

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
MINUTES
08/26/2021**

ZOOM Virtual Public Meeting

Members Present: Tam i Rey, *Margaret Wilson, James Martin, Megan Buwalda, *Tiffa ny Bums, Betsy Farmer, Chelsea Viere, *Amina Shakir

Members Absent: Candice Howell,

City Staff: Venessa Collins-Smith, Community Development Coordinator
Christopher Raschke; Community Development Compliance Specialist
Antonio Mitchell, Community Investment Manager
Jaime Marsman, Community Investment Secretary

*Joined after roll call

CALL TO ORDER

The Meeting was called to order at 5:30 p.m.

ROLL CALL (Quorum 5)

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

APPROVAL OF AGENDA

Ms. Rey asked if there were any changes to the agenda as presented.

Ms. Buwalda, seconded by Mr. Martin, motioned to approve the agenda as presented. A voice vote was taken, and the motion passed.

APPROVAL OF MAY 2021 MINUTES

Ms. Rey asked if there were any changes/additions/deletions to the minutes from May 27, 2021.

Ms. Farmer, seconded by Ms. Buwalda, motioned to approve the May 27, 2021 minutes. A voice vote was taken, and the motion passed.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No citizen comments at this time.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Collins-Smith guided the group through the CDAAC PY2022 Planning Session.

Ms. Collins-Smith stated that Committee members were to decide which Committee they would like to be on for this coming year. She explained that there are two committees – the Application Committee and the Scoring Committee. The Application Committee reviews the application, makes change and updates to the application. They will also create a FAQ for the process. The Scoring Committee takes incoming application and scores them according to the criteria in the application. They also assist with technical assistance as needed and meet with prospective applicants. Meetings

will be held in the evening. The Application process will begin soon and the scoring will begin in November.

Environmental Review Process - Shadow with Chris Raschke

- Tami Rey

Application Committee:

- Chelsea Viere
- Margaret Wilson
- Tiffany Burns
- James Martin

Scoring Committee:

- Megan Buwalda
- Betsy Farner
- Candice Howell
- Amina Shakir

Annual Action Plan Process Presentation

Ms. Collins-Smith shared a presentation regarding the Annual Action Plan Process.

Program staff are:

- Rebekah Kik, Community Planning and Economic Department Director
- Antonio Mitchell, Community Investment Division Program Manager
- Sharilyn Parsons, Community Development Coordinator
- Venessa Collins-Smith, Compliance Specialist II
- Christopher Raschke, Compliance Specialist

The primary objective is to develop viable communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income. This is done through the Community Block Grant and the HOME Investment Partnership Grant. Funding amounts were shared. Anticipated funding for 2022 is \$2,364,429. Showing more need will be an important part of the process.

The Annual Funding Cycle was discussed. It was discussed that the Committees were decided this evening: Application Committee and Scoring Committee.

Notice of Funding Availability (NOFA): The option to shadow Mr. Raschke gives the opportunity to learn more in-depth what the process is. When it is decided how much to ask HUD for, then a NOFA is shared with the community. We address our community voice. The Consolidated Plan (5 year process) was developed in 2019, and to develop that plan, we went into the community and listened to the citizens and their needs. The Citizen Participation Plan is important and it is also required by HUD. It also establishes and prioritizes the needs of residents. In addition, it de-politicalizes the process. We will also have a public hearing. The notice is the first step, and it is called the Public Comment Period. The public hearing is published in the newspaper at least 15 days to the Public Comment Period starting. It lets the citizens know about the funding and when they can comment during their public hearing. The notice includes the date, time, and location of the public hearing. At this time, everything is being held via Zoom.

Ms. Farner asked if there was anything that could be done to assist citizens with attending the Zoom? Ms. Collins-Smith stated that this information is also distributed to the neighborhood associations and the public library. She invited community members to share this information in other places that they deem appropriate. It is also listed on the city's website. Ms. Farner voiced her concern that not everyone has access to the internet. Ms. Farner asked if we could find a way to have a session in-person. Ms. Collins-Smith stated that, at the present time, we are only allowed to meet virtually. Ms. Farner asked if this information could be shared through schools. Ms. Collins-Smith affirmed that this is a possibility and that we should discuss this further. Ms. Wilson suggested that we partner with the library to provide citizens with the resources needed for this. Ms. Collins-Smith stated that this was an excellent idea and suggested that this be discussed further at the Application Committee meetings.

The applications will go out in October and must be submitted within 30 days. Once they are received, they are passed to the Scoring Committee. The Scoring Committee read through the applications, score them and contact the applicants with any questions. Technical assistance will also be offered to the applicants. Ms. Collins-Smith stated that she would also like the Application Committee to develop an FAQ.

Letter of Funding Notification – this comes from the Department of Health and Human Development. Once we receive this, the information is passed on to our Director who signs and returns it.

Environmental – Mr. Raschke stated that he puts together the Environmental which looks at the physical issues that could exist for the projects. These issues could be historic, flood plain, noise, environmental issues, etc. Once that is put together and approval is received from HUD for the Action Plan, an ad is posted for public comments on the Environmental. The Environmental and public comments are turned into HUD, who then releases the funds.

Recipients cannot do anything until they get their notice to proceed. They will then have from 12-24 months. Extensions can be requested, but projects are normally done within 24 months. This has been different, however, due to COVID. Monthly reports are due from the recipient. This information is fed into IDIS, which is HUD's system that tracks the number of activities that the applicant has said that he/she is going to provide.

Consolidated Annual Performance Evaluation Report (CAPER). Information is retrieved from IDIS.

Questions?

Ms. Viere asked how the committee works. Ms. Collins-Smith affirmed that either herself or Ms. Marsman will contact the committees to schedule meetings with a few selected date options. All meetings will happen after 5 if preferred. If the committee prefers to meet during the day, that is fine as well.

Ms. Buwalda shared with the Committee how the Scoring Committee process went. Once they received their binders with the application, the Committee set blocks of available time. City Staff set up interviews with the applicants and then applications were scored. She estimates that it was about 6-8 hours of work total spread out over the course of several weeks. She stated that it helps if everyone goes through the binders and comes up with questions in advance. Binders are generally dispersed in December.

Venessa reminded the Scoring Committee that it is very important to return the binders when they are finished with them.

Ms. Wilson stated that when she participated on the Scoring Committee, that it was important to check the math and make sure values line up and that they also align with City values, etc.

Mr. Martin stated that he shadowed Mr. Raschke last year and became familiar with his process on the City-side. Mr. Raschke stated that he worked with Mr. Martin to get the notices out. This was a key task. The Interested Parties database still exists this year. They also gave a lot of thought as to who might be additional interested parties for the funding.

Ms. Wilson stated that, last year, Neighborhood Associations were also used to get the word out.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

None.

CITIZEN COMMENTS

No comments at this time.

ADJOURNMENT

Ms. Wilson, seconded by Ms. Viere, motioned to adjourn the meeting. The meeting was adjourned at 6:18 p.m.