

-MINUTES  
FROM THE  
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS  
BOARD MEETING (CDCIP)  
Monday, December 15<sup>th</sup>, 2025  
5:00pm

1. **Board Members**

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

**Board Members Not Present**

**Staff Present**

Kerry Thomas (Online)  
Dennis Rutledge  
Jack Markman  
Alexandra Hall  
Heather Royall  
Tyler Durfee

**Also Present**

2. **Terms**

FOF – Funding Our Future  
DPA – Down Payment Assistance

3. **Welcome and Introductions**

Ms. Thomas begins the board meeting at 5:01 P.M.

4. **Approval of Minutes**

Mr. Murphy motions to approve the minutes. Mr. Jones seconds. The minutes pass.

5. **Application Review: Funding Our Future**

Mr. Markman introduces the application review process for Funding Our Future.

i. **Asian Association of Utah (AAU) – Rental Assistance**

Mr. Markman introduces the AAU's program.

**Q.** Mr. Christensen asks how much rental assistance they provide on average.

**A.** Mr. Markman agrees to get that information to the board.

Q. Mr. Weeks asks if staff can provide the board with totals of how much funding each applicant has been funded thus far so they can better picture the award distribution.

A. Staff agree to provide this information by final funding night.

ii. **Asian Association of Utah (AAU) – Rental Assistance (Human Trafficking Survivors)**

Mr. Markman introduces the AAU's second application.

Q. Mr. Christensen asks why this program allocates more money to staff than their previous application.

A. Mr. Markman speculates that their application mentioned this program being more comprehensive case management and the extra cost may be due to the higher needs of the clients.

Q. Mr. Jones asks how the spenddown is exactly the same as the previous year.

A. Mr. Markman answers the Past 2-year spenddown isn't program specific but organization specific.

iii. **Catholic Community Services (CCS) – Refugee Resettlement Program**

Mr. Markman introduces CCS's program. He mentions that due to changes at the federal level, this program will only be serving refugees who have already begun the resettlement process.

There are no questions.

iv. **Community Development Corporation of Utah (CDCU) – Down Payment Assistance**

Mr. Markman introduces the CDCU's program.

Q. Mr. Christensen asks how many awards total FOF were given the previous year.

A. Mr. Markman answers that 17 applicants were awarded FOF funds.

Q. Mr. Christensen asks if any awardees focused on DPA.

A. Mr. Markman answers yes.

v. **Community Development Corporation of Utah (CDCU) – Homebuyer Cohort and Matched Savings**

Mr. Markman introduces the CDCU's second application.

There are no questions.

vi. **Community Development Corporation of Utah (CDCU) – Community Navigation and Rental Assistance**

Mr. Markman introduces the CDCU's third application. He mentions this is funded for an ongoing program.

There are no questions.

vii. **Family Support Center (FSC) – Child and Family Support Center**

Mr. Markman introduces the FSC's program.

There are no questions.

viii. **First Step House (FSH) – Housing Case Management**

Mr. Markman introduces FSH's program. He mentions that the request is large at \$679,513.

Q. Mr. Christensen asks what the 'Incentivized Rent Assistance' means in FSH's application.

A. Mr. Markman answers that it is originally a FOF category meant to provide rental assistance to incentivize beneficiaries to get back on their feet.

Q. Mr. Christensen asks what the average duration of rental assistance is per client.

A. Mr. Markman agrees to get that information for the board.

ix. **International Rescue Committee (IRC) – New American Rental Assistance**

Mr. Markman introduces the IRC's program.

There are no questions.

x. **Odyssey House (OH) – Transitional Housing**

Mr. Markman introduces OH's program. He notes that the Admin Score is relatively high for this applicant.

Q. Mr. Christensen asks if FOF has a metric for evaluating the effectiveness of applicants.

A. Mr. Markman answers that historically, effectiveness was left up to the board to decide. Generally, they have used risk, available funding, how many people the program serves, etc. as information to guide their decisions.

Q. Mr. Jones asks for the matrix for the Admin Score and how it is used.

A. Mr. Markman agrees to get that information to the board.

xi. **SL Neighborhood Housing (NeighborWorks/NW) – Down Payment Assistance and Home Improvements**

Mr. Markman introduces NW's program.

**Q.** Mr. Rutledge asks if FOF allows funds to be used for home improvement.

**A.** Mr. Markman answers that the program has historically allowed minor repairs or rehabilitation in order for beneficiaries to move into a house.

**Q.** Mr. Christensen asks what the structure for forgiveness on these loans looks like.

**A.** Mr. Markman answers it is typically a 5-year forgivable grant. If a beneficiary leaves the home in less than 5 years, they have to pay back the loan, but he will double check with the applicant.

**xii. South Valley Sanctuary (SVS) – Wraparound Case Management**

Mr. Markman introduces SVS's program.

**Q.** Mr. Christensen asks if the rental assistance has to be spent on apartments within city boundaries.

**A.** Mr. Markman answers that it depends on the program. For organizations such as SVS, they will typically determine whether they are serving city residents with this fund, even if they have to keep client confidentiality, and housing assistance will almost always be spent within the city boundaries.


**6. Other Business**

Mr. Jones asks when FOF applications need to be scored. Mr. Markman answers that the next mini-funding night will be the 12<sup>th</sup> of January, so the 11<sup>th</sup> would be preferable and also offers to give the board the details on the admin and risk analysis before the next meeting.

Mr. Christensen asks if they could do the FOF mini-funding night and Final Funding Night into the same meeting. Mr. Rutledge answers that staff can prepare the materials and see if the board can get through both. Though, if they run out of time, they may have to come back on the 26<sup>th</sup> anyway. He also offers to come prepared with contingencies for the next meeting to vote on the 12<sup>th</sup>.

**7. Adjourn**

Meeting is adjourned at 5:50 P.M.

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CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held December 15<sup>th</sup>, 2025.