



**Community Planning and Development**

245 North Rose Street, Suite #100

Kalamazoo, MI 49007

PH: (269) 337-8044

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

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

**Agenda**

**April 27, 2023**

**Community Room, City Hall**

**5:30 p.m.**

**Members** Candice Howell, Nathan Browning, Tiffany Burns, Joseph Hawver, James Martin, Stephanie Vallar, Chelsea Viere, and Tiyan Williams

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

- I. Action Plan Public Hearing
  1. Presentation
  2. Public Comment
- II. CDAAC Meeting
  1. Call to Order
  2. Election of Chair and Vice Chair
  3. Roll Call (*Quorum 5*)
  4. Approval of Agenda
  5. Approval of Minutes – February 23, 2023
  6. Public Comments on Non-Agenda Items
  7. Old Business
    - a. Action Plan Recommendation
  8. New Business
    - a. KNHS Presentation
  9. Neighborhood Representatives/Members' Reports
  10. Staff Communication/Updates
  11. Public Comments
  12. Adjournment



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## Community Development Act Advisory Committee (CDAAC)

# Minutes

January 26, 2023

Community Room, City Hall

5:30 p.m.

**Members** Tami Rey, Candice Howell, Nathan Browning, Tiffany Burns, Joseph Hawver, James Martin, Stephanie Vallar, Chelsea Viere, and Tiyan Williams

**Absent**

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

1. Call to Order

The meeting was called to order at 5:34 p.m.

2. Roll Call (*Quorum 5*)

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

3. Approval of Agenda

Ms. Burns makes motion to approve, and Ms. Viere supports. A voice vote was taken and agenda was approved at 5:35 p.m.

4. Approval of Minutes – December 15, 2022

Mr. Martin makes motion to approve both sets of minutes, seconded by Ms. Burns. A voice vote was taken and agenda was approved at 5:36 p.m.

a. Approval of November 17, 2022 minutes

5. Public Comments on Non-Agenda Items

n/a

6. Old Business

a. HOME-ARP Funding Recommendation

Ms. Rosenberg-Scholte explained that there were two eligible applications received and briefly detailed the subcommittee recommendations. Mr. Martin asked if this was all funding available for this purpose, Ms. Rosenberg-Scholte said yes.

Ms. Rosenberg-Scholte further added that public comment will start on Monday and will continue until the end of February.

Mr. Hawver motioned to approve and Ms. Burns seconded. A voice vote was taken and the motion was approved.

b. CDBG and HOME Funding Recommendation

Ms. Johnston explained that CDBG funding was separated out for youth programming. Smaller non-profits were encouraged to apply, and 3 applications were taken. Action Matters and Charlies Place was funded fully, and Friends of Recreation was awarded a partial amount. Ms. Johnston briefly explained the programs awarded as well as the timeline for when funds will be likely be made available to subrecipients.

Ms. Johnston continued to CDBG housing, explaining the funding recommendations given by the subcommittee.

Finally, Ms. Johnston moved on to HOME funding recommendations given by the subcommittee. A brief discussion was had regarding the lower amount of funding given to Milestone Senior Services and the recommendation offered by the subcommittee to partner with Community Homeworks. As HOME funding is on a different timeline than the other funding sources discussed, there was a brief conversation regarding the decision to not allocate all of the funding in the current application cycle.

Mr. Martin asked about the scoring process for CDBG funds. Ms. Johnston explained that she did not have the scoring sheets at this time, but a rigorous scoring process took place. Ms. Rey added that she was not happy with the funding allocation for Milestone Senior Services. A discussion took place over the subcommittee's recommended funding for Milestone Senior Services and whether or not it could be modified.

Ms. Rey asked if the KNHS roof repair met all of their requirements last year. Ms. Johnston answered that their agreement was just signed so they have not really started yet. The group briefly discussed the successes of various subrecipients with past funding who applied.

Mr. Hawver began a discussion of the needs met by Milestone Senior Services Critical Repair program. A discussion ensued regarding the allocation of funding to Milestone Senior Services. The group decided to consider alternative funding suggestions if anyone had something better to propose.

Ms. Rey suggested 125,000 for Community Homeworks and 100,000 for Milestone Senior Services. Ms. Williams requested Ms. Johnston explain the capacity and track record of both Community Homeworks and Milestone Senior Services. Ms. Williams suggested in light of Ms. Johnston's response 75,000 for Milestone Senior Services and 150,000 for Community Homeworks. Another discussion took place amongst board members regarding the fairness of the process that went into funding applicants.

Ms. Johnston suggested a motion to vote on the alternative funding suggestions.

Ms. Rey made a motion to award \$125000 to Community Homeworks and \$100000 for Milestone Senior Services. Mr. Hawver supported the motion. A vote was taken, Ms. Rey, Mr. Hawver, and Mr. Martin voted in favor, Ms. Viere, Ms. Williams, Ms. Burns opposed.

Ms. Williams motioned to award \$150000 to Community Homeworks and \$75000 to Milestone Senior Services. Ms. Williams supported the motion. Ms. Viere, Ms. Williams, and Ms. Burns voted in favor of the motion. Ms. Rey, Mr. Hawver, and Mr. Martin opposed the motion.

Ms. Viere asked for clarification on the difference between the 200000 requested and the 80000 recommendation, and whether or not they would be able to support a smaller budget. Ms. Johnston explained Milestone Senior Services current budget as well as the timelines for the awarded money when it is released.

Mr. Hawver moved to allocate \$137,500 to Community Homeworks, \$80,000 for KNHS Roof Repair, and \$87,500 for Milestone Senior Services. The motion was supported by Ms. Rey. Ms. Williams abstains from voting on the KNHS amount. A vote was taken and the result was unanimously in favor of supporting the motion.

Mr. Martin moved to approve the subcommittee recommendations for the remaining CDBG and HOME dollars. Ms. Burns supported the motion. A voice vote was taken and the motion passed unanimously.

## 7. New Business

### a. Nominating Committee – Available seats by March 2023

Ms. Johnston explained that Ms. Rey is leaving in March and asked the group to think about people they may know who will want to fill a seat on the committee. Additionally Ms. Johnston reminded the group that they need a Stuart, Vine, Oakwood, and Fairmont Douglas representative. Ms. Viere noted that a rep from vine was chosen and the recommendation will be put forward to CDAAC soon. In response to questions, Ms. Johnston explained the bylaws on nominations. Mr. Hawver asked about the kinds of methods utilized by the city to recruit members for the board. A discussion was had regarding neighborhoods without active neighborhood associations and whether there was fair representation on the board in those areas.

Mr. Hawver asked if it was possible for the bylaws regarding neighborhood representatives to be amended soon. The group conversed over whether the bylaws ought to be amended and how soon it was possible to do so.

Ms. Johnston requested volunteers for the nominating committee that will assist in choosing new board members. Ms. Viere, Ms. Williams, and Mr. Martin volunteered to be on this committee. Mr. Hawver volunteered as an alternate member.

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

### a. CDBG-CV Update

Ms. Rosenberg-Scholte explained the previous steps of the process that have been completed for CDBG-CV so far. As a heads up, she explained that, per discussions in November, because no one has applied for the Hotel funding, the additional funding will go towards Rental Assistance and will be given to HRI. A public hearing will be held in February to send to commission in March.

## 9. Public Comments

n/a

## 10. Adjournment

Ms. Rey motioned to adjourn at 6:27 p.m.



**Community Planning and Economic Development  
Community Development Division**

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April 14, 2023

**TO:** Community Development Act Advisory Committee  
**FROM:** Julie Johnston, Compliance Specialist II  
**MTG DATE:** April 27, 2023  
**SUBJECT:** **Draft PY2023 Action Plan Funding Recommendations to City Commission**

**Action Plan Process:**

The development of the Action Plan requires an open process in which interested persons can provide input on the draft Plan. The following public process steps have occurred:

1. The City Commission approved the 30-day public comment period on March 6, 2023.
2. A notice was published in the Kalamazoo Gazette on March 12<sup>th</sup> about the 30-day public comment period. The notice (with Spanish translation) was also sent on March 10<sup>th</sup> to 62 nonprofit and neighborhood organizations who requested to be included in the Community Investment contact list.
3. The 30-day comment period began on March 13<sup>th</sup> and ran through April 12, 2023.
4. The draft Action Plan was posted on the Community Investment Department webpage, which was noted in the public notice.
5. On April 3<sup>rd</sup>, the City Commission set the final public hearing for May 1, 2023.
6. An additional notice was placed in the Kalamazoo Gazette on April 9<sup>th</sup> announcing the CDAAC and City Commission public hearings. A copy of the notice (with Spanish translation) was sent to the contact list on April 17<sup>th</sup>.

After the public hearing during the CDAAC meeting, the next steps in the process are the City Commission public hearing and potential adoption of the Plan on May 1<sup>st</sup> and submittal to the Department of Housing and Urban Development (HUD) by May 12<sup>th</sup>.

**Available Funding:**

The final allocation from the U.S. Department of Housing and Urban Development (HUD) is \$2,184,771 under two federal entitlement programs: Community Development Block Grant (CDBG) - \$1,618,167 and HOME Investment Partnerships Program (HOME) - \$566,604. These funds may be used for eligible activities during PY2023 (July 1, 2023 – June 30, 2024).

In addition to entitlement funds, the City may utilize program income that is generated on an annual basis from past CDBG funded activities. Program income is defined as “any gross income received that was directly generated from the use of federal funds.” As part of the action plan process, any anticipated program income must be identified and assigned to an eligible project. Typically, the activity that generates the program income is allowed to retain the funds to assist in the continuation of that activity. The estimated program income in PY2023 is \$47,000.

Based on all these sources, the total funding to be allocated to PY2023 activities is \$2,231,771. The following table provides these totals by federal program:

**Table 1: Total PY2023 Funding**

	CDBG	HOME	TOTAL
Entitlement	\$1,618,167	\$566,604	\$2,184,771
Program Income (anticipated)	\$47,000	\$0	\$47,000
<b>Total:</b>	<b>\$1,665,167</b>	<b>\$566,604</b>	<b>\$2,231,771</b>

CDAAC completed an application process for the competitive funds available through CDBG and HOME. Six organizations are recommended for funding, as follows:

**Table 2: Application Funding Recommendations**

Organization	Activity Name	Funding Award
<b>CDBG Funding Recommendations</b>		
Action Matters	Smart Moves – Summer Education and Recreation	\$10,000
Charlie’s P.L.A.C.E.	Summertime Social and Recreational Programs	\$8,000
Kalamazoo Friends of Recreation	Youth Recreational Assistance Fund	\$22,000
Community Homeworks	Critical Home Repair Program	\$137,500
Kalamazoo Neighborhood Housing Services	Homeowner Roof Replacement Program	\$80,000
Milestone Senior Services	Home Repair for the Elderly	\$87,500
Competitive Application Total:		\$345,000
<b>HOME Funding Recommendations</b>		
Kalamazoo Neighborhood Housing Services	Kalamazoo Attainable Homes Partnership: Homeownership New Construction	\$250,000
Competitive Application Total:		\$250,000
<b>Total Competitive Application Budget:</b>		<b>\$595,000</b>

Supporting these activities will continue some long-standing partnerships between the city and our nonprofit community, as well as building new relationships with some youth service providers. Only two applications that were received were not recommended for funding by CDAAC for the PY2023 Action Plan. These included a CDBG application for down payment assistance from Kalamazoo Neighborhood Housing Services (KNHS) and a HOME application from Kalamazoo Valley Habitat for Humanity (KVHH) for new single-family construction.

Finally, the remainder of the funds have been assigned to eligible city activities that meet HUD regulations. These include CDBG and HOME administration, code enforcement, code enforcement repair program through Community Homeworks, community policing, fair housing support, after school youth programming, demolition of blighted structures, and support of the lead-based paint grant program.

The complete draft of the PY2023 budget is attached to this report. The draft Action Plan can be found on the city's website at:

<https://www.kalamazoo.org/files/assets/public/plans-amp-reports/community-development/action-plan/py2023-draft-action-plan.pdf>

**Requested Action:**

Staff requests CDAAC consider any public comment received during the public hearing and forward a recommendation of approval on grant funding to the City Commission.

Thank You.

PY2023 Annual Action Plan Recommended Budget

Organization	Activity Name	Funding Award
<b>CDBG Entitlement Funds</b>		
<b>CDBG Administration<sup>1</sup></b>		
City Community Investment Division	CDBG Administration	\$320,000
<b>CDBG Administration Total:</b>		<b>\$320,000</b>
<b>CDBG Public Service<sup>2</sup></b>		
City Community Investment Division	Affirmatively Furthering Fair Housing Activity	\$20,000
Action Matters	Smart Moves – Summer Education and Recreation	\$10,000
Charlie’s P.L.A.C.E.	Summertime Social and Recreational Programs	\$8,000
Kalamazoo Friends of Recreation	Youth Recreational Assistance Fund	\$22,000
City Parks and Recreation Department	After School Youth Programs	\$15,000
City of Kalamazoo Public Safety	Crime Awareness and Prevention	\$150,000
<b>CDBG Public Service Total:</b>		<b>\$225,000</b>
<b>CDBG All Other</b>		
Community Homeworks	Critical Home Repair Program	\$137,500
Kalamazoo Neighborhood Housing Services	Homeowner Roof Replacement Program	\$80,000
Milestone Senior Services	Home Repair for the Elderly	\$87,500
City Housing Inspection / Code Team	Code Enforcement	\$400,000
City Housing Inspection / Code Team	Demolition	\$50,000
City Community Investment Division	Lead Based Paint Hazard Control Program	\$75,150
City Community Investment Division	Neighborhood Enhancement: Public Revitalization Project	\$143,017
City CPED partnered with Community Homeworks <sup>3</sup>	Code Enforcement Repair Program	\$100,000
<b>CDBG All Other Total:</b>		<b>\$1,073,167</b>
<b>CDBG ENTITLEMENT:</b>		<b>\$1,618,167</b>
<b>CDBG Program Income</b>		
City CPED – Small Business Loans	Code Enforcement	\$5,000
City CPED – HODAG Payments	Code Enforcement	\$6,000
KNHS – Roof Repair	Roof Repair Program	\$36,000
<b>CDBG Program Income Total:</b>		<b>\$47,000</b>
<b>CDBG TOTAL:</b>		<b>\$1,665,167</b>
<b>HOME Funds</b>		
City Community Investment Division	HOME Administration <sup>4</sup>	\$56,660
Kalamazoo Neighborhood Housing Services <sup>5</sup>	Kalamazoo Attainable Homes Partnership: Homeownership New Construction	\$250,000
City Community Investment Division	Affordable Housing Program	\$259,944
<b>HOME TOTAL:</b>		<b>\$566,604</b>
<b>ALL PROGRAMS TOTAL:</b>		<b>\$2,231,771</b>

<sup>1</sup>CDBG planning and administrative services are subject to a 20 percent cap.

<sup>2</sup>Public Service activities are subject to a 15 percent cap.

<sup>3</sup>HUD required program. City partners with Community Homeworks for implementation.

<sup>4</sup>HOME administration is subject to a 10 percent cap.

<sup>5</sup>CHDO funds will be applied to KNHS.