



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MEETING**

Wednesday, April 14, 2021 4:00 PM

DRAFT MINUTES

<u>MEMBER OR ALTERNATE</u>	<u>REPRESENTING</u>	
Anita Norton	City of El Mirage	Attended by GoTo Meeting
Brannon Hampton	City of Goodyear	Attended by GoTo Meeting
Clorinda Erives	City of Tolleson	Attended by GoTo Meeting
Rui Pereira	Town of Wickenburg	Attended by GoTo Meeting
Margaret Chittenden	Town of Youngtown	Attended by GoTo Meeting
Jacki Taylor	District 1	Attended by GoTo Meeting
Marshall Hunt	District 2	Attended by GoTo Meeting
Kevin Medema	District 2	Attended by GoTo Meeting
Sharman Hickman	District 4	Attended by GoTo Meeting
Ira McCullough	District 4	Attended by GoTo Meeting
<u>ABSENT</u>		
Jeanine Guy	Town of Buckeye	Attended by GoTo Meeting
James “Bud” Turner	Town of Gila Bend	Attended by GoTo Meeting
Ricardo Vital	Town of Guadalupe	Attended by GoTo Meeting
Tony Gutowski	District 3	Attended by GoTo Meeting
David Galaviz	District 5	Attended by GoTo Meeting
<u>STAFF/PUBLIC</u>		
Andrea Marquez, Buckeye	Noel Schaus, Tolleson	Shawn Pierce, Maricopa County
Wendy Downing, Buckeye	Santiago Cornejo, Tolleson	
Autumn Grooms, El Mirage	Susan Hout, Youngtown	
Christina Panatitescu, Goodyear	Rachel Milne, Maricopa County	

PUBLIC COMMENT 2021-22 MARICOPA COUNTY ANNUAL ACTION PLAN

Rachel Milne announced that the County is seeking comments on the draft 2021-22 Maricopa County Annual Action Plan before presenting the plan to HUD. The Action Plan is the specific one-year plan for use of U.S. Department of Housing and Urban Development (HUD) formula grant funds. The formula grant programs are the HOME Investment Partnership (HOME) for the HOME Consortium and Maricopa County’s Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG).





1. CALL TO ORDER

Chairman Rui Pereira called the meeting to order at 4:01 PM.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM

Shawn Pierce took roll call. Ten members were present. A quorum was established. One (1) alternate member attended the meeting as member of the public.

3. FEBRUARY 10, 2021 CDAC MEETING MINUTES

Margaret Chittenden motioned to approve the February 10, 2021 minutes as submitted and Anita Norton seconded the motion. CDAC unanimously approved the motion by voice vote.

4. UPDATE ON CDBG 2021-22 FUNDING AND CDAC FUNDING RECOMMENDATIONS

Rachel Milne announced the 2021-22 CDBG allocation was \$2,848,640 which was lower than expected. Rachel Milne provided an overview of the CDBG budget, as shown in the chart below.

CDBG Program Year 2021 Allocation	\$2,848,640
Program Administration (20%)	\$569,728
Public Services – Services to Persons Experiencing Homelessness (15%)	\$427,296
Maricopa County Home Improvement Program	\$210,000
Contingency (5%)	\$142,432
CDAC Public Facilities Projects	\$1,499,184
Prior Year Funds needed to fund 2021-22 CDAC recommended projects	\$61,272
Total for CDAC Public Facilities Projects	\$1,560,456

Rachel Milne explained that due to the reduction in CDBG allocation for Program Year 2021 and following CDAC’s direction to fund the top scoring projects at the minimum request, the allocation provided enough funding for the following projects, as shown in the chart below.

Applicant	CDAC Recommended Funding
Arizona Fire and Medical Authority	\$107,374
Youngtown Sidewalks	\$350,000
Gila Bend – Norma Street Reconstruction	\$525,582
Buckeye Senior Center Kitchen Expansion	\$540,000
Gila Bend – Booster Station Upgrades	\$37,500
TOTAL	\$1,560,456





5. SUGGESTIONS FOR 2022-23 CDBG FUNDING PROCESS

Rachel Milne reminded the CDAC members that the County is required to meet an annual spending ratio of 1 ½ times the current allocation by April 30. Rachel Milne stressed how important it is for applicants and subsequent projects to spend accordingly to ensure the County meets the spending ratio.

Rachel Milne introduced the agenda item and asked Shawn Pierce to present the information.

1. Remove the schedule and replace with a commitment sentence to complete the project within 18 months.

Shawn Pierce explained that 2021-22 CDBG Funding application did not include a project completion commitment statement in the application. County staff informed potential applicants of the requirement at the pre-proposal meeting in October. The Intergovernmental Agreements with the funded organizations are written for two years and County staff work with funded organizations to assist them if the project is taking longer.

Shawn Pierce explained the change would simply strengthen the statement regarding the HUD required annual spending ratio.

Representative Erives asked if applicants were aware of the spending requirements. Shawn Pierce responded that the applicants were notified of the requirement during the pre-application conference. Representative Erives asked if the funded organizations would be penalized for not spending the funding award. Shawn Pierce responded that the County staff will work closely with the funded organizations to address slow spending.

Representative Chittenden asked if County would continue to work with the funded organizations experiencing challenges during the project. Shawn Pierce responded that the County will work closely with every funded organization and will do all that is allowable to assist the organization to be successful including when necessary extending the contract period.

A motion to accept the change to the application and include the commitment to spend was made by Representative Chittenden and seconded by Representative Norton. The motion passed unanimously.

2. Redevelop the experience section to identify the applicant's experience applying for and maintaining compliance for a project funded with Maricopa County CDBG or other federal funding.

Shawn Pierce introduced this item and explained that the current question on the funding application does not provide details that are specific enough to thoroughly vet the applicant's experience with the funding compliance measures such as Davis Bacon or Section 3. Shawn Pierce proposed to amend the application and provide more specific parts to the section. The new parts include whether the applicant has previously received CDAC funding and if so what was the project, a project description, does the applicant with other federal funding which included requirements like Davis Bacon and Section 3.

Chairman Pereira suggested a modification which would move the question of a previously funded Maricopa County Urban County CDBG to the top of the questions. Shawn Pierce responded that he would be happy to do so.

Chairman Pereira motioned acceptance of the change to the experience section to include the repositioning of the previously funded Maricopa County Urban County CDBG to the top of the questions. Representative Norton seconded. Motion passed unanimously.





6. DISCUSSION OF 2022-23 FUNDING PRIORITIES AND FUNDING SURVEY

Rachel Milne introduced the item and reminded the CDAC that as a part of the funding application and scoring the CDAC provides funding priorities. The priorities have specific points attached which are included in the total proposal score. The CDAC priorities for the 2021-22 funding cycle are below.

CDAC Priority: Points Possible = 10: Meets a CDAC Priority. Review completed by Maricopa County Staff. Points are based on 2020-21 CDAC Funding Priorities. Public Safety Infrastructure, General Infrastructure, and Public Facilities/ Community Centers will receive 10 points. ADA Improvements, Eliminate Slum and Blight, Fire Protection, and Housing will receive 8 points. Owner Occupied Housing Rehab, Economic Development, and Park Improvements will receive 6 points.

Rachel Milne explained that CDAC members have an opportunity reset the priorities for the 2022-23 funding cycle. The CDAC Priority Survey will be emailed to the CDAC members. Rachel Milne explained the survey includes the eligible CDBG activities in the order of the 2020 Priority Survey results. The 2021 Rank column can be used to reprioritize the activities. Rachel Milne also explained that for member's convenience two boxes, one to retain the current priorities and one to reprioritize the activities, is available at the top. Rachel Milne requested that CDAC members utilize these boxes first and the 2021 Rank boxes, if appropriate. Surveys are to be emailed to Shawn Pierce by April 29th so that County staff can report the results during the May 12th CDAC meeting.

7. STAFF ANNOUNCEMENTS

Shawn Pierce informed the CDAC members that their respective communities may not have any residents utilizing the CDBG-CV or CARES Act funding for mortgage and utility assistance or the number of resident's may be low. Maricopa County has a new Emergency Rental Assistance (ERA) program which provides more comprehensive assistance to eligible residents seeking rental and utility assistance than the CDBG-CV funding.

The County has a Client Portal where residents can apply and upload the required documents. The staff reviewer will identify the program that would be best for the resident. In many cases the residents are candidates for the ERA program. It is anticipated that the CDBG-CV funding will become a mortgage and utility assistance program for eligible homeowners. Shawn Pierce explained that we will keep the CDAC informed about changes and expenditures related to the CDBG-CV funds.

8. CALL TO THE PUBLIC

Andrea Marquez, City of Buckeye, inquired about the status of the 2021-22 IGA for funded projects. Shawn Pierce responded he is working with the Contracts staff and will distribute the IGA's once they have been reviewed by legal counsel.

9. ADJOURNMENT

Having no further business before the Committee, the Chairman adjourned the meeting at 4:41 PM.

Next Meeting will be held on May 12, 2021 at 4:00PM.

