



**Community Planning and Development**

245 North Rose Street, Suite #100

Kalamazoo, MI 49007

PH: (269) 337-8044

[www.kalamazoo-city.org](http://www.kalamazoo-city.org)

**Community Development Act Advisory Committee (CDAAC)**

**Minutes**

**November 17, 2022**

**Community Room, City Hall**

**5:30 p.m.**

**Members** Nathan Browning, James Martin, Stephanie Vallar, Chelsea Viere, Tiyan Williams, Candace Howell

**Absent** Tami Rey, Tiffany Burns, Megan Campanile, Joseph Hawver

**City Staff** Sharilyn Parsons, Housing Development Project Coordinator  
Julie Johnston, Community Development Compliance Specialist II  
Mackenzie Rosenberg-Scholte, Compliance Specialist  
Alex Hoffmann, Community Investment Secretary  
Jaime Marsman, Community Investment Administrative Assistant

**Call to Order**

A motion was made by Chelsea Viere to make James Martin chair seconded by Tiffany Burns. The meeting was called to order at 5:39 p.m.

**Roll Call (Quorum 5)**

Mr. Hoffmann conducted a roll call of CDAAC Members and determined quorum existed.

**Approval of Agenda**

James Martin, seconded by Tiyan Williams, motioned to approve the agenda as presented. A voice vote was taken, and the motion passed.

**Approval of Minutes**

Tiyan Williams, seconded by Nathan Browning, motioned to approve the September 22, 2022 minutes. A voice vote was taken, and the motion passed.

**Public Comments on Non-Agenda Items**

None

### **Old Business**

#### **a) Update on CDBG, HOME, and CDBG-CV Application Process**

Ms. Johnston informed the group that under CDBG there are categories of both 'youth' and 'housing.' While passing out a list of applications received this year, Ms. Johnston noted that all applications for youth funding are close to being funded fully. Ms. Johnston gestured towards the youth applications and mentions that the request was 3000 over the limit we have available. In regard to CDBG housing, Ms. Johnston mentioned they are over the amount available to give out. The amount to give out is \$305,000 whereas the amount applied for is \$660,000. Under HOME, there are only 2 applications submitted, but \$145,000 less in reward money than what has been requested.

Ms. Johnston mentioned that there is an application subcommittee meeting after the current CDAAC meeting. Ms. Johnston mentioned she is hoping for a December recommendation for CDBG and HOME allocations.

The floor goes to Ms. Rosenberg-Scholte who informed the board of the current state of CDBG-CV funds. Ms. Rosenberg-Scholte summarized by noting that the board put out \$283,000 for subsistence payments and \$60,000 for the hotel voucher program. Ms. Rosenberg-Scholte mentioned that one application was made for subsistence payments and no applications were made for the hotel voucher program. Ms. Williams asked a question about the CDBG-CV funds -- wondering if those funds that were allocated to the voucher program could be absorbed into HRI. Ms. Rosenberg-Scholte responded that the funds could be used in this way, but another amendment would have to be approved beforehand. However, this will be her recommendation to the group as the best way to allocate these funds.

Mr. Martin asked Ms. Johnston if the subcommittee has started the reviewing process yet. Ms. Johnston responded saying the interviews will be part of the discussions in the subcommittee meeting after the current meeting.

Ms. Viere inquired into the process made by the Community Investment team to spread information about the funding application for HRI. Ms. Rosenberg-Scholte responds saying that an advertisement was placed in the Kalamazoo Gazette and a virtual notice was posted on the City of Kalamazoo website. Additionally, there was a pre-submittal training that was held with only Community Action and HRI attending and Community Action chose not to apply.

### **New Business**

#### **a) HOME-ARP Funding Process Overview**

Ms. Rosenberg-Scholte started by explaining HOME-ARP to the group and noted that the Community Investment team received notice of the city's award in April of 2021. Further, she explained that the city is currently in the process of allocating that money. Additionally, the notice of funding availability for these funds was posted the day of the meeting.

Ms. Rosenberg-Scholte emphasized that all this money is targeted towards homelessness reduction and prevention. She explained the four categories that qualify for these funds and takes care to note that income is not a necessary factor for qualification. In some cases, income is considered when it is a candidate who is in danger of becoming homeless, rather than currently being homeless. Ms. Rosenberg-Scholte further went on to explain the compliance period for these funds and notes the nuances depending on the ways the funds are used in the community.

Ms. Rosenberg-Scholte noted that the Community Investment team is in a unique position with these funds as they must have a plan for these funds by March 31<sup>st</sup> or else the funds will be recaptured in full. Luckily, the plan for the Community Investment team was to complete the action plan in that timeline, but now there is a sense of urgency and Ms. Rosenberg-Scholte wanted to emphasize that too much deliberation could result in complete loss of funds. The deadline for applications is December 14<sup>th</sup>. Between December 19<sup>th</sup> and January 12<sup>th</sup>, the Community Investment team will need to make recommendations to the application subcommittee in order to remain on schedule.

Ms. Rosenberg-Scholte noted that scoring will be different for these funds as there will be more staff input in order to accommodate the stringent HUD requirements. Because of the lack of income qualification this program will require a lot more subsidy and the infrastructure needed from subrecipients will be much more elaborate than previous funding sources.

Ms. Rosenberg-Scholte noted that, because of the longer compliance period, the money awarded to subrecipients will need to be larger and so smaller reward requests will not be prioritized. Continuum of care will receive notice of this funding soon as well as one other organization.

Mr. Martin asked if this funding needs to go towards new projects or if it can bolster currently operating programs. Ms. Rosenberg-Scholte responds that this is correct, but it would depend on the type of project. For example, a rehabilitation project may not be a viable target for these funds as they are directly aimed at aiding the homeless population.

Ms. Williams asked if the application was included with the NOFA. Ms. Rosenberg-Scholte responded that it was. Ms. Williams then asked if a component of these funds will specifically target alleviating historical injustices and disadvantages from marginalized groups, and if not, can that be addressed in the future? Additionally, Ms. Williams asked if applicants who are rejected for funding will receive some sort of communication from CPED staff with comments on how they can improve their viability as an applicant, or, at least, given the cause of their rejection? Ms. Parsons responded to the question saying that comments on applicants will be recorded in the minutes for both Commission and CDAAC meetings. However, due to the time constraints for this source of funding, there will be a certain rush to get these funds allocated before the funds are lost. Ms. Williams noted that her question had less to do with the timeline for these funds and more so how the group can expand on ways in which it can encourage programs to include components that focus specifically on benefitting historically marginalized groups, and that this would expand on HUD guidelines rather than inhibit them. Ms. Parsons responds that there

will certainly be opportunities for the type of feedback that Ms. Williams is looking for between both subrecipients and City staff as well as city staff and CDAAC.

Ms. Viere took a moment to clarify that these funds will not take income into consideration when it comes to allocation. Additionally, Ms. Viere asked if these funds were a singular instance of funding brought by the American Rescue Plan and not expected to be replenished by HUD in the future. Ms. Parsons answered that this is correct and will not be likely to given out again, at least by HOME. Ms. Williams notes that, because these dollars are one-time use only, it is important to learn from this situation to better prepare applicants in the future for government monies that are released on such a short schedule with stringent requirements. Ms. Williams expressed disappointment that concerns like hers have been known in the past and not addressed by the city beforehand to give potential applicants a better chance to address issues in their own communities within the city.

Ms. Williams asked if, in future deliberations, will Community Investment staff be able to speak about these important issues and address specific criteria in our interview checklist aimed at benefitting underserved communities when interviewing applicants. Ms. Rosenberg-Scholte responded saying she created the current checklist referenced and did not include these specific criteria because she wanted to remain as true as possible to HUD guidelines. However, Ms. Rosenberg-Scholte wanted to emphasize that she does not disagree with Ms. Williams and believes she sees room for those comments/criteria when deciding on an applicant. Ms. Parsons agreed and noted that this can be an important role for the subcommittee when determining subrecipients to fund.

Mr. Martin asked if there are any other comments and Ms. Rosenberg-Scholte responded saying she has nothing more to say about the program but would like to encourage the group to share information on the NOFA.

#### Communications/Members' Reports/Staff Updates

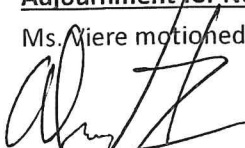
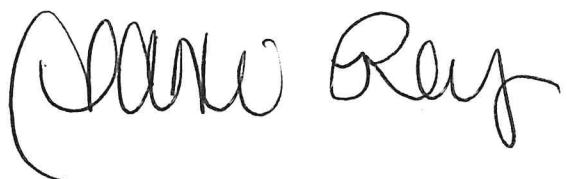
Ms. Johnston reminded the group of the changed December meeting time in order to accommodate the holidays.

#### Public Comments

None

#### Adjournment for New Member Training

Ms. Viere motioned to adjourn the meeting at 6:09 p.m. Ms. Vallar seconded the motion.

 2-1-23  
 1/24/23