Ms. Osowski commented that one of the city's goals is to address issues regarding the homeless population. She mentioned that Open Door Next Door also addresses these issues and the 4 applications they submitted were condensed down to one. Would it be possible to give their program more funding? Mr. Fricke advised that CDAAC would not be allowed give more money to an applicant than what the applicant requested. Mr. Thomas also reminded everyone that no more than 15% of CDBG funds may be allotted for public service programs.

Mr. Chamberlain mentioned the need for funding a roof and furnace program. That program was outsourced a couple of years ago so there is no longer an internal city program for addressing those issues. There is more demand than resources for that type of program.

Ms. Smith questioned why the Safe House programs weren't funded. There was one request for the Safe House, which pertained to rehabilitation of the administrative offices, and another one that pertained to the employment training program from Mt. Zion. Mr. Thomas advised that the representatives from Mt. Zion had spoken of rehabbing the main facility where their office is and using an employment relationship to put people to work rehabbing the facility. There was no evidence to show that any of the workers were licensed contractors or had any experience with rehabilitation work. Also, the facility for which the funds were requested is an administrative office and not a shelter.

(6:20 p.m. – Cindy Graham arrived)

Mr. Kinsey suggested supporting the Douglass Community Association program; Ms. Coleman and Mr. Coss also voiced support for that suggestion. It was mentioned that other programs are already receiving a majority of the CDBG funds, and that it would be appropriate to support the Douglass Community Association's program with the remaining \$3,674. Mr. Chamberlain mentioned that other applicants who are receiving a major portion of the funding also have more leveraging ability. Mr. Chamberlain stated that there were many accomplishments in 2005 and many of them were attributable to CDAAC. Funds from CDBG and HOME will be well leveraged.

Ms. Steppenwolf, supported by Ms. Coleman, moved approval of the Housing Subcommittee's funding recommendations as presented. With a voice vote, the motion carried unanimously.

Mr. Thomas distributed a copy of the priorities from the Consolidated Plan. Discussion followed with regard to disseminating information about CDBG funds to groups who could benefit from those funds. Mr. Coss inquired if it would be possible to do a press release before the next round of funding. Mr. Thomas advised that city staff already does a press release, but that certain groups could be targeted and further encouraged to apply.

Mr. Coss suggested having a discussion in the future about the minimal threshold to allow our resources to be utilized well. Mr. Fricke inquired if CDAAC could set limits higher than the \$1,000 limit already set by HUD, and Mr. Thomas answered in the affirmative.

Mr. Fricke inquired as to when the time and effort involved with reporting to HUD would be more than the funds received. Mr. Thomas stated that following the distribution of CDBG funds to the sub-recipients (applicants), there is a negotiation period regarding the legal agreement, the scope of services and how the funds will be allocated. The sub-recipients report to the city on a monthly basis regarding the distribution of CDBG funds. The sub-recipients are required by HUD to keep extensive records on the distribution of funds.

Mr. Fricke inquired as to the next step in the funding process. Mr. Thomas advised that there would be a public hearing at 7:00 p.m. on Monday, February 20th at the City Commission level. The Chair of CDAAC is to present the funding recommendations to the City Commission. The funding recommendations would be open to public comment before final approval by the City Commission. Mr. Thomas stated that he would send letters to the sub-recipients to let them know of the funding recommendations from CDAAC. This would be done prior to the City Commission meeting to allow for the sub-recipients to meet with Mr. Thomas and address any questions that may arise regarding the funding decisions. City staff will also meet with City Manager Ken Collard to advise him of the funding recommendations.

Mr. Fricke thanked the CDAAC members for their hard work. He commented that the CDAAC member have done a great job of being prepared and they've demonstrated a good understanding of how the City Commission would like to see this funding used.

Ms. Osowski stated that the Public Services Subcommittee expressed their appreciation to city staff regarding the timeliness of the process this year and the explanation of the scoring system. The scoring sheets were turned in to Mr. Thomas at the meeting. Mr. Fricke added that the applications were much more streamlined this year and that was also helpful.

ADJOURNMENT

Ms. Oakes, supported by Ms. Jackson, moved to adjourn the February 2, 2006 CDAAC meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at approximately 7:15 p.m.

Submitted by: _____

Dated: _____

Reviewed by: _____

Dated: _____

Approved by: _____

Dated: _____