

-MINUTES  
FROM THE  
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS  
BOARD MEETING (CDCIP)  
Monday, November 3<sup>rd</sup>, 2025  
5:00pm

1. **Board Members**

Brad Christensen  
Joseph Murphy (Jurphy)  
Devon Schechinger  
Dallin Jones (Online)  
Cooper Fankhauser  
(Online)  
Sean Weeks  
Jenny Bonk

**Board Members Not Present**

**Staff Present**

Kerry Thomas  
Dennis Rutledge  
Sarah Neilsen  
Alexandra Hall  
Heather Royall  
Tyler Durfee (Online)

**Also Present**

Parviz Faiz  
Mélanie Faure – UpWards  
Care  
Madalyn (Online)  
Abby Feerstra - FSH  
Jessa Porter – FSH  
Amanda Best – NIS Team  
Bryan Zauel – NIS Team  
Todd Reeder – CDCU  
Luis Pineda - NW  
Katie Hansen - NW  
David Wane Foster - NW  
Jonathan Storrs – HomeInn  
Rio Grande  
Cliff Sperandeo – HomeInn  
Rio Grande  
Cassie Brood – YWCA  
Daniel Peterson – Odyssey  
House  
Beth Branson – Odyssey  
House  
Kate Nielsen – HFH

Jason Wheeler – ASSIST,  
Inc.

**2. Terms**

AMI – Area Median Income  
NHI – Neighborhood Housing and Improvements  
NIS – Neighborhood Improvement and Stabilization  
NBIP – Neighborhood Business Improvement Program  
FTB – Fix the Bricks

**3. Welcome and Introductions**

Ms. Thomas begins the board meeting at 5:03 P.M.

**4. Approval of Minutes**

Mr. Murphy motions to approve the minutes as written. Ms. Bonk seconds. The minutes pass.

**5. Application Review: CDBG NHI**

Ms. Thomas introduces the application review and reminds those present of the rules for presentation.

**i. First Step House (FSH)**

Ms. Feerstra introduces herself and her colleague. She introduces FSH's mission, services, and the purpose of this grant to rehabilitate their facility.

**Q.** Mr. Murphy asks for the scope of work for their application and funding for last year for the same building.

**A.** Ms. Feerstra answers that the application for last year was not just for 411 N Grant St. Ms. Porter adds that a large portion of the funding went to remodeling their outdated kitchen at one of their facilities, new flooring, new ceiling, and interior paint.

**Q.** Mr. Christensen asks how being on the historic registry affects this project.

**A.** Ms. Feerstra answers that it is primarily the windows. Ms. Porter adds that the historic preservation society has specific outlines they must follow to maintain the character of the building.

**Q.** Mr. Murphy confirms that for the past three years they have been remodeling and asks what the ongoing renovations are.

**A.** Ms. Feerstra answers that they are renovating the chapel ceiling with lath and plaster.

**ii. Upwards Care**

Ms. Faure introduces herself and Upwards' Boost program that provides digital tools

and coaching to small businesses and child-care workers. Their program provides child-care providers with a multilingual care manager that helps them create a business strategy. They aim to start with 30 providers and have previously partnered with cities such as West Jordan and Park City.

**Q.** Mr. Weeks asks how many staff their application aims to support.

**A.** Ms. Faure answers that there are over 50 staff while will be paid through these grant funds and mentions that they can track staff by the municipality they are serving at any given time to ensure transparency.

**Q.** Ms. Schechinger asks about the discrepancy between the minimum ask and full ask.

**A.** Ms. Faure answers that they calculated their estimate based on how much money would support a provider and a teaching assistant for a year.

**Q.** Ms. Schechinger asks whether their clients would charge more for their child-care after going through their program due to having enhanced services.

**A.** Ms. Faure answers that they aim to balance affordability of the service with the financial success of the provider by streamlining their clients' business to be able to handle more children, so they don't have to raise their child-care costs too much.

**Q.** Mr. Christensen asks for clarity on what the teaching assistants do for the child-care providers.

**A.** Ms. Faure answers that their teaching assistants are recruited, onboarded child-care providers meant to create a smaller kid-to-teacher ratio in the classroom. She also mentions that single child-care providers cannot take on as many children.

**Q.** Mr. Murphy asks if their recent partnership with Park City is similar to this application and more details about their current operations.

**A.** Ms. Faure offers to reach out to their contacts for Mr. Murphy. She also says that Upwards exceeded their projected outcomes in year 1 and are planning to expand in year 2, but their program in Park City is a different program that offers child-care benefits to eligible families. She offers to share their impact report and other resources. Mr. Murphy agrees to take those resources.

### **iii. NIS NBIP**

Ms. Best introduces herself and the NBIP program which assists local businesses in making façade improvements. She says they are asking for funding to continue this ongoing program. She goes over eligibility and general work done for beneficiaries.

**Q.** Mr. Jones asks what is considered a West-Side small business.

**A.** Ms. Best defines the boundary of their target area and offers to send a copy.

**Q.** Mr. Christensen asks about program demand.

**A.** Ms. Best answers that the program receives between 30-60 applications a year and typically awards 20-30 of those applicants but would be able to assist more businesses with more funding.

**Q.** Mr. Murphy asks what factors into the risk assessment score for CDBG.

**A.** Ms. Thomas and Ms. Nielsen answer that the risk assessment is the same for all programs.

**iv. NIS FTB**

Ms. Best introduces Mr. Zauel and the Fix the Bricks program which does seismic retrofitting for homes in Utah that are currently not fitted to withstand high-level earthquakes. They focus on serving homeowners under 80% AMI and the program has a significant waitlist, but they expect to serve 20 households if awarded this funding.

**Q.** Mr. Christensen asks if there are other similar programs tackling an issue as large as this.

**A.** Ms. Best answers that there are no other programs and that they did have FEMA funds but expect to lose that at the end of this month (Nov. 2025).

**Q.** Mr. Faiz asks how many of their applicants are homeowners versus tenants renting a property.

**A.** Mr. Zauel answers that because of CDBG requirements, they cannot use these funds for renters but can for FEMA funds.

**Q.** Mr. Christensen asks what percentage of beneficiaries are under 80% AMI.

**A.** Ms. Best answers that, currently, they have a waitlist of around 1500 people, of which she estimates 100 are under 80% AMI.

**Q.** Mr. Murphy asks about the 22% unspent funds for the program.

**A.** Ms. Best answers that construction is hard to predict. Sometimes construction isn't finished in time for the program, and they have to return the funds, or the total cost of the project is less than the anticipated cost.

**v. YWCA**

Ms. Brood introduces the YWCA and their transitional housing conversion program. They intend to convert 24 suites into affordable housing, and their request goes toward the construction costs. Residents will consist of adult survivors that are low or extremely low-income.

**Q.** Mr. Christensen asks how this program will function in the existing continuum of care.

**A.** Ms. Brood answers that this project will support shelter transition to stable long-term housing.

**Q.** Mr. Christensen asks how long clients can stay within these transitional units.

**A.** Ms. Brood answers the maximum stay is 24 months.

**Q.** Mr. Jones asks to clarify how many beneficiaries would the program serve.

**A.** Ms. Brood answers 30 – 36 individuals every year

**Q.** Mr. Jones also asks if they will put families in these studio suites.

**A.** Ms. Brood answers that the studio could house 1 – 2 children, but could not house larger families.

**Q.** Mr. Christensen asks how often the suites are likely to turn over.

**A.** Ms. Brood answers that is factored into the 30 – 36 estimate and adds that they aim to continue to support their clients for safe housing.

**Q.** Mr. Murphy asks how long the YWCA maintained ownership of these units.

**A.** Ms. Brood answers that these units have been used by the YWCA since 2012 and are currently set up like hotel suites, and they are looking to add appliances and do electrical work to fashion it into studio apartments for better transitional housing.

**vi. Community Development Corporation of Utah (CDCU)**

Mr. Reeder introduces their program's DPA loan. As part of the program, they will offer a significant down payment assistance loan in the form of a soft, second loan. Clients will enroll in a homebuyer education program where they can find peer support and find a HUD-certified counselor.

**Q.** Mr. Christensen asks whether these loans could be forgiven.

**A.** Mr. Reeder answers that the CDBG requirement is to make the loan money back, but they can use the funds for closing costs and buying down interest rates to lessen the financial burden.

**Q.** Mr. Murphy asks if this is their first year implementing this program

**A.** Mr. Reeder answers that they are familiar with administering their DPA grant program, but this is their first year implementing a loan program.

**Q.** Mr. Murphy asks what the average loan amount would look like and who their target population is.

**A.** Mr. Reeder answers it would likely be between \$40,000 – \$100,000 and their target population is people who are 80% AMI.

**Q.** Mr. Murphy asks if they would receive a higher AMI population because they are asking for repayment.

**A.** Mr. Reeder answers that with some funding streams, such as Funding Our Future, they can assist people up to 120% AMI, but they would like to continue to prioritize assistance for families and individuals who are 80% AMI.

**Q.** Ms. Nielsen asks what the eligible area is.

**A.** Mr. Reeder clarifies that it is the Westside of Salt Lake City.

**Q.** Ms. Schechinger asks Mr. Reeder to clarify why 10 of 50 households who enter this program will be ready to purchase a home.

**A.** Mr. Reeder answers that, due to funding, they estimate 10 people will be assisted from this particular funding source.

**Q.** Mr. Jones asks how the collected interest goes back into the program

**A.** Mr. Reeder answers that they use a simple interest calculation to determine how much comes back in the form of program income. Mr. Rutledge adds that the city would not be able to consider this program income as a revolving loan fund, so all the interest gained from this and similar programs would be required to come back to Salt Lake City as program income, which the city will then disperse again in future years.

**vii. Odyssey House**

Mr. Peterson introduces himself and their program. Ms. Branson adds that these funds are to cover the costs of facility improvements, such as ceiling repairs, utilities, etc.

**Q.** Mr. Weeks asks what the average length of stay for one of their clients, specifically adolescents, is.

**A.** Mr. Peterson answers that clients from the juvenile justice system average a 4 – 6 month stay and clients who are privately referred average around 2 – 3 months. Overall, the average stay is 3 – 6 months.

**Q.** Mr. Weeks asks what the average cost of treatment is.

**A.** Mr. Petersen says it is \$6,000/month if paying out of pocket. Medicaid holders are the majority of their client population, which costs clients less on average.

**Q.** Mr. Christensen asks how long the building has been using the building.

**A.** Ms. Branson answers that the building has been around since 1971 but is unsure how long they have used it.

**Q.** Mr. Murphy asks what the difference between last year's HVAC application and this year's application.

**A.** Ms. Branson answers that they are different buildings and, for this building, they intend to have differing temperatures in each room using an air-handling system, not an HVAC.

**Q.** Mr. Murphy asks if their estimates have been backed up by contractor quotes.

**A.** Ms. Branson says they have not pre-bidder for the cost estimates, but they have had a quote on the roof and air-handling system from a few years ago.

**Q.** Mr. Murphy asks about the accuracy of their estimations for previous applications.

**A.** Ms. Branson answers that the previously they were within \$10,000 of the estimated cost.

**Q.** Mr. Jones asks about the square footage of the building.

**A.** Ms. Branson answers that she will email the answer to that question to city staff.

**viii. Habitat for Humanity (HFH)**

Ms. Nielsen introduces herself and their Critical Home Repair program. The program addresses urgent health and safety issues in people's homes that help seniors, individuals with disabilities, and other low-income people continue living independently and with a sustained or higher quality of life.

**Q.** Mr. Christensen asks how they find clients.

**A.** Ms. Nielson answers that they do a lot of outreach, but many clients also find them via word of mouth and previous clients.

**Q.** Mr. Murphy asks if they predict any issues with expenditure.

**A.** Ms. Nielsen answers no and mentions that during COVID they were able to move \$2.5 million in a 10-month window.

**Q.** Ms. Schechinger asks if they have ever had a client that is in need of repairs but does not want assistance.

**A.** Ms. Nielson answers that it is rare, but has happened, particularly in the veteran population. She says that they focus on building trust and less than a handful of previous clients have not moved forward with assistance.

**Q.** Mr. Weeks asks about contracting.

**A.** Ms. Nielson answers they have a list of contractors but generally use the same handful due to following federal regulations.

**Q.** Ms. Schechinger asks if they have ever been unable to work in a home due to damage.

**A.** Ms. Nielsen answers that they have a thorough home inspection and there are times when the home is severely damaged. They try to work with the client, but there have been a few cases where the damage was too extensive for their program.

**ix. ASSIST**

Mr. Wheeler introduces himself and their emergency home repair program. He says this program has been ongoing for nearly 50 years and they want to continue with this funding. He describes the repairs and projects the program often does.

**Q.** Mr. Murphy asks what the average cost for a repair tends to be.

**A.** Mr. Wheeler answers that the previous year the average cost was \$4800 for the previous repair, with household repairs costing around \$2600. The most common repair costs range between \$500 - \$4000.

**Q.** Ms. Bonk asks why they've increased their ask from the previous year.

**A.** Mr. Wheeler answers it reflects the increase in the number of people their organization is serving. He adds that construction costs have increased in past years but has recently stabilized.

**Q.** Mr. Jones asks how much engineering goes into home repairs.

**A.** Mr. Wheeler clarifies that he meant emergency home repairs and that any design modifications go through an architectural firm. 2-3 times a year they do need a

structural engineer.

**Q.** Mr. Christensen asks about ASSIST's partnerships.

**A.** Mr. Wheeler answers that ASSIST has a meeting with community partners once a month where they collaborate on projects that are too big for a single agency. They also do university events and referrals for outreach.

**Q.** Mr. Murphy asks about how they select contractors for these projects.

**A.** Mr. Wheeler answers that they vet their contractors to make sure they are licensed and insured. If the homeowner had a contractor they wanted to use, ASSIST, Inc. would have to confirm the contractor is compliant with regulations.

Mr. Wheeler ends with a photo of a client's degrading porch which they rebuilt to be more accessible and safer for the homeowner.

**x. NeighborWorks (NW)**

Mr. Pineda introduces himself and the program. Ms. Hansen adds that they have a waitlist and are requesting enough to serve 14 households. She says homeowners can choose their contractor or NWs can provide a list.

**A.** Mr. Weeks asks how NW decide who receives a loan versus a grant.

**Q.** Ms. Hansen answers that they do grants for the majority of clients, but with the loans, they will be a 5-year loan because they want to promote long-term home ownership.

**A.** Mr. Murphy asks what the average loan/grant is.

**Q.** Ms. Hansen answers that in the previous fiscal year, every grant/loan was for \$25,000. They find this gives the homeowners the most value to stay in a stable and safe home.

**A.** Mr. Murphy asks what \$25,000 generally covers.

**Q.** Mr. Foster answers that many are for bathroom and electrical repairs. They also go through to identify potential safety issues which they go on to address, such as leaking roofs, broken windows, rust, earthquake straps, rotting or broken steps, etc.

**A.** Mr. Faiz asks what the boundaries or target area for their program is.

**Q.** Ms. Hansen answers that they serve all of Salt Lake City, but typically do most of their work in the westside in areas such as Rose Park and Guadalupe.

**6. Other Business**

Ms. Thomas brings up the preliminary funding sheet for HOME, HOPWA, CHDO and ESG from last week's meeting. Ms. Bonk mentions that they may want to ask applicants if they are prepared to handle more funding if need be. Ms. Thomas answers that staff will reach out for those instances.

With the updated scores, TRH ESG Part 2 application ranks the same as the UCA score. Mr.



Christensen points out that this would mean the staff score favors TRH and the Committee score favors UCA.

Mr. Weeks asks if the board have to fund based on the scoring. Mr. Murphy and Mr. Christensen respond that if they don't, they should provide an explanation. Ms. Thomas clarifies that they don't technically have to fund based on score, but that is typically how the funding breaks down.

Mr. Christensen says that he would like to put more weight on the committee score and fund UCA instead of TRH. The board agrees.

Ms. Bonk asks if the board can change their scores. Ms. Thomas asks that the board refrain unless absolutely necessary.

Ms. Bonk suggests opening a vote that the data they will use on final funding night is based on the data on the spreadsheet as it is written on 11/03/25. Mr. Christensen says he would like to wait for the final scores because there are still some missing committee scores.

Ms. Bonk asks why the board doesn't lock in their funding during the mini-funding nights. Mr. Rutledge answers that the mini-funding night is to help allow discussion with less of a time constraint. Additionally, waiting until final-funding night would allow Mr. Faiz to be sworn in so he can give his input.

Ms. Bonk says that she doesn't feel the process is as efficient without locking in the scores during the mini-funding nights. Mr. Christensen believes the discussion was valuable, even if it doesn't end up saving time in the long-run because there was more time to process the board's opinions.

Mr. Murphy asks if voting on the funding before final-funding night would require there to be a screenshot of the spreadsheet in the minutes. Ms. Thomas answers that it is unlikely there would need to be an image of the file included in the minutes because staff must keep a copy of the related files for 7 years. Mr. Rutledge adds that a pdf version of the file would be uploaded online. Mr. Murphy says he feels it is premature to finalize that funding so early in the year.

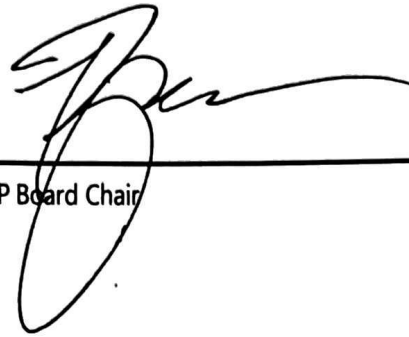
Ms. Bonk argues that because the board is discussing amongst themselves, it would be more efficient to lock in the scores so that they can avoid being in a situation where they change their minds at the last minute.

Ms. Schechinger suggest tabling the discussion for Dec. 8<sup>th</sup> after Mr. Faiz is sworn in. The board agrees.

## **7. Adjourn**

Meeting is adjourned at 7:09 P.M.

X

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a horizontal line.

CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held November 3rd, 2025.