WORKFORCE SERVICES
HOUSING & COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT POLICY BOARD

CDBG POLICY COMMITTEE

The meeting of the Community Development Block Grant Policy Committee was held Thursday March 26, 2026 from 10:00 a.m. - 12:00 p.m.. It was conducted from 140 East 300 South, Salt Lake City, Utah. Attendance was available onsite as well as virtually via Zoom.
An audio recording of this meeting as well as materials covered at the meeting and referenced in these minutes can be found at https://www.utah.gov/pmn/sitemap/notice/1061775.html
The recording starting times for discussions are noted in the "Agenda item" column and identified by the [ ].

Kendall Crittenden is the Chair of this Committee

Board members in attendance:
Kendall Crittenden, Mountainland
Larry Jacobsen, Bear River
Gil Almquist, Five County
Mark Allen, Wasatch Front
Greg Jensen, R6
Board members Excused/Absent:
Danny Van Wagoner, SERDA
Matt Tippets, Uintah Basin

AOG Representatives, Invited Participants and persons noted in the Minutes:
Shay Morrison, R6
Christy Dahlberg, Wasatch Front
Michael Johnson, Five County
Stephanie Gittens, Bear River
Claudia Saldana, Mountainland

Staff presenting or speaking in the discussions:
Zach Leavitt, CDBG Program Manager
Tricia Winter, HCD Director
Robert Andreasen, DWS Legal Counsel
Jennifer Domenici, HCD Asst. Director
Janell Quiroz, HCD Admin Asst.

Approved Meeting Minutes:

Agenda Item	Discussion	Motions/ Action Items
Agenda item 1	Welcome & Introductions: Chairman Kendall Crittenden opened the meeting at 10:01 a.m. (misstating as 10:01 p.m.) and welcomed those in attendance in the room and online. He excused the Committee members that were not able to attend due to their regions having their rating and ranking meetings at the same time. The Chairman announced new staff, Tricia Winter - Director of Housing and Community Development, Stephanie Gittens - Bear River AOG representative, Mike Johnson with Five County and Claudia Saldana representing Mountainland AOG.	
Agenda item 2 [1:35]	Housing and Community Development Updates: Chairman Crittenden invited Tricia Winter to speak about the legislative updates impacting the Division of Housing and Community Development. Ms. Winter reviewed HB 68 and its repercussions. The Board asked if the changes were enacted for economic and budgetary purposes or it was just more logical. They asked if it created more government and committees or more efficiencies. The Board asked if there was any reason to put CDBG into state code.	
Agenda item 3 [7:28]	Acceptance of September 2025 Meeting Minutes: Chairman Crittenden asked the Committee members if they had had an opportunity to review the minutes for the previous meeting of September 18, 2025. He asked if there were any questions or requested changes, there were not and the Board motioned to approve.	**Motion:** Committee member Mark Allen made a motion to approve the meeting minutes of September 18, 2025. Committee member Greg Jensen seconded the motion. The motion passed by a vote of affirmation with all present members voting in the affirmative. Committee members Danny Van Wagoner and Matt

		Tippets were absent from the vote.
Agenda item 4 [8:25]	Review Policy Committee Terms: Chairman Crittenden reviewed the list of Committee members whose terms would expire in 2026 and asked for progress on term renewal or new candidates for those seats. The Chairman reminded the AOGs that two names have to be submitted to the governor each term.	
Agenda item 5 [13:11]	Annual Training on Open and Public Meetings Act: The Chairman asked Mr. Andreasen to present the annual OPMA training. Throughout the training the Committee members asked questions, primarily, about email and text correspondence, the criteria for meetings and the ways to manage public comments.	
Agenda item 6 [42:22]	CDBG Method of Distribution Discussion: Chairman Crittenden asked Mr. Leavitt to share updates to the Method of Distribution with revised data from census and HUD sources. Mr Leavitt shared the updated numbers while maintaining the same distribution formula. The updated data showed changes in regional allocations. Mr Leavitt said that the data would be receiving updates occurring annually based on the latest HUD data releases for state LMI population and pre-approved applications. Mr. Leavitt reviewed three spread sheets, one with the standard Method of Distribution, outdated data and projected funds based on last year's allocation, one with the standard method of distribution and updated data, and one with the standard method of distribution, outdated data but with the new carry over of undistributed funds from the previous cycle. Chairman Crittenden asked the Committee to discuss whether the MOD should be changed or whether the formula used after the base was allocated was prioritized correctly. The AOG representatives took opposing sides of the discussion on changing the the Method of Distribution with some expressing concerns around what the	**Motion 1:** A motion to maintain the current Method of Distribution was made by Committee member Gil Almquist, and seconded by Committee member Mark Allen. The motion passed by a vote of affirmation with all present members voting in the affirmative. Committee members Danny Van Wagoner and Matt Tippets were absent from the vote. *(There was an amendment on the motion to add a time frame of 4 years which was seconded by Committee member Larry Jacobson but the*

	impact of updating the data could have if there are drastic changes and saying that the MOD should be re-evaluatable regularly while others wanted the Method of Distribution to be locked in - based on priorities regardless of whether the data fluctuated from year to year. The Committee members and AOG representatives discussed at length the validity of the data, and the need to take a state wide approach rather than adjusting based on changes to individual regions. There were requests for definitions of the data categories as well as break downs for how the data has changed year over year for the last several years. The Committee decided to look at additional data and discuss the MOD at the next meeting.	*amendment was ultimately dropped due to the Committee's desire to revisit the topic with more data at the next Committee meeting.)* **Motion 2:** A motion to use updated data was made by Committee member Gil Almquist, and seconded by Committee member Mark Allen. The motion passed by a vote of affirmation with all present members voting in the affirmative. Committee members Danny Van Wagoner and Matt Tippets were absent from the vote.
Agenda item 7 [01:25:20]	<u>2026 Regional Allocations:</u> Mr. Leavitt showed the new data with the new distribution numbers and the carryovers from the previous funding cycle. He told the AOG representatives that he would send out the new chart later that day after the meeting. And that he would work with each AOG to update their rating and ranking. He added that it may be possible to fund another couple of projects. The Committee noted that the shown allocations could not be finalized until the numbers are released from HUD and they motioned to accept the allocations with the understanding that the data would be current, the MOD would be the same as the previous year, and the HUD numbers would be new for the current year.	**Motion:** Chairman Kendall Crittenden made and Committee member Gil Almquist seconded a motion to accept the proposed Regional Allocations with the updated data using the original method of distribution. Noting that the allocations will be finalized once HUD releases their numbers. The motion passed by a vote of affirmation with all present members

		voting in the affirmative. Committee members Danny Van Wagoner and Matt Tippets were absent from the vote.
Agenda item 8 [01:27:58]	<u>2026 Application Review:</u> Mr. Leavitt told the Committee that two projects were denied this year for public notice issues. He then explained that the program had a very strict template in addition to meeting requirements to ensure compliance to HUD regulations. He spoke extensively about the timing and notification needed for public hearings and the annual action plan. Mr. Leavit told the Committee that they got rid of newspaper notification requirements but added that there are still newspaper requirements at the state level. He summed up that they needed to follow Class A notice regulations. The Committee remarked that it was unfortunate to have two sets of opposing processes that seem to work against each other and create additional unnecessary steps for the AOGs. Mr. Leavitt said that the number of applications was comparable to application numbers in previous years but trending downward. He said that the money is primarily going to single-family programs since the AOGs have policies in place for excess to be put into their single-family housing programs. The Committee talked about the higher dollar asks this year that may mean less excess going into single-family projects. The AOG reps asked about new housing policies and current bills in the works that would allow CDBG money to be spent on actual housing construction. Mr. Leavitt outlined the housing related acceptable usages for CDBG money - namely rehab and conversions but not new builds. Due to drops in application numbers Mr. Leavitt recommended that AOGs look at moving or removing caps and allowing for higher dollar projects. He reminded the group that federal dollars come with requirements like BABA,	**Motion:** A motion to enact a 50% spend down for 2026 applications affected by 2025 HUD grant agreement delay was made by Committee member Gil Almquist, and seconded by Committee member Greg Jensen. The motion passed by a vote of affirmation with all present members voting in the affirmative. Committee members Danny Van Wagoner and Matt Tippets were absent from the vote.

	Davis Bacon and Section 3. Mr. Leavitt asked the AOGs to consider 2 additional program adjustments. Policy Waiver request; 50% spend down for 2026 applications affected by 2025 HUD grant agreement delay. Reallocation of unspent funds - like last year, Staff will allocate unused funds from one region to fund other projects around the state.Doing this will help maintain the HUD metric of how quickly the dollars can be committed and put to use.	
Agenda item 9 [01:40:26]	<u>Regional Rating/Ranking & Awards:</u> Chairman Crittenden invited each of the AOG representatives to share an update of their region's applications and process with any pain points or successes that they wanted to highlight. Updates were made by Stephanie Gittens, Shay Morrison, Claudia Saldana, Christy Dahlberg, and Michael Johnson.	
Agenda item 10 [01:46:40]	<u>2026 Grantee Handbook & Workshop:</u> Mr. Leavitt gave an overview of the proposed updates to the Grantee Handbook. The Committee asked if there was a list of projects previously funded so that municipalities could get project ideas. Mr. Leavitt told the Committee that the Grantee Workshop would be April 23rd and that he would be sending out calendar invites following this Committee meeting.	**Motion:** A motion to accept the proposed changes to the Grantee Handbook was made by Committee member Greg Jensen, and seconded by Committee member Mark Allen. The motion passed by a vote of affirmation with all present members voting in the affirmative. Committee members Danny Van Wagoner and Matt Tippets were absent from the vote.

Agenda item 11 [01:50:32]	Other Business: Chairman Crittenden asked for a discussion to choose the next meeting date and location. The Committee selected September 17, 2026 and either 1385 South State in Salt Lake City or a location in Heber.	
Agenda item 12 [1:57:34]	Adjourn: The Community Development Block Grant Policy Committee was adjourned at 11:59 a.m.	**Motion:** A motion to adjourn was made by Committee member Greg Jensen and seconded by Committee member Gil Almquist. The motion passed unanimously and the meeting was adjourned at 11:14am

Meeting minutes submitted by Janell Quiroz
Meeting minutes approved on 09/17/2026

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	Claudia Saldana
Bear River: Box Elder, Cache and Rich Counties	Larry Jacobsen	Stephanie Gittens
Five County: Beaver, Garfield, Iron, Kane and Washington Counties	Gil Almquist	Michael Johnson
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 Tippets	Kevin Yack
Wasatch Front: Morgan, Tooele and Weber Counties	Mark Allen	Christy Dahlberg

Meetings and Information

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