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COMMUNITY DEVELOPMENT BLOCK GRANT POLICY BOARD

CDBG POLICY COMMITTEE

Meeting Minutes

The meeting of the Community Development Block Grant Policy Committee was held Thursday September 18, 2025 from 10:00 a.m. - 12:00 p.m. It was conducted from 1385 South State Street, Salt Lake City, Utah and attendance was available onsite as well as via Google Meet. An audio recording of this meeting can be found at

<https://www.utah.gov/pmn/files/1325237.mp3>

The recording starting time for discussions are noted in the "Agenda item" column and identified by the [].

Materials covered at the meeting and referenced in these minutes can be found at

<https://www.utah.gov/pmn/sitemap/notice/1016085.html>

Kendall Crittenden is the Chair of this Committee

Board members in attendance:

Kendall Crittenden, Larry Jacobsen, Gil Almquist, Mark Allen,
Greg Jensen, Danny Van Wagoner, Matt Tippets

Board members Excused/Absent:

All members were in attendance

Invited Participants and persons noted in the Minutes:

Shay Morrison, Cody Christensen, Korrin Olson, Christy Dahlberg,
Brandon Bell, Lucas Martin, Heather Mills, Kevin Yack

DWS Supporting Staff:

Zach Leavitt, Julie Tuimauga, Nicole Kerr, Tamara Dockstader



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Agenda Item	Discussion	Motions/ Action Items
Agenda item 1	<p><u>Welcome & Introductions:</u></p> <p>Chairman Kendall Crittenden opened the meeting at 10:03 a.m. and welcomed the committee members and regional representatives, naming those that were attending online. The Chairman stated that there was a new director of Housing and Community Development, Tricia Winter and a new Five County AOG, Darrin Bushman; neither were present for this meeting but would be for future meetings. He also introduced Lucas Martin and Brandon Bell from BRAG.</p>	
Agenda item 2 [1:40]	<p><u>Acceptance of March 20 Meeting Minutes:</u></p> <p>Chairman Crittenden asked the committee members if they had had an opportunity to review the minutes for the previous meeting of March 20, 2025. He called for a motion on the minutes.</p>	<p>Committee member Larry Jacobsen made a motion to approve the meeting minutes of March 20, 2025. Committee member Greg Jensen seconded the motion. The motion passed by roll call with all present members voting in the affirmative and committee member Danny Van Wagoner absent from the vote.</p>
Agenda item 3 [3:10]	<p><u>Federal CDBG Update:</u></p> <p>The Chairman invited Zach Leavitt to update the committee on any federal changes to the CDBG program since the last meeting. Mr. Leavitt informed the committee that no changes have been implemented and he hasn't heard of any impending changes so the program will continue as it currently operates until otherwise notified. He said that he would continue to monitor the federal communications. Mr. Leavitt told the committee that they had not yet received the grant agreement for last year's applications and that the HUD representative had told him that</p>	



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	<p>authorization had been received and grant agreements would be sent to the state shortly.</p> <p>The room asked what was the confidence level that the grant agreements would be coming from HUD within the next couple of weeks. Mr. Leavitt said that the communication to grantees is that we are still waiting for the funding but as soon as we get it, we can execute on the contracts and let the grantees get started. There was a discussion about granting extensions as needed with written requests. There was a question about exceptions for 50% spend down and Mr. Leavitt asked that those exceptions are directed to him. The discussion continued with a conversation about projects carrying the financial burden and then expecting a reimbursement once the grant has been executed. Mr. Leavitt cautioned that there is risk in that choice if we don't get the funding for some reason but also said that there is a process in the policy that allows for that situation but it has to be requested and reviewed by him first. The committee and participants talked about what current projects in their areas were under pressure to get started due to timing. The participants expressed their concerns about the risks of floating the funds vs. losing their bids which are time sensitive. They asked for a realistic time frame for when monies are given and work can begin once the funding has been received by the state. Mr. Leavitt said that the staff have been working on the contracts in the background and that if the project's environmental reviews are completed it is a couple of weeks turnaround once the funds are received. The Chairman closed the conversation with optimistic remarks about the federal government's cuts and the good work the program is involved in.</p>	
Agenda item 4 [13:00]	<p><u>CDBG Audit Update:</u></p> <p>Chairman Crittenden asked Mr. Leavitt to share his update. Mr. Leavitt told the group that the Department of Workforce Services had done an audit of the CDBG</p>	<p>The Committee members asked for a letter of finding from the audit. Mr. Leavitt said he would verify if that could be passed along.</p>



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	<p>program using internal auditors and that the program was “pretty clean”. He said that audit findings did indicate that a few policies and procedures did need to be updated. These include updates to bonding policy requirements, some AOG rating and rankings, and enhancements on how the program is presented during application season. The committee asked if there would be a letter of findings from the auditor.</p> <p>The Chairman circled back to the conversation of agenda item 3 and asked if the participants thought or had heard if the delay would cause fewer applications this year. Discussion followed with the AOG representatives stating that they did think that there would be few applications this coming application cycle but not specifically related to the delays in funding. The group talked about ensuring that projects were ready and Mr. Leavitt threw out the suggestion that if projects needed funding for preparation pre-work like engineering, they could apply for a planning grant for one application cycle and then return to apply for funding for the project the following year. More discussion about the struggles with the sequencing and timelines were discussed. The AOG representatives said that there are veteran applicants that have learned the process and regardless of the clunky process will apply every year and there are others that simply say that the process is too frustrating and that they will never apply again.</p>	
Agenda item 5 [26:43]	<p><u>2026 CDBG Application Policies & Procedures:</u></p> <p>The Chairman announced the next agenda item and Mr. Leavitt showed the committee members the email containing the policy handbook and the proposed updates. He read through the following proposed changes:</p> <ul style="list-style-type: none">• Chapter 1: Updated Personnel Page• Chapter 2: Updated numbers for• Chapter 3: Updated project table• Chapter 4: Removed newspaper publication requirements for grantees and aligned with State	<p>A motion to accept the 2026 CDBG application policies and procedures was made by committee member Gil Almquist and seconded by committee member Danny Van Wagoner. The motion was passed with a roll call vote with affirmative vote from all committee</p>



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	<p>Public Hearing Notification requirements (CDBG hearings fall under Class A notifications which can be found at https://le.utah.gov/xcode/Title63G/Chapter30/63G-30-S102.html).</p> <ul style="list-style-type: none">• Chapter 5: No change• Chapter 6: No change• Chapter 7: Updated requirements for projects to require that all projects whose total cost is greater than the simplified acquisition threshold (currently at \$250,000) must require a bonding policy and requirements (DWS Internal Audit said that we need to update this policy).• Appendix B: Removed newspaper publication requirements for grantees and aligned with State Public Hearing Notification requirements (CDBG hearings fall under Class A notifications).• Appendix D: Removed previously conducted surveys in favor of moving to the website to keep them up to date.• Appendix H: Adjusted a few AOG's ratings and Ranking (BRAG to include the How to Apply Workshop attendance as mandatory, and UBAOG to support the state policy on housing with Moderate Income Housing).• Appendix I: Removed the Civil Rights ADA accessibility checklist from the handbook and added to the website to reduce the size of the book. <p>Mr Leavitt said that additionally, staff would like to ask the board to allow staff to update all figures across both books to align with the greater amount for bonding policy recommendations and requirements.</p> <p>He continued by saying that currently, there are a few areas where items don't match, such as the recommendation for subrecipients to require a payment bond of contracts totaling \$50,000 in the Application Book, and only \$30,000 in the Grantee Handbook.</p>	<p>members. There were no negative votes or absent members.</p>
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	<p>Mr. Leavitt added a note about the change proposed in chapter 4 that it was not yet approved by HUD and only would apply to applications. Staff asked what outreach would look like if the newspaper requirements were no longer in effect. Mr. Leavitt said it would be based on the municipality's online options like the Public Notice Website and the city's official website, physical posts around town and social media options. Mr. Leavitt said that verification would be through screen shots and pictures of the postings and physical signage.</p> <p>There was no additional discussion on the proposed changes and Chairman Crittenden called for a motion.</p>	
Agenda item 6 [36:38]	<p><u>2025 "How to Apply Workshop" Schedule:</u></p> <p>Chairman Crittenden asked if the AOG representatives had their workshops scheduled and gave them an opportunity for discussion and questions. There were no questions or comments, everyone confirmed that the workshops for their areas were scheduled.</p>	
Agenda item 7 [37:33]	<p><u>Policy Committee Member Information/Terms:</u> -</p> <p>The Chairman announced the agenda item and asked what was needing to be said on the topic. Mr Leavitt said that Bear River's seat was reaching the end of the term March of 2026. He reviewed what was needed to fill the next term so that the region could get started on filling that seat by submitting two letters of recommendation as well as resumes for their candidates. This discussion was also a heads up for the three regions whose terms will expire December 2026.</p>	
Agenda item 8 [42:07]	<p><u>CDBG 2026 Yearly Program Schedule:</u></p> <p>Chairman Crittenden introduced the topic of the yearly program schedule. Mr. Leavitt reviewed the calendar stating that how to apply workshops were starting in two weeks and then calling out the application season deadlines. Mr. Leavitt asked that if there are any "slum and</p>	



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	<p>blight” projects that the AOGs reach out to him directly to help with the approval process. There was additional conversation around the definition and process of “slum and blight” projects. Mr Leavitt said that he would be working with the AOGs to collect the information needed to put together and submit to HUD the State's annual action plan. The AOG representatives asked a few questions about the LMI regarding whether it is accurate and updated and whether the survey information would be online. Mr. Leavitt continued to go through the timeline for next year, he highlighted key deadlines. He shared that he was working on new software that would allow more flexibility in the timeline and possibly rolling deadlines but as it stands now the dates are fixed. The AOG representatives asked about deadlines falling on weekends and shared the ways that the individual offices handle that situation. Some tell their applicant to submit applications during the office hours prior to the deadline weekend. The system, webgrants, will lock at 5:00pm on the assigned date and no applications can be submitted after that moment.</p>	
<p>Agenda item 9 [53:39]</p>	<p><u>Other Business:</u></p> <ol style="list-style-type: none">1. Discussion on what the board would like to see, to help them determine if the current method of distribution should be reapproved or altered for the next 3-year cycle: <p>Chairman Crittenden called out the method of distribution paper in the meeting packets and stated that 2026 is the last year for the approved distribution method. He asked the committee to start thinking about whether they wanted to update or readopt it for the next three-year cycle. Mr. Leavitt added clarification that this upcoming application cycle will be the last year that the program can use the current distribution method so there is time to be thinking about and working on altering it in a way that the AOGs can agree upon. The Chairman reviewed the current methodology pointing out areas where they might look at</p>	



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adjustments. Mr. Leavitt added that the methodology was based on data from 2018 and updating the percentages based on current data would be a plausible needed adjustment. Chairman Crittenden pointed out an example that back in 2018 8% of households living in poverty lived in the Bear River region but that 8% may have changed so it could be important to make some adjustments to the regions after looking at the current poverty distribution around the state. The AOG consultants asked for clarification around the pre-approval application column and Mr. Leavitt talked about HUD's revolving list of communities that statistically are pre-approved based on data indicating that the community is at least 51% low to moderate income. The AOG consultants asked that the column change its name from "pre-approved applicants" to "pre-approved communities" for the purpose of clarity. Mr. Leavitt said that the board would need to make a motion to change that column title. The AOG consultants made some recommendations on which columns of data they would like the board to update. The board asked staff to prepare the same methodology but with updated data so that they could look at the distribution as it currently stands and compare it with how the distribution would change with updated data. The committee members would like to see both before making a decision on whether a change would be desired. The board asked staff to look at the recent historical data to give the committee an idea of what regions were able to utilize their full allocation.

2. Next Meeting

The Chairman asked the participants if they wanted to change venues for the next meeting in March 2026. The board also discussed if they wanted to meet on the third Thursday (March 19, 2026). The board determined that March 19, 2026 would work and that the meeting could be held at 1385 S. State, Salt Lake City.



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	3. Chairman Crittenden asked if any additional business needed to be addressed; there was no other business.	
Agenda item 10	Adjourn	A motion to adjourn was made by committee member Mark Allen and seconded by committee member Larry Jacobsen. The motion passed unanimously and the meeting was adjourned at 11:14am

Meeting minutes submitted by Janell Quiroz
Meeting minutes approved on _____



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Community Development Block Grant Policy Committee Membership and Representatives

Region of Representation	Voting Committee Member	Non-Voting AOG Representative Consultants
Mountainland: Summit and Wasatch Counties	Chair Kendall Crittenden	Heather Mills
Bear River: Box Elder, Cache and Rich Counties	Larry Jacobsen	Brandon Bell
Five County: Beaver, Garfield, Iron, Kane and Washington Counties	Gil Almquist	Cody Christensen
R6: Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties	Greg Jensen	Shay Morrison
Southeastern: Carbon, Emery, Grand, San Juan Counties	Danny Van Wagoner	Korrin Olson
Uintah Basin: Daggett, Duchesne, Uintah Counties	Matt Tippetts	Kevin Yack
Wasatch Front: Morgan, Tooele and Weber Counties	Mark Allen	Christy Dahlberg

Meetings and Information

All meetings for the Community Development Block Grant (CDBG) Policy Committee will be posted to the Public Notice Website. To receive meeting notifications, and to be notified when agendas, audio recordings and meeting minutes of past meetings are made available, please subscribe by following these steps:

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