

# CDBG POLICY COMMITTEE AGENDA

**September 29, 2021**

Department of Workforce Services  
Housing and Community Development Division  
Salt Lake City, Utah

**DRAFT MINUTES**

**Electronic Meeting**

**9:00 A.M. – 9:20 A.M.**

## **Members**

Kendall Crittenden, Chair	Councilmember, Wasatch County – Mountainland AOG
Mark Allen, Vice Chair	Mayor, City of Washington Terrace – Wasatch Front Regional Council
Jeffrey D. Scott	Commissioner, Box Elder County – Bear River AOG
Rodney Rowley	Mayor, Duchesne City – Uintah Basin AOG
Joe Lyman	Mayor, Blanding City – Southeastern Utah ALG
Paul Cozzens	Commissioner, Iron County – Five County AOG

## **Association of Government – (AOG Representatives)**

Jessica Bedingfield	Mountainland AOG
Kevin Yack	Uintah Basin, AOG
Allison Preston	Southeastern Utah ALG – CDBG Rep
Christy Dahlberg	Wasatch Front Regional Council
Tyler Timmons	Six County AOG, CDBG Rep
Shay Morrison	Six County AOG, CDBG Rep
Alyssa Gamble	Five County AOG, CDBG Rep
Brian Carver	Bear River AOG

## **Housing & Community Development Division – (HCD)**

Jennifer Domenici	CDBG Program Manager
Julie Tuimauga	CDBG Program Specialist
Keith Heaton	Director, Community Development Office (CDO)
Sarah Moore	CDBG Program Specialist
Sarah Smith	DWS Contract Analyst

## **Excused**

Scott Bartholomew	Commissioner, Sanpete County – Six County AOG
-------------------	---

9:08 A.M. Welcome

### **1. Welcome and Introductions (Councilman Kendall Crittenden)**

The CDBG Policy Committee (CDBG) was held on Thursday September 29, 2021 via Zoom Meeting, and was called order at 9:08 a.m. by Chairman Kendall Crittenden.

Chairman Crittenden read the following OPMA Suspended Anchor Location Statement.

*I, Kendall Crittenden, Chairman of the Community Development Block Grant (CDBG) Policy Committee, have determined that the September 29, 2021 meeting of the Community*

*Development Block Grant (CDBG) Policy Committee will be held electronically without an anchor location, due to the urgent matter at hand.*

9:10 A.M. CDBG - CV Uncommitted Funds – **MOTION REQUESTED**

This meeting was called to facilitate a motion for a tabled item from the September 22, 2021 CDBG Policy Board Meeting where a motion couldn't be requested because it wasn't on the agenda. The item is in regard to the uncommitted \$1,162,148 CDBG-CV funds; and proposed to be distributed to current CDBG projects in an underway status that has received ERR clearance and have provided open, public notice of bid opportunity without receiving bids or bids received are above budget ceiling. The availability was not to be advertised and potentially eligible projects should be identified by managers who are expected to provide a letter to the State CDBG office requesting consideration of additional funding amount, and how activities and relating cost increases are to prevent, prepare for, and respond to coronavirus. The State office will determine if the requests meet the eligibility guidelines reflected in the DRAFT MINUTES of the September 22, 2021 meeting, below, which were provided as tool and guidance for this discussion, and to ensure everyone is on the same page. DRAFT MINUTES will be reviewed and approved at a future meeting.

*Chairman presents the motion to approve request to reallocate and distribute funds as discussed. Motion was made by Mayor Mark Allen. Commissioner Jeffrey Scott seconds. The motion carried as Approved by unanimous "aye", none opposed, with Commissioner Bartholomew absent.*

*Chairman presents the motion to adjourn made by Mayor Mark Allen. Commissioner Paul Cozzens seconds. The motion carried as Approved by unanimous "aye", none opposed, with Commissioner Bartholomew absent.*

9:20 A.M. Adjourn

Eligibility factors for CDBG-CV supplemental funding provided in September 22, 2021 Draft Minutes:

1. An underway project, already has ERR Clearance
2. The original total project budget at time of application is now not sufficient to complete construction or obtain equipment
3. The increased cost can be directly attributed to COVID-caused low supply, high demand, increased lead time, etc.
4. Gap in funding cannot be overcome by other sources
5. No change in scope of work from original approved application
6. For construction projects: open bidding has been posted twice and responses have not been received, or received responses are outside the projected cost, inhibiting a sub-award and a project completion is in a precarious position.
7. HUD provided resources that clarifies that the ACTIVITY needs to be mitigating COVID, not just the cost identified a result of COVID; the necessary and reasonable costs of activities to prevent, prepare for, and respond to coronavirus.

Minutes respectfully submitted by:  
Sarah Moore, CDBG State Program Staff

*Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162*