

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
October 10, 2019
Retreat Meeting
Minutes

**Community Room, City Hall
241 West South Street
Kalamazoo, MI 49007**

Members Present: Annie Schira, Bill Wells, Candice Howell, Margaret Wilson, Tami Rey, Jennette Tarver, James Martin, Megan Buwalda

Members Absent: Amina Shakir

Guest: None

City Staff: Jennifer Gutierrez; Community Investment Secretary; Dorla Bonner; Community Investment Manager; Venessa Collins-Smith, Community Development Coordinator; Chris Raschke, Compliance Specialist

CALL TO ORDER

Ms. Rey called the meeting to order at approximately 4:08 p.m.

ROLL CALL

Ms. Gutierrez conducted roll call of CDAAC members and determined quorum existed

APPROVAL OF AGENDA

Ms. Bonner informed the committee that she needs to move Team Building to new business.

Ms. Wilson, Supported by Mr. Wells, moved to accept the October 10, 2019 agenda. A Voice Vote was taken, and motion passed.

APPROVAL OF MINUTES

- **August 2019 Minutes**

Ms. Schira would like to add that she mentioned the Fair Housing Report in the discussion of the redlining play to the minutes.

Ms. Howell, supported by Ms. Schira, moved to accept the August 8, 2019 Minutes, contingent on the changes. A Voice Vote was taken, and motion passed.

- **September 2019 Minutes**

Ms. Schira wanted to make changes on the paragraph regarding her questioning on the by – laws. She wanted to clarify who is responsible for making changes to the by – laws.

Mr. Howell, supported by Ms. Schira, moved to accept the September 8, 2019 Minutes, contingent on the changes. A Voice Vote was taken, and motion passed.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None Responded

CAPER: Q & A

Ms. Collins–Smith and Ms. Bonner reviewed the Draft for the 2018 CAPER Plan and the different sections of the document. It was explained that the current report reflects work completed from PY2018. Ms. Bonner mentioned that they have two units that are not completely built but the funding is fully spent. Ms. Collins – Smith briefly reviewed and explained the reports expectations and what was officially completed.

Ms. Schira asked clarification as to what was considered homeowner housing rehabilitation, Ms. Collins – Smith explained and added that actual property visits are included to prevent duplicate work.

Ms. Collins – Smith explained that the direct financial assistance is down payment assistance being provided through KNHS.

Ms. Collins – Smith mentioned that the Homeless Assistance was through the ESG fund (Emergency Solution Grant) that the City no longer currently receives.

Ms. Wilson informed the committee that the percentage for “Homeowner Housing Added” should be changed from 50 percent to 200 percent. Ms. Collins – Smith confirmed that was an error and that it would be corrected to two hundred percent.

Ms. Collins – Smith discussed neighborhood enhancement according to the chart noting how it could reflect city wide or a census tract (the neighborhood they represent.)

Ms. Collins – Smith also informed the committee that data is collected from the subrecipients on a monthly basis and reported to the City Staff.

Ms. Collins – Smith explained that once the CAPER is approved by HUD, the committee would be informed and posted.

Ms. Collins – Smith explained the draft CAPER is posted for fifteen days, which would end the following week.

Ms. Jordan – Woods (a public attendee) expressed her confusion of the purpose of the meeting and the purpose as to her attendance to the meeting. Ms. Jordan – Woods asked for clarification for reapplying for funding.

Ms. Schira said she invited Ms. Jordan – Woods because from her understanding the of today's meeting was to review neighborhood projects and wanted to hear from the neighborhoods what their priorities are.

Ms. Collins – Smith responded and clarified misunderstanding for applying/reapplying for funding and the purpose and agenda of the meeting.

OLD BUSINESS

None

NEW BUSINESS

- **TEAM BUILDING**

The Committee broke into three groups and conducted team building exercises which was facilitated by Ms. Bonner. She discussed the importance of working together as a team and communicating, especially when you're on a committee such as CDAAC. Ms. Bonner expressed the importance of identifying each other's differences to be able to focus and accomplish the Committee's important goals.

- **2020 Affordable Housing Funding**

Ms. Collins – Smith reviewed the 2020 Affordable Housing funding with the Committee. She explained the projected funding for CDBG and HOME and what they will have to set aside for the Certified Housing Development Organization (CHDO). The projected funding for CDBG will be \$ 350,000 and \$369,111 for HOME funding which included \$73,821 for CHDO. CHDO is fifteen percent of the HOME funding the city receives. She explained requirements and informed the committee that there are three CHDO organizations in the city of Kalamazoo.

The Three Organizations are as follows:

- Kalamazoo Valley Habitat for Humanity
- Kalamazoo Neighborhood Housing Services (KNHS)
- Northside Association Community Development (NACD)

Mr. Martin questioned what determines what portion of the CHDO funding is distributed to which organization. Ms. Collins – Smith explained that CHDO funding would go to the one with the highest score. She also noted that any request under \$50,000 is not accepted and that if there

is a request for more than what was projected to set aside for CHDO the remaining would come from HOME funding.

Ms. Schira asked how long the CHDO status last. Ms. Bonner responded that they would have to reapply/recertify every year. Ms. Collins – Smith clarified that she approves CHDO applications and that CDAAC Committee determines who will be a CHDO recipient and who will be the HOME recipient from the submitted approved applications.

- **2019 Consolidated Plan/Action Plan Discussion**

Ms. Collins – Smith reviewed the 2019 – 2023 Consolidated Plan strategic plan with the Committee. She explained that the projected amount of funding may seem insufficient currently, and that in the City could make a determination regarding whether or not all activities will remain a Community development activity or FFE funding.

Ms. Howell questioned what kind of demolitions would be funded and from what funding source. Ms. Collins – Smith explained that the demolition funds would come from CDBG and houses considered would be those condemned and considered a health hazard. The Committee continued conversation regarding different demolition issues.

Ms. Collins – Smith discussed the Neighborhood Enhancement projected funding for a five-year period of \$4,127,420. Ms. Collins – Smith explained that they are projecting between 1,000 - 1,100 for the 2020 year in code enforcement activities.

Ms. Collins – Smith briefly reviewed the Youth Development, stating that the projected funding amount will be \$67,500 for the next five – years. The expenses of the funding will be based on the needs year to year for Parks and Recs. Ms. Collins – Smith mentioned that most of the expenses will be for supplies.

- **2020 Action Plan Needs**

Ms. Collins – Smith discussed the 2020 Action Plan Needs goals (Goals Outcome Indicator). The projected funding for the project is \$1,927,420 (including program income). She mentioned that if they continue to do the same activities, they would exceed the numbers that they have.

Ms. Buwalda questioned how they can interact/overlap with FFE funding. The committee responded that is an ongoing question and they are still working on an answer for that.

Ms. Bonner mentioned that there was a decrease for the Emergency Solution Grant (ESG) for the Continuum Care due to the City no longer receiving funding.

Ms. Collins – Smith explained that a lot of the lease purchases become homeowners, they start out in lease purchase status with KNHS giving the lessor a certain amount of time to purchase the property. In that time frame, typically the individuals become homeowners.

- **New Applicant Recruitment Strategies**

The Committee discussed different recruitment strategies to recruit more Subrecipients in the area. The CDAAC Committee discuss what their goals were in order to strategize a recruitment plan, (i.e. what type of audience they are trying to attract and the type of work they are trying to accomplish.)

The List of Subrecipient Recruitment Strategies are as follows:

- Host Recruitment meeting at Neighborhood association
- Email blast to targeted audience
- Reach out to existing landlords
- Social Media
- Develop strategy to incentive
- Identify target non – profit that are already doing the work
- Home Builders Association
- Address existing barriers that prevent qualifying applicants from applying
- Hand bills
- Local TV Station Partnership

The Committee continued making a list of current issues/needs and new issues/needs they would like to focus on. The Committee also made a list of issues/needs they would like to focus on in different neighborhoods.

Current

- Code Violation Repair
- Down Payment Assistance (DPA)
- Lease Purchase
- New Construction
- Façade / infrastructure

New

- Legal Assistance Probate (Probate Clinic Kalamazoo) – Inheritance tax (Nursing homes/hospital)
- Foreclosure Counseling
- Provide funding for landlords – Landlord Repair Remediation fund with incentives
- Money for Rental repair
- Beautification Programs

The Targeted Neighborhood Enhancement Sub – Committee was changed to include representation of the three target neighborhoods which resulted in removing Ms. Schira. The Target Committee includes Ms. Shakir (Northside Representative), Ms. Buwalda (Edison Representative) and Ms. Tarver (Eastside Representative).

Eastside Neighborhood

- East main corridor – Leverage
- What would be Pat's Priority
 - Demolition
 - Lighting
 - Rockwell Park

• **Targeted Neighborhood Enhancement**

Ms. Collins – Smith discussed the 2020 Neighborhood Enhancement funding. She mentioned that for 2020 the Targeted Neighborhood would be receiving \$200,000 in CDBG funding. Ms. Bonner questioned what would happen if a neighborhood need arise during the process that was not included in the plan, would the plan be amendable. Ms. Collins – Smith confirmed that she would be able to amend it.

Ms. Collins – Smith clarified the three targeted neighborhoods, which include the Northside, Eastside and the Edison neighborhoods. The funding provided will have to be split between the three neighborhoods. Ms. Collins – Smith explained the purpose for the Committee receiving a copy of the neighborhood plans to review. She informed the Committee that they would need to decide what parts of the plans to work on with funding provided. She also informed that committee, they would need to make sure their decision does not exceed the amount of funding

provided. Ms. Collins-Smith also stated that they would need to make sure the neighborhoods are aware of the funding currently available.

The Committee discussed the needs of the three targeted neighborhoods (walkability, economic development etc.) and they reviewed their neighborhood plans. The committee to award the entire \$200,000 to a single neighborhood per year so as to maximize the effect.

Eastside neighborhood to the committees understanding, has in the past received less directed support form the city than the other two neighborhoods and has clear goals they can assist with their neighborhood plan.

Ms. Schira supported by Ms. Buwalda motioned to select Eastside Neighborhood as their Targeted Neighborhood funds recipient. A Voice Vote was taken, and motion passed.

Ms. Collins – Smith confirmed that the funding that is currently being presented are projected amounts, she will update the committee the actual budget amount for each funding and nothing will be submitted to HUD until there are exact amounts officially provided approved by the Commission to be sent to HUD.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

Ms. Bonner informed the Committee that she originally planned for the committee to vote on opening the 30-day public comment period for the Analysis to Impediments, but unfortunately there were a few minor setbacks and she needs to do more work on it. Ms. Bonner will update the committee on the status on the analysis to impediments.

CITIZEN COMMENTS

None

ADJOURNMENT

Ms. Rey adjourned the meeting at approximately 7:55 p.m.

Submitted by: [Signature] Dated: 12.19.19
(Recording Secretary)

Reviewed by: [Signature] Dated: 12/19/19
(Staff Liaison)

Approved by: [Signature] Dated: 12/12/2019
(CDAAC Chair/Vice Chair)