

CDBG Advisory Board Meeting

3/16/2016

The meeting began at 6:08 PM

Members Present: Tina Hubbard, Ben Hatch, Russ Elek, Rita Neopaney, Jane Helmstetter, Karen Freudenberger, Anne Brena, Cassie Lindsay

Staff Present: Marcy Esbjerg, Val Russell

Guest: Mayor Weinberger

Marcy initiates welcome and introduces the Mayor.

Mayor Weinberger addressed and thanked the Board, he spoke about the City's goals and accomplishments, specifically regarding the consistency of the City's goals and the CDBG allocations. He also spoke to the legitimacy of the CDBG Advisory Board process. When asked what he is excited about for the City he discussed; the waterfront development, the new and continuing collaboration on opioid challenges, the City's improved financial rating, and the collaborative collection of City statistics. The group discussed the opioid challenges and how to best coordinate efforts and close gaps in service.

A Board member asked where to find more information on the Champlain Parkway project. The Mayor provided a summary of the project and directed members to the City website to find more extensive information.

A Board member mentioned that she would like the unrequested Development funds to be applied to the opiate issue, the Mayor agreed and mentioned a few projects that are in the pipeline.

Next, Marcy welcomed the group and the discussion of CDBG development allocations started.

A motion to approve the draft minutes from the last meeting is made and seconded.

Public Comment – No public comment

Next, Marcy reviewed the Budget Balancing Rules for the group. The Board decided to skip the first step where projects may be eliminated from consideration if they have extremely low scores. All development applications will be considered for funding. The board decided to allocate funds starting with the highest scoring application and moving to the lowest.

Development Funding Requests:

- DEV1 Affordable Rental Development and Preservation - Champlain Housing Trust - \$130,000
- DEV2 YouthBuild Energy Efficiency and Housing Rehabilitation Project - ReSOURCE - \$70,584
- DEV3 Women's Small Business Program - Mercy Connections - \$21,000
- DEV4 Westview House Kitchen Renovation - Howard Center, Inc - \$66,000
- DEV5 Community Emergency Food Shelf - Chittenden Emergency Food Shelf – CVOEO - \$29,450
- DEV6 Lower Floor Remodel - Chittenden County Senior Citizens Alliance, Inc. - \$45,000
- DEV7 Westview House Bathroom Remodel - Howard Center, Inc - \$14,200

Conflicts of Interest:

Marcy asked Board members to disclose any conflicts of interest at this time. The group discussed what constitutes a conflict of interest. There is a conflict of interest for 1 Board member with the Champlain Housing Trust, and the ReSOURCE applications. Board members with conflicts of interest recuse themselves from scoring, allocating funds, and the discussion of any application that they have a conflict with.

Reviewing Applications and Allocating Funds:

DEV 5 - CVOEO Chittenden Emergency Food Shelf – Accessibility

Development project to make the program more accessible to clientele with sidewalk cutouts, ramp, auto doors, braille signs, and emergency calls in bathroom.

Vote on average funding at \$29,450 - Consensus - Approved.

A Board member mentioned that they made a good case that this would be difficult to find funding from other sources.

A Board member asked if we can award more money than requested to cover any overages in the construction. The question was written down for the Parking Lot to be discussed later in the meeting.

After the allocation Marcy mentioned that on Thursday March 31st, during Community Development week, there will be a volunteer opportunity at the Food Shelf packing and preparing food.

DEV 1 – CHT - Affordable Rental Development & Preservation

The group discussed the eligibility of some of the projects that are listed in the application.

Vote for average funding Amount \$130,000 – 6 yes – 1 no – Approved

A Board member noted that the application was less specific compared to last year's application and that they would like to know more - specifically how the funding would be used.

Dev 2 – ReSource - Youthbuild

Vote for average funding amount of \$70,584 – Consensus - Approved

A Board member mentioned that he would have liked to see them meet the goals that they set for themselves in 2014 and inquired about the progress of their 2015 goals. They are on track to meet their 2015 goals. The board discussed how many affordable housing programs and other grants are experiencing difficulty with utilizing grant funds.

Dev. 3 - Mercy Connections - Women's Small Business Program

Vote on average funding - \$20,900 1 yes – 7 no - Fail

The Board discussed the application and the program:

- Would like to see the program focus on the lowest income population as opposed to moderate income.
- Some think it would have more impact if it included men.

- The program serves a need, it adds to the number of women business owners in Burlington, Burlington doesn't need services for male business owners. The current business owners are predominantly male. This is a really important program.
- The Board talked about the male/female issue last year - they do accept men in some programs, just not this one.
- Do they serve immigrants and refugees? What is their outreach to these populations?
- This program is for women - women owned businesses need help, there is value in having an all-female space to discuss and learn about business. One member believes strongly in having a space for women by women.
- They meet the CDBG criteria, if you look at the application, 81% of beneficiaries are low/mod. income. The CDBG criteria is at least 51%.
- Some Board members would still like to focus the CDBG funds on the lowest income people in Burlington.

Vote on suggested \$21,000 - Approved unanimously

Dev 5 - Howard Center - Westview House Kitchen Renovation

Marcy passed out the new budget that is specific to Westview House, the budget provided in the original application was for the entire Howard Center, not the specific program that requested CDBG funds.

Vote on average funding - \$62,600 - 1 yes – 7 no - fail

The Board discussed the application:

- One member would like to fully fund the project because it is a construction project – how would they cut costs by a few thousand dollars?
- The application did a good job explaining the importance of Westview House, would like to see more information about why the kitchen renovation is essential to the program.
- One Board member expressed disappointment that we can't fund the buying of appliances (ineligible)
- The kitchen hasn't been renovated since it was a single family home in the 80's. That seems like an essential need.
- One Board member walked by in the evening. It is closed after 5pm, she would really like to have some use of the house during the night.

Vote on suggested amount of \$66,000 - Approved unanimously

Dev 6 – Chittenden County Senior Citizens Alliance - Lower Floor Remodel

Marcy let the group know that they had resubmitted the application within the guidelines. She also had them resubmit a budget that did not include the cost of tables and chairs which are not eligible expenses. The new request is \$44,800.

Vote on average funding \$40,000 – 0 yes – 8 no - fail

Vote on suggested funding of \$44,800 - Approved unanimously

Dev 7 - Westview House Bathroom - Howard Center

Vote on average funding \$12, 710 – 0 yes – 8 no - fail

Vote on suggested funding amount of \$14,200 – Approved unanimously

Approved Funding Value: \$376,034

2016 CDBG Applicants - Development				
Proj #	Project/Program	Organization	Amount Requested	Recommended Amount
	Housing			
D1	Affordable Rental Development and Preservation	Champlain Housing Trust	\$130,000	\$130,000
D2	YouthBuild Energy Efficiency and Housing Rehabilitation Project	ReSOURCE	\$70,584	\$70,584
	Economic Development			
D3	Women's Small Business Program	Mercy Connections	\$21,000	\$21,000
	Neighborhood Development			
D4	Westview House Kitchen Renovation	Howard Center, Inc	\$66,000	\$66,000
D5	Community Emergency Food Shelf	Chittenden Emergency Food Shelf - CVOEO	\$29,450	\$29,450
D6	Lower Floor Remodel	Chittenden County Senior Citizens Alliance, Inc.	\$44,800	\$44,800
D7	Westview House Bathroom Remodel	Howard Center, Inc	\$14,200	\$14,200
		TOTAL AMOUNT REQUESTED	\$376,034	\$376,034
		TOTAL AMOUNT AVAILABLE	\$430,173	\$430,173
		DIFFERENCE	\$54,139	\$54,139

Discussion of Unrequested Funds:

The Board discussed options for the remaining, unallocated development funds including: opening up a new application period, allocating to existing applications, and saving the funds for next year. Some issues that affect the decision include the City's priorities, the ability to have Public Service funds released, timeliness, and the HUD deadline for an Action Plan regarding the use of funds. This discussion will be tabled until the next meeting of the Advisory Board when there is more information. It was also suggested that the CDBG Advisory Board members representing the Mayor go and meet with the Mayor regarding the unused CDBG funds.

Plus :

- Good food
- It was nice to have enough funding to fully fund applications

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-Some members wish they had more information about the unrequested funds before meeting with the Mayor so that they could ask questions.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Val Russell
Community Development Specialist – Grant Administration