

**-MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, January 13th, 2025
5:00pm**

1. Board Members

Heidi Steed
Brad Christensen
Joseph Murphy (Jurphy)
Andrea Schaefer
Devon Schechingger
Jenny Bonk (Online)
Dallin Jones

Board Members Not Present

Jake Skog

Staff Present

Kerry Thomas
Dennis Rutledge
Sarah Neilsen
Alexandra Hall
Amanda Best
Tyler Durfee

Also Present

Vance Woodward (Online) — UCA
Troy Hart (Online) — Utah Housing Connect
Alexa Wrench (Online) — The Road Home
Jay Leonard (Online) — The Road Home

2. Terms

ESG — Emergency Solutions Grant
HOPWA — Housing Opportunities for Persons with Aids
SLC — Salt Lake City

3. Welcome and Introductions

Ms. Thomas begins the board meeting at 5:06 P.M.

4. Approval of Minutes

Ms. Steed motions to approve the minutes for the January 6th meeting. Ms. Schaefer abstains due to her absence that day. Minutes pass by majority vote.

Ms. Best introduces the Neighborhood Improvement Stabilization team and the new process in

which they approve loans and loan amendments. She says they must make a loan committee which would include the Director of Housing Stability, the Chief Financial Officer, and two members of the CDCIP Board. She requests the board to consider volunteering for the loan committee. She mentions they will most likely start in February and meet monthly for the next two years and says she can answer any questions.

Mr. Murphy asks about the kind of loans they would be dealing with. Ms. Best mentions the Home Repair Loan and that the loan terms will be pre-approved. The committee would discuss exceptions and other decisions differing from the usual terms of the loan.

Mr. Jones asks if they only evaluate through AMI and mentions it doesn't seem like a lot of information to go off of. Ms. Schaefer mentions her understanding is that AMI is used more as a measurement for forgiveness. Ms. Best clarifies that they also use the debt to income ratio and any other information requested so long as it's not demographic. She offers to send their underwriting terms to the board.

Steed asks if it would run concurrently with the CDCIP meetings. Ms. Best answers that they would meet monthly as long as there are loans to review, so there would be some overlap. Ms. Steed asks that since it is a two-year term, does the board member have to have two years left of their term to participate. Ms. Best answers, tentatively, that is not required to participate, but will clarify further if it becomes an issue.

Ms. Schaefer mentions her interest and asks how to formally volunteer. Ms. Best answers that board members can email any of the city staff to volunteer or ask questions.

Ms. Schechinger asks about the date of the next meeting. Ms. Thomas clarifies that it is for the 27th.

5. Application Review: HOME and HOPWA

- i. Present

Ms. Thomas introduces The Road Home's program and previous funding of \$350,000

Q. Ms. Schaefer asks whether the housing selection that clients can use the assistance on limited.

A. Ms. Wrench answers that the housing navigator will work closely with the clients to discuss needs and wants to negotiate with property managers.

Q. Mr. Christensen asks how applicants are selected.

A. Ms. Wrench says the need is larger than supply and they have been utilizing the program as a supportive strategy for households that have received previous rapid rehousing support. Their data shows that only four months of assistance isn't adequate and those that receive at least six months of assistance are more successful in maintaining housing. They measure increase in income, readiness to take on burden, and need in the selection process.

Q. Mr. Murphy asks what the average duration of the support is.

A. Ms. Alexa answers 6-12 months.

Ms. Thomas introduces South Valley Services' (SVS) program and mentions the previous funding of \$178,431.

Q. Ms. Schaefer asks how many clients are served versus on a wait list.

A. Mr. Brandon Veihl answers that he will have to follow up on the exact amount on the waitlist, but the need for the program is growing due to the rising rent prices. He mentions that they are not able to help everyone, so they prioritize those that come to the shelter first and then reach out to those who connect with their community-based locations.

Mr. Murphy asks city staff whether you can have both short and long term tenant based rental assistance (TBRA). Ms. Thomas answers that the limit for TBRA assistance is 24 consecutive months, but beyond that, the rules can be flexed depending on a person's circumstances. Mr. Rutledge adds that clients can rejoin TBRA programs based on need so long as they haven't reached the limit of consecutive months.

Mr. Murphy asks what the difference between rapid rehousing and TBRA is. Mr. Rutledge answers that rapid rehousing is more of an emergency resource whereas TBRA is meant to be a supportive housing program. Ms. Thomas adds that the categorization also depends on the type of clientele the program serves; for example, ESG clients must meet the HUD definition of homelessness to receive assistance.

Ms. Thomas introduces Utah Community Action's (UCA) HOME applications and adds they received previous funding of \$233,142.

Q. Ms. Schaefer asks what their definition of 'crisis' as used in their application means.

A. Mr. Woodward answers that they use a vulnerability index to consider the type of crises (such as health and/or employment).

Q. Ms. Schaefer asks how close their clients are to eviction when they access the program.

A. Mr. Woodward answers that, typically, the clients are at risk and may have missed a payment but generally have yet to receive a formal notice.

Q. Mr. Murphy asks how many beneficiaries may be within Salt Lake City's boundaries.

A. Mr. Woodward says he will have to get that information to the board later and agrees to send it to city staff.

Ms. Thomas introduces UCA's HOPWA application and adds they previously received funding that amounts to \$199,714.

Q. Mr. Murphy asks city staff if HOPWA funds are required to be used within city boundaries.

A. Ms. Thomas answers that it is approved for the metropolitan statistical area which also includes Salt Lake and Tooele county.

Ms. Thomas introduces Utah Housing Connect's HOME program.

Q. Mr. Jones asks if the project is considered new construction, and where it is located.

A. City staff answer that it is considered rehabilitation, and Mr. Christensen answers it is located on. Mr. Hart answers that it is located on 200 S behind the Salt Lake County Plaza.

Q. Ms. Schaefer asks how the remodeling process works with the clients that live there and whether the funds are for ongoing improvements.

A. There are two towers, and they are currently working on the South Tower, and it is 100% vacant and scheduled to be finished in February. Mr. Hart also notes that they ran into challenges with the fire alarm system and in addition to changes in HUD policy which have resulted in significant costs, they are attempting to use the funding to close the cost gap and preserve the project for the 4,000 – 6,000 individuals on the waiting list.

Q. Ms. Schaefer asks whether they are holding occupancy until the project is finished or if they will allow people to move in prior to finishing.

A. Mr. Hart answers that, to avoid construction issues that they've had in the past, they have completely vacated the buildings, and leasing will happen after project completion.

Ms. Thomas introduces the SLC Housing Authority's HOPWA application and their previous funding of \$534,221.

Q. Mr. Christensen asks to know more about the permanent housing placement assistance of \$1,500 paid to landlords on behalf of clients.

A. City staff agree to reach out for more information.

ii. HOME

Ms. Thomas introduces First Step House's program and previous funding amount of \$500,000.

Q. Ms. Schechinger wants to know more about the request for \$283,119 to serve 20 individuals.

A. Ms. Bonk answers that there is a budget breakdown of what is covered through the program in the application and city staff offer to reach out for clarification.

Q. Mr. Jones asks where the rental deposits go when clients move out.

A. Mr. Christensen answers that the deposit will go to the client, not the organization. Mr. Rutledge adds that it can be used for maintenance by the landlords as long as city staff receive itemized invoicing. If the deposit is not used for maintenance nor returned to the individual, it must be returned to the city to be used for future programs.

Q. Mr. Murphy asks how much, on average, is returned to the city from deposits.

A. Mr. Rutledge answers that the deposits are almost always returned to the individual.

Q. Mr. Jones asks if the money is tracked.

A. Mr. Rutledge answers that the city keeps track of program income at the end of the quarter. Sometimes it is difficult to track down because it depends on the program staff to record the numbers and inform the city.

Q. Mr. Christensen asks about the de minimus rate (formally 10%) and why it has been raised to 15% on the application.

A. City staff answer the de minimus has officially been raised to 15% for the first time as of this year.

Ms. Thomas introduces the Volunteers of America's (VOA) Youth Resource Center and mentions they previously received \$174,867 of funding.

Q. Ms. Schaefer inquires about the amount of unspent rewards provided.

A. City staff don't have an exact answer, but for certain CV-rewards some programs were rewarded significantly over their asking amount which contributed to the unspent portion. Mr. Rutledge adds that VOA did a good job spending money for this program in the past year. City staff agree to reach out for more information.

Ms. Thomas introduces the Community Development Corporation of Utah's program. Mr. Rutledge mentions that this program has received funding in the past, but not last year.

There are no questions.

Ms. Thomas introduces NeighborWorks Salt Lake's program. She also mentions that the program did not receive funding last year but has received funding in the past.

Q. Ms. Schaefer asks about their request for \$200,000 for direct operation cost and whether such a vague request is allowed.

A. City staff believe that it is for Down Payment Assistance. Mr. Rutledge mentions applicants can add a description of the costs if they want to. City staff offer to reach out for more information.

Q. Mr. Murphy asks about the loan processing fee mentioned in the application and whether the funding NeighborWorks gives is considered a loan.

A. Mr. Rutledge says that NeighborWorks decides whether it is a forgivable or non-forgivable grant. Often, programs like NeighborWorks also help their clients get a mortgage using down payment assistance. City staff agree to follow up for clarification.

Q. Mr. Christensen asks city staff if the city is required to designate a certain amount of HOME funding for certain categories of costs.

A. Mr. Rutledge answers that there is no such designation.

Mr. Christensen asks if the board can receive numbers on how much funding is available versus how much is requested. Mr. Rutledge agrees and mentions he wants to create a Federal Funding Log for the board.

Mr. Christensen asks city staff what programs are the least competitive. City staff answer that HOPWA is least competitive, CDBG is most, and HOPWA will likely be fully funded.

6. Nano Session Question Review

Ms. Bonk mentions that in the previous year some questions took much longer than the others, and suggests they make the questions easier to answer within the allotted time.

Mr. Christensen mentions the idea of getting rid of NANO sessions. Ms. Thomas answers that the board will be able to have a bigger discussion of how that will look like in future years during a later meeting. Mr. Rutledge mentions that it can be added to a meeting agenda after the NANO sessions this year and vote to make a change.

Ms. Thomas reminds the board how NANO sessions function.

Ms. Thomas comments she will print out applicant packets so the board can take notes if they desire.

The board discusses changing the NANO session questions.

Ms. Thomas mentions that the applicants receive the questions in advance.

The board discusses having 3 applicants at a table at a time instead of 2.

Board discusses new question 1: Tell us a success story about your organization about his or a like project. This question better allows some organizations that are less people facing to explain their benefits.

The Board discusses new question 3: How is your project adjusting to SLC's growing population? Ms. Thomas mentions that some of the projects aren't limited to SLC and whether the board wants to take that into consideration. The board decides not to change wording because the projects should focus on SLC.

The board discusses new question 4: What is unique about your project's approach?

The board discusses creating specific name tags to help organize the NANO session.

Ms. Bonk adds that the value is more for the social interaction and the answers to the questions are supplementary.

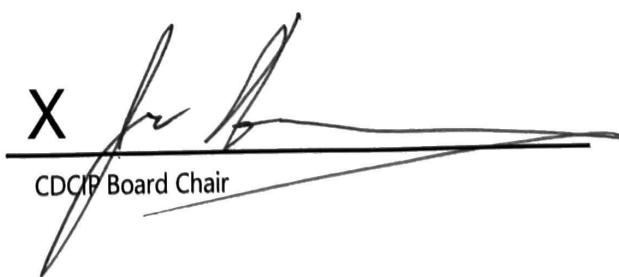
Mr. Murphy motions to vote to approve the new questions. The motion passes unanimously.

7. Other Business

Mr. Rutledge reminds the board to put their scores into Neighborly and they must be in by February 2nd. Mr. Murphy asks whether he needs to click the 'submit final' button. City staff say this is correct. Additionally, the board is reminded that all comments can be seen by the public upon request.

8. Adjourn

Meeting is adjourned at 6:55 P.M.



A handwritten signature in black ink, consisting of a large 'X' and a stylized surname, is placed above a horizontal line. Below this line, the text 'CDCIP Board Chair' is printed in a small, sans-serif font.

**This document along with the digital recording constitute the official minutes of the
CDCIP Board meeting held November 2nd, 2024.**