



Community Development Block Grant

CDBG Policy Board Meeting

Date: Thursday, September 17, 2026

Time: 10:00 a.m. (Called to order at 10:08 a.m.)

Anchor Location: 195 N 1950 W, Salt Lake City, Utah 84116 (MASOB) and Virtual via ZOOM

Meeting Recording and Materials: at

<https://www.utah.gov/pmn/sitemap/notice/1102467.html>

Pending CDBG POLICY BOARD MEETING MINUTES

Kendall Crittenden Chairs this Board

Board Members Present:

Kendall Crittenden, Chairman – Mountainland area
Mark Allen, Vice Chair – Wasatch Front area
Larry Jacobsen, Member – Bear River area
Greg Jensen, Member – Six County area (virtual via Zoom)
Danny Van Wagener, Member – Southeastern area
Matt Tippets, Member – Uintah Basin area

Board Members Absent:

Gil Almquist, Member – Five County area

Supporting Staff, Presenters, Speakers:

Zach Leavitt – CDBG Program Manager, DHCD
Janell Quiroz – Support Staff, DHCD
Brian Swan – Assistant Attorney General
Julie Tuimauga – CDBG Program Specialist, DHCD
Stephanie Gittins - Bear River AOG
Christy Dahlberg - Wasatch Front Regional Council
Claudia Saldana - Mountainland AOG
Kevin Yack - Uintah Basin AOG
Jess Peterson - R6 AOG
Korrin Olson - SERDA
Michael Johnson - Five County AOG





Agenda Item	Discussion	Action / Motion
1. & 2.	Welcome & Introductions / Roll Call: Chairman Kendall Crittenden officially called the Community Development Block Grant (CDBG) Policy Board meeting to order at 10:08 a.m. at the anchor location in Salt Lake City. Chairman Crittenden welcomed board members and staff and noted the seasonal transition in the canyons. Janell Quiroz conducted a roll call, confirming six board members present in person or online, with Gil Almquist attempting to connect remotely. (Board member Almquist was not ultimately able to join and did not participate in any action taken by the Board in this meeting.)	N/A
3. [00:01:44]	Approval of Minutes: The pending minutes of the meeting held March 26, 2026, were reviewed by the board. Chairman Crittenden asked for any additions or corrections; hearing none, he called for a motion to approve.	Motion: Approve the minutes from the CDBG Policy Board meeting held on March 26, 2026. Moved: Greg Jensen Seconded: Mark Allen Outcome: Passed unanimously with Gil Almquist absent.
4. [00:02:29]	Division of Housing and Community Development Updates: Chairman Crittenden reported that the Division of Housing and Community Development had no updates for this meeting. (It was announced that Board member Almquist had joined the meeting virtually but that announcement was premature and the connection did not prove stable.)	Informational only.
5.a. [00:03:04]	CDBG Policy Board Business; Community Development Block Grant Policy Board Updates: Zach Leavitt presented three proposed amendments to the CDBG Policy Board Bylaws:	Motion: Approve the three bylaw updates: (1) Align bylaws with Executive Order 2017-9 regarding term limits for





	<p>1. <i>Aligning Bylaws with Executive Order 2017-9 regarding term limits:</i> Incorporating language into Section 2.3 specifying that board members may serve no more than two consecutive four-year terms.</p> <p>2. <i>Updating agency references:</i> Updating references from the Department of Workforce Services (DWS-HCD) to the Governor's Office of Economic Development – Division of Housing and Community Development (GOED-DHCD) in Sections 2.1 and page 3.</p> <p>3. <i>Election schedule for officers:</i> Amending Section 3.4 to move the election of Board Chair and Vice Chair from the first meeting of the year to the final scheduled meeting of the year prior to term expiration.</p> <p>Staff reviewed current board terms and noted that members reaching term limits may continue serving only if reappointed by the Governor under the two-term limitation rule.</p>	<p>board members; (2) Update bylaw references from DWS-HCD to GOED-DHCD; and (3) Move election of Board Chair and Vice Chair from the first meeting of the year to the final scheduled meeting of the year when terms end.</p> <p>Moved: Matt Tippets Seconded: Danny Van Wagoner Outcome: Passed unanimously with Gil Almquist absent.</p>
<p>5.b. [00:09:25]</p>	<p>CDBG Policy Board Business; Adoption of Procedures for Governing Electronic Public Meetings:</p> <p>The Chair introduced the proposed resolution adopting formal written procedures governing electronic public meetings and asked Assistant Attorney General Brian Swan to speak about the resolution. Mr. Swan explained this is a standard housekeeping measure ensuring uniformity across all public bodies within DHCD in accordance with the Utah Open and Public Meetings Act. Board members were reminded to sign the master signature page (page 7 of the resolution).</p>	<p>Motion: Adopt the resolution of the Community Development Block Grant Policy Board adopting procedures governing electronic public meetings.</p> <p>Moved: Mark Allen Seconded: Matt Tippets Outcome: Passed unanimously with Gil Almquist absent.</p>
<p>5.c. [00:12:31]</p>	<p>CDBG Policy Board Business; Policy Board Terms Review:</p> <p>Zach Leavitt reviewed expiring board terms. The terms for Chairman Kendall Crittenden, Vice Chair Mark Allen, and Member Matt Tippets expire at year-end. Per executive order guidelines for Governor-appointed boards, each Association of Governments (AOG) must</p>	<p>Informational only.</p>





	<p>submit two nominations for each seat to the Governor's Office. Nominations are due by the end of October 2026, though staff can accommodate AOGs meeting in November. Discussion clarified that AOGs may designate a preferred candidate in their submission letter.</p>	
<p>5.d. [00:16:56]</p>	<p>CDBG Policy Board Business; Chair and Vice Chair Discussion and Vote:</p> <p>Chairman Crittenden opened the floor for nominations for Board Chair and Vice Chair for the upcoming two-year terms.</p> <p>Chairman Crittenden nominated Danny Van Wagoner to serve as Chair. Hearing no other nominations, the vote was taken.</p> <p>Danny Van Wagoner nominated Matt Tippetts to serve as Vice Chair. Hearing no other nominations, the vote was taken.</p>	<p>Motion: Elect Danny Van Wagoner as Board Chair. Moved: Kendall Crittenden Seconded: Larry Jacobsen Outcome: Passed unanimously with Gil Almquist absent.</p> <hr/> <p>Motion: Elect Matt Tippetts as Board Vice Chair. Moved: Danny Van Wagoner Seconded: Larry Jacobsen and Mark Allen Outcome: Passed unanimously with Gil Almquist absent.</p>
<p>6.a. [00:19:31]</p>	<p>CDBG Program Business; Method of Distribution Discussion and Possible Update:</p> <p>Zach Leavitt presented a comparative analysis between the existing Method of Distribution (MOD) allocation model and updated Census/HUD datasets. Staff demonstrated that updating the datasets produced negligible variance in regional funding shares (minor shifts between Bear River and Wasatch Front Regional Council), neither of which materially affected local grant allocations. Furthermore, regional fund reallocations instituted in 2025 already compensate for unspent allocations to meet state spend-down targets.</p>	<p>Motion: Continue with the current adopted Method of Distribution. Moved: Matt Tippetts Seconded: Danny Van Wagoner Outcome: Passed unanimously with Gil Almquist absent.</p>





	<p>Larry Jacobsen requested that data sources be recorded for the record. Zach Leavitt cited the sources:</p> <ul style="list-style-type: none">• LMI Population: HUD Low- and Moderate-Income Summary Data (Area Benefit Activities).• Statewide Poverty: U.S. Census Bureau ACS 5-year estimate (Poverty Status in the past 12 months).• Pre-approved Communities: HUD LMI Data for CDBG Area Benefit Activities.• Housing Age (pre-1980): U.S. Census Bureau ACS 5-year estimate (Year Structure Built). <p>Staff noted that altering the model would trigger a formal Significant Amendment to the State Consolidated Plan, recommending retention of the current method.</p>	
<p>6.b. [00:31:27]</p>	<p>CDBG Program Business; 2027 CDBG "Application Policies and Procedures" Update Review and Approval:</p> <p>Zach Leavitt reviewed proposed updates for the 2027 CDBG Application Policies and Procedures manual:</p> <p>1. <i>Engineering Fee Cap</i>: Proposed policy capping engineering and architectural design fees at 15% of CDBG funds on construction projects to align with 2 CFR 200.404 and nationwide best practices. Julie Tuimauga emphasized HUD's expectation that funds result in tangible brick-and-mortar improvements rather than being consumed by professional design fees without secured construction matching funds. The Board clarified that construction project management is separate from design and would not be affected. Board members and regional representatives expressed concern that remote, rural communities face higher engineering costs and may struggle to supply matching funds. The Board suggested revising the wording to explicitly specify "engineering/design" and evaluating regional or project-by-project flexibility.</p> <p>2. <i>Project Scope Integrity</i>: Language ensuring that awarded projects must fulfill the specific scope applied</p>	<p>Motion: Continue Agenda Item 6.b to an interim remote meeting to allow staff to draft specific policy language based on the Board's discussion.</p> <p>Moved: Larry Jacobsen</p> <p>Seconded: Matt Tippetts</p> <p>Outcome: Passed unanimously with Gil Almquist absent.</p>





	<p>for without mid-stream objective redirections.</p> <p>3. <i>Agency and Branding Updates</i>: Updating over 100 references from DWS to GOED/DHCD and aligning document styling with new state branding guidelines.</p> <p>4. <i>Public Hearing Guidelines</i>: Clarifying application instructions for Class A public notices.</p> <p>Due to the need to draft precise language regarding engineering caps and exceptions, the board agreed to table final approval to an upcoming electronic meeting.</p>	
<p>6.c. [00:59:57]</p>	<p>CDBG Program Business; 2026 "How to Apply Workshop" Schedule:</p> <p>Zach Leavitt presented the schedule for the 2026 "How to Apply" workshops conducted in partnership with regional AOGs. AOG representatives were asked to inform state staff if prospective applicants attend a workshop outside their home region.</p>	<p>Informational only.</p>
<p>6.d. [01:01:46]</p>	<p>CDBG Program Business; Program Manager Report – 2026 Application Supplementary Report:</p> <p>Zach Leavitt provided an update on the second application round of 2026. Recurring issues included defective public hearing notices, ill-defined scopes of work, and ambiguous cost estimates. Staff and Chairman Crittenden urged AOG staff to provide diligent technical assistance to applicants to prevent administrative disqualifications.</p>	<p>Informational only.</p>
<p>7.a. [01:04:41]</p>	<p>Other Business; Selecting Time, Date, and Location for Next Meeting:</p> <p>The board reviewed upcoming meeting scheduling options.</p> <ol style="list-style-type: none"> 1. An interim remote meeting will be scheduled to adopt the 2027 Application Policies and Procedures language. Staff will send out a poll to determine a date/time that works for a majority of the members. 2. The regular spring Policy Board meeting was 	<p>Motion: Schedule the regular spring Policy Board meeting for March 18, 2027, at 10:00 a.m. at the MASOB building.</p> <p>Moved: Matt Tippets</p> <p>Seconded: Larry Jacobsen</p> <p>Outcome: Passed unanimously with Gil Almquist absent.</p>





Housing & Community Development

	proposed for March 18, 2027, at 10:00 a.m. at the MASOB anchor location. Staff agreed to reserve a smaller conference room within the building.	
8.	Adjournment: Hearing no further business, Chairman Crittenden called for a motion to adjourn. Larry Jacobsen moved to adjourn by consensus. The meeting adjourned at approximately 11:00 a.m.	Motion: Adjourn the meeting. Moved: Larry Jacobsen Outcome: Passed unanimously.

Minutes submitted by Janell Quiroz

Minutes approved: [Pending]

