

MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, January 22nd, 2024
5:00pm

1. **Board Members**

Board Members Not Present

Brad Christensen (Vice Chair)
Joseph Murphy
Jenny Bonk (Chair)
Miranda Indra-Cask
Teresa Gregori
Jacob Skog
Devon Schechinger
Heidi Steed
Andrea Schaefer

Staff Present

Blake Thomas
Heather Royall
Ruth Raunch
Tony Milner
Dillon Hase
Tyler Durfee
Kerry Thomas
Rae Steinke

Also Present

2. **Approval of the Minutes**

Jenny Bonk motioned to approve the minutes from December 8th, 2023. Brad Christensen seconded the motion.

Brad Christensen (Vice Chair)	YES
Joseph Murphy	YES
Jenny Bonk (Chair)	YES
Miranda Indra-Cask	YES
Teresa Gregori	YES
Jacob Skog	YES
Devon Schechinger	YES
Heidi Steed	YES
Andrea Schaefer	YES

Jenny Bonk motioned to approve the minutes from January 11th, 2024. Heidi Steed seconded the motion.

Brad Christensen (Vice Chair)	YES
Joseph Murphy	YES
Jenny Bonk (Chair)	YES
Miranda Indra-Cask	YES
Teresa Gregori	YES
Devon Schechinger	YES

Heidi Steed
 Andrea Schaefer
 Jacob Scog

YES
 YES
 ABSTAIN

The minutes for December 8th and January 11th were unanimously approved by the board.

3. **CDBG, CDBG-CV, ESG; HOME, HOME-ARP, and HOPWA Recommendations**

Funding Recommendations were as follows:

1. CDBG Housing:

APPLICANT	PROJECT/PROGRAM	CDCIP BOARD FUNDING RECOMMENDATIONS
ASSIST Inc.	Emergency Home Repair & Accessibility	\$ 747,547
Odyssey House Inc.	Lighthouse and Martindale Roof Replacement	\$ 80,000
YWCA Utah	Roof Replacement for Transitional Housing Facility	\$ 221,000
First Step House	Facilities Renovations and Improvements	\$ 290,000
Salt Lake City NIS Team	Home Repair Program	\$ 671,000
NeighborWorks Salt Lake	Downpayment Assistance and Home Rehab	\$ 358,000
Salt Lake City NIS Team	Fix the Bricks	\$ 220,000
Alliance House	1805 South Main Street	\$ 221,000
ICAST	Solar Energy and Green Rehabilitation	\$ 342,000
Salt Lake City NIS Team	Shared Equity Program	\$ -

2. CDBG Neighborhood Improvements:

Applicant	Project/Program	Funding Recommendations
Salt Lake City NIS Team	Neighborhood Business Improvement Program	\$70,8000
WeeCare, Inc. DBA Upwards	BOOST Program	\$ -

Contingencies listed for CDBG Housing and Neighborhood Improvements:

If Increase in Funding:	Maximize administration funding at 20% of annual award, start at highest scoring applications, fully fund at 75% of recommended amount (rounded to the nearest \$10,000) and continue until funding runs out.
If Decrease in Funding:	Maximize administration funding at 20% of annual award, remove funding from the lowest scoring application(s) rounding to the nearest \$10,000 as much possible.

3. CBDG Public Services:

Application	Project/Program	Funding Recommendation
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Advantage Services	Provisional Supportive Employment Program	\$ 63,164
Salt Lake Donated Dental Services	Community Dental Project	\$ 40,000
First Step House	Peer Support Services	\$ 61,500
Odyssey House Inc.	Odyssey House Bus Passes	\$ 47,000
Odyssey House Inc.	Odyssey House Transitional Housing	\$ 85,000
First Step House	Employment Preparation and Placement	\$ 33,000
Catholic Community Services	Employment/Lifeskills Coordinator	\$ 30,000
Catholic Community Services	Chef Trainer at CCS Kitchen Academy	\$ 30,000
Children's Center Utah	Therapeutic Preschool Program	\$ 30,000
Legal Aid Society of Salt Lake	Domestic Violence Victim Assistance Program	\$ 30,000
The Road Home	Gail Miller Resource Center	\$ 30,000
The Road Home	Housing Staffing	\$ 30,000
Fourth Street Clinic	Health and Housing Transition Team	\$ 30,000
Shelter the Homeless Inc.	GMRC & GEK Security and Food	\$ 30,000
South Valley Sanctuary	Domestic Violence Shelter Director	\$ 30,000
The INN Between	Medical Respite and End of Life Housing	\$ 30,000
Utah Legal Services Inc.	Poverty Disruptor Project	\$ 30,000
YWCA Utah	DV & Residential Services	\$ -
Friends of Switchpoint, Inc	Airport Permanently Supportive Case Management	\$ -
Friends of Switchpoint, Inc	Fairpark Permanently Supportive Case Management	\$ -
Wasatch Community Gardens	Green Team Job Training Program	\$ -
Boys and Girls Club of Greater Salt Lake	Behavioral Health & Build Community Resiliency	\$ -
Community Development Corp of Utah	Housing Counseling	\$ -
International Rescue Committee	Digital Inclusion to Increase Economic Stability for Refugees	\$ -
Salt Lake American	Survival Services for Refugees	\$ -

Utah's Promise (United Way)	Basic Needs for SLC Residents	\$ -
Children's Media Workshop	TravelWell Schools	\$ -
Ruff Haven Crisis Sheltering	Application Determined Ineligible	\$ -
Neighborhood House Association	Application Determined Ineligible	\$ -

Contingencies listed for CDBG Public Services:

If Increase in Funding:	Maximize administration funding at 20% of annual award, do not exceed the 15% PS cap, start at highest scoring applications, fully fund up to the recommended amount (rounded to the nearest \$1000) and continue until funding runs out.
If Decrease in Funding:	Maximize administration funding at 20% of annual award, if less funding, remove lowest scoring application(s) and reallocate remainder by starting at highest scoring applications, fully fund at the recommended amount (rounded to the nearest \$1000) and continue until funding runs out.

4. CDBG ADMIN:

Application	Project/Program	Funding Recommendation
Salt Lake City Housing Stability / Finance / Attorney	Administration of Grant Programs	\$ 679,552

5. CDBG-CV

Application	Project/Program	Funding Recommendation
WeeCare, Inc. DBA Upwards	BOOST Program	\$ -

Jacob Skog made a motion to decline funding for the singular application and recommend a statement be sent to council requesting additional applications are accepted for funding consideration.

Brad Christensen (Vice Chair)	YES
Joseph Murphy	YES
Jenny Bonk (Chair)	YES
Miranda Indra-Cask	YES
Teresa Gregori	YES
Devon Schechinger	YES
Heidi Steed	YES
Andrea Schaefer	YES

The recommendation was approved unanimously.

6. ESG Part 1:

Application	Project/Program	Funding Recommendation
First Step House	Resource Center Program	\$ 30,000
Volunteers of America, Utah	Youth Resource Center	\$ 30,000

Family Promise Salt Lake	Family Promise Shelter Operations	\$	30,000
Shelter the Homeless Inc.	Shelter Operations GMRC & GEK	\$	30,000
Volunteers of America, Utah	Geraldine E. King Women's Resource Center	\$	30,000
Soap2Hope	Harm Reduction Street Outreach	\$	30,000

7. ESG Part 2:

Application	Project/Program	Funding Recommendation
Utah Community Action	Rapid Re-Housing	\$ 34,368
The Road Home	Rapid Re-Housing	\$ 33,000
Family Promise	Prevention and RRH Services	\$ 33,000
Salt Lake City Housing Stability	ESG Program Administration	\$ 22,732

Contingencies listed for both ESG 1 and 2:

If Increase in Funding:	<i>Allocate 7.5% of the annual ESG award to program administration. Do not exceed the 60% Part 1 funding cap. Add additional funding to the highest scoring applications up to 75% of the average board recommended amount before moving to the next highest scoring application. As much as practicable, round to the nearest \$1,000.</i>
If Decrease in Funding:	<i>Allocate 7.5% of the annual ESG award to program administration. Remove funding from the lowest scoring activities and then reduce additional applications from lowest to highest scoring. As much as practicable, round to the nearest \$1,000.</i>

8. HOME:

Application	Project/Program	Funding Recommendation
South Valley Sanctuary	Domestic Violence Housing Assistance	\$ 178,431
First Step House	FSH Recovery Housing Program	\$ 500,000
Volunteers of America, Utah	Youth Resource Center TBRA	\$ 174,867
The Road Home	Tenant-Based Rental Assistance	\$ 350,000
Utah Community Action	Tenant-Based Rental Assistance	\$ 233,142
Salt Lake Valley Habitat for Humanity	Affordable Home Ownership	\$ 464,305
Housing Opportunities Inc.	New City Plaza Apartments	\$ -
Salt Lake City NIS Team	Homebuyer Program	\$ -
Community Development Corp of Utah	Down Payment Assistance	\$ -
NeighborWorks Salt Lake	Down Payment Assistance	\$ -
Salt Lake City Housing Stability	HOME Program Administration (10%)	\$ 102,366
Salt Lake City Housing Stability	CHDO Set Aside (15%)	\$ 153,550

Contingencies listed for HOME:

If Increase in Funding:	<i>Allocate 10% of the annual HOME award to program administration. Allocate 15% of the annual award for the CHDO Set-Aside. Add additional funding to the highest scoring applications up to 75% of the average board recommended amount before moving to the next highest scoring application. As much as practicable, round to the nearest \$1,000 or \$10,000.</i>
If Decrease in Funding:	<i>Allocate 20% of the annual CDBG award to program administration. Allocate 15% of the annual award and 15% of the estimated 2024-25 CDBG Program Income to Public Services. Remove funding from the lowest scoring activities and then reduce additional applications from lowest to highest scoring. As much as practicable, round to the nearest \$1,000 or \$10,000.</i>

9. HOME-ARP:

Application	Project/Program	Funding Recommendation
Asian Association of Utah	HOME-ARP TBRA	\$ 193,608
Odyssey House Inc.	HOME-ARP TBRA	\$ 223,000
The Road Home	HOME-ARP TBRA	\$ 344,000
Utah Community Action	HOME-ARP TBRA	\$ 466,000
First Step House	HOME-ARP TBRA	\$ 178,000
Alliance House	HOME-ARP TBRA	\$ 97,000

Contingencies listed for HOME-ARP:

HOME-ARP Administration funding was allocated by Council prior to this awarding cycle. Final award amount is known, so no contingencies are necessary.

10. HOPWA:

Application	Project/Program	Funding Recommendation
Utah AIDS Foundation	Supportive Services Program	\$ 75,319
Utah AIDS Foundation	Mental Health Services	\$ 107,600
Housing Connect	Tenant Based Rental Assistance	\$ 522,223
Utah Community Action	Housing Info/STRMU/PHP/Supportive Services	\$ 199,714
Salt Lake City Housing Stability Division	HOPWA Administration	\$ 27,985

Contingencies listed for HOPWA:

<i>If an increase</i>	<i>Allocate 3% of the annual HOPWA award to program administration. Add additional funding to the highest scoring applications up to 75% of the average board recommended amount before moving to the next highest scoring application. As much as practicable, round to the nearest \$1,000 or \$10,000.</i>
<i>If a decrease</i>	<i>Allocate 3% of the annual ESG award to program administration. Remove funding from the lowest scoring activities and then reduce additional applications from lowest to highest scoring. As much as practicable, round to the nearest \$1,000 or \$10,000.</i>

Joseph Murphy made a motion to approve the figures listed in the spreadsheet listed under the CDCIP column of each tab, with the contingencies that have been agreed upon and written by staff. This motion was seconded by Jacob Skog.

Brad Christensen (Vice Chair)

YES

Joseph Murphy	YES
Jenny Bonk (Chair)	YES
Miranda Indra-Cask	Absent
Teresa Gregori	YES
Devon Schechinger	YES
Heidi Steed	YES
Andrea Schaefer	YES
Jacob Scog	YES

The motion was unanimously approved by the board.

4. Other Business

A reminder for the post season recap was announced. The recap will be sent out via email, and it was agreed upon just the Chair and Vice Chair will review in person.

5. Adjourn

Heidi Steed motioned to adjourn the meeting. The meeting was adjourned at 7:23pm on January 22nd, 2024.

X 
Jenny Bonk (Feb 20, 2024 17:04 MST)

CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held January 22rd, 2024.

Minutes 01.22.2024

Final Audit Report

2024-02-21

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