



Community Development Department  
Housing Services Division  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5872  
FAX: (319) 286-5870

## Grants and Programs Committee

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### MEETING NOTICE

City Hall  
101 First Street SE  
Basement Level  
Edgewood Conference Room

Monday, November 3, 2014

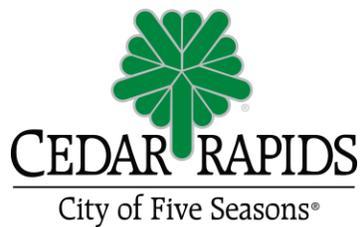
5:30 p.m.

### **AGENDA**

**NOVEMBER 3, 2014**

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1. Introductions and brief committee overview.
2. Review of Affordable Housing Network, Inc.'s special funding request.
3. Next meeting: January 22, 2015.



**Grants and Programs (GAP) Committee**  
11/3/14 Meeting Minutes

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**Purpose of Meeting:**

To review special off-cycle funding request to make recommendation to the City Council.

**Regular Representatives Present:**

Brenda Blevins, Carol Sindelar, Danielle Rings, Leland Freie, Lynette Richards, Mike Butterfield

**Alternate Representatives Present:**

Angela Schultz, Don Taylor

**City Staff Present:**

Chrystal Shaver, Paula Mitchell

**Guests Present:**

**Minutes Submitted By:**

Chrystal Shaver

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The meeting commenced at 5:32 PM.

Introductions of staff and committee members took place.

Paula Mitchell discussed the role of GAP committee to make funding recommendations to City Council.

Paula Mitchell explained that contingency funds exist from projects that do not fully expend their full funding.

Paula Mitchell explained the project up for discussion as The Rose Apartments at 1407 3<sup>rd</sup> Avenue SE. Paula further explained tax credits and the reason that AHNI was no longer able to utilize those funds due to the changes at the State level.

Discussion occurred on other options for contingency funds if the committee decided against funding the project.

Paula Mitchell discussed that the project would be substantial rehab of the apartments. They would serve low-to-moderate income households.

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## Grants and Programs (GAP) Committee

11/3/14 Meeting Minutes

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Discussion occurred on the priority level of this activity. Paula Mitchell stated that that affordable housing is a High Priority in the City's Consolidated Plan.

Discussion occurred on Affordable Housing Network, Inc. and their budget.

Discussion occurred on expenditure timeline and that not funding could jeopardize the project.

Leland Freie moved to fund the Affordable Housing Network, Inc. the \$41,371 gap in their financing as they requested for The Rose Rehabilitation Project at 1407 3<sup>rd</sup> Avenue SE.

Michael Butterfield seconded the motion.

No further discussion took place.

The votes to fund the Affordable Housing Network, Inc. the \$41,371 gap in their financing as they requested for The Rose Rehabilitation Project at 1407 3<sup>rd</sup> Avenue SE were as follows:

Angela Shultz-	Aye
Brenda Blevins-	Aye
Carol Sindelar-	Aye
Danielle Rings-	Aye
Don Taylor-	Aye
Leland Freie-	Aye
Mike Butterfield-	Aye
Lynette Richards-	Nay

The motion passed.

The meeting adjourned at 5:50 PM.



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## Grants and Programs Committee

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### MEETING NOTICE

City Hall  
101 First Street SE  
Basement Level  
Edgewood Conference Room

5:30 p.m.

Thursday, January 29, 2015

Thursday, February 5, 2015

Thursday, February 12, 2015

Thursday, February 19, 2015

Thursday, February 26, 2015

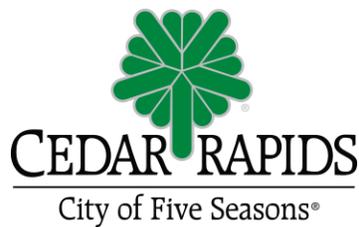
*Note: Meetings Will Be Automatically Cancelled if Cedar Rapids Community Schools Close Due to Inclement Weather.*

### **AGENDA**

**JANUARY 29, 2015**

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1. Orientation for new and returning members
2. Overview of scoring tool
3. Election of Officers: Chairperson and Vice-Chairperson
4. Review of FY15 HOME Investment Partnership requests



**Grants and Programs (GAP) Committee**  
1/29/15 Meeting Minutes

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**Purpose of Meeting:**

To review CDBG and HOME applications and make funding recommendations to the City Council for FY15 (July 1, 2015 – June 30, 2016).

**Regular Representatives Present:**

Brenda Blevins, Carol Sindelar, Christine Myers, Danielle Rings, Danielle Rings, Justin Wasson, Kathi Moss, Leland Freie, Lynette Richards, Mike Butterfield

**Alternate Representatives Present:**

Aggie Doyle

**City Staff Present:**

Amanda Rabey, Chrystal Shaver, Paula Mitchell

**Guests Present:**

**Minutes Submitted By:**

Chrystal Shaver

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The meeting commenced at 5:31 PM.

Paula Mitchell called the meeting to order.

Paula Mitchell explained the 1/29/15 meeting agenda.

Paula Mitchell went through the GAP Orientation Presentation. Eligible activities for CDBG were explained. Explanation of the GAP committee member makeup composition took place. The role of GAP committee members to review applications was explained. Staff roles were explained including taking GAP committee recommendations to City Council. Paula explained City Council functions including final approval of recommendation that will be submitted to the US Department of Housing and Urban Development. Paula explained the Conflicts of Interest Policy including both real and perceived conflicts.

Paula Mitchell explained the scoring matrix and how when this tool had been used in the past it resulted in very similar scores between applicants so the committee had decided to use this more as a guide. Paula asked if the committee wanted to use the scoring matrix any differently. Committee did not express interest in changing the practice of using matrix only as a guide.

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## Grants and Programs (GAP) Committee

1/29/15 Meeting Minutes

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Paula Mitchell asked for nominations for chairperson.

Justin Wasson nominated Leland Freie as chairperson.

Lynette Richards seconded the motion.

No other nominations were made.

The votes for Leland Freie as chairperson were as follows:

Aggie Doyle-	Aye
Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Kathi Moss-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye

Leland Freie-	Abstained
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The motion passed and Leland Freie was elected as chairperson.

Leland Freie asked for nominations for vice-chairperson.

Aggie Doyle nominated Justin Wasson

Christine Myers seconded the motion.

No other nominations were made.

The votes for Justin Wasson as vice-chairperson were as follows:

Aggie Doyle-	Aye
Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Kathi Moss-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye

Justin Wasson-	Abstained
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**Grants and Programs (GAP) Committee**

1/29/15 Meeting Minutes

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Leland Freie-

Abstained

The motion passed and Justin Wasson was elected as vice-chairperson.

Discussion moved on to A1- Affordable Housing Network Inc. – Wellington Heights Neighborhood Revitalization Initiative. Kathi Moss recused herself from discussion due to perceived conflict of interest.

Brenda Blevins moved to fund A1- Affordable Housing Network Inc. – Wellington Heights Neighborhood Revitalization Initiative at \$150,000.

Christine Myers seconded the motion.

The votes to fund A1- Affordable Housing Network Inc. – Wellington Heights Neighborhood Revitalization Initiative at \$150,000 were as follows:

Aggie Doyle-	Aye
Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye

Leland Freie-	Abstained
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Kathi Moss-	Recused
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The motion passed.

Justin Wasson moved to fund A4 – City of Cedar Rapids Housing Services – HOME Administration at \$33,107.

Brenda Blevins seconded the motion.

No further discussion occurred.

The votes to fund A4 – City of Cedar Rapids Housing Services – HOME Administration at \$33,107 were as follows:

Aggie Doyle-	Aye
Brenda Blevins-	Aye

## Grants and Programs (GAP) Committee

1/29/15 Meeting Minutes

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Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Kathi Moss-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye

Leland Freie-	Abstained
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The motion passed.

Justin Wasson motioned to fund A2 – Cedar Valley Habitat for Humanity – 2015 CVVHFH Homebuilding Program at \$30,000 and A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program at \$117,964.

Christine Myers seconded the motion.

Discussion occurred on A2 – Cedar Valley Habitat for Humanity – 2015 CVVHFH Homebuilding Program regarding new construction for current project versus rehab from past projects. Kathi Moss recused herself from discussion on A2 due to perceived conflict of interest.

Discussion occurred on A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program regarding lower funded amount from last and higher request for this year. Discussion occurred on other First Time Homebuyer programs.

No further discussion occurred.

The votes to fund A2 – Cedar Valley Habitat for Humanity – 2015 CVVHFH Homebuilding Program at \$30,000 and A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program at \$117,964 were as follows:

Aggie Doyle-	Aye
Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye

## Grants and Programs (GAP) Committee

1/29/15 Meeting Minutes

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Leland Freie-

Abstained

Kathi Moss-

Recused

The motion passed.

The group discussed wanting to move on to the next section. Paula Mitchell explained that since it was not published we could not have discussion on any other sections. The group expressed interest in working on the remaining applications for the following GAP meeting.

Meeting adjourned at 6:00 PM.



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## Grants and Programs Committee

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### MEETING NOTICE

City Hall  
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Thursday, February 5, 2015  
Thursday, February 12, 2015  
Thursday, February 19, 2015  
Thursday, February 26, 2015

5:30 p.m.

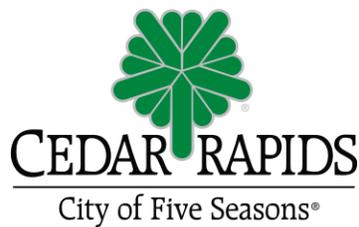
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### **AGENDA**

**FEBRUARY 5, 2015**

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1. Review of FY15 CDBG Planning and Administration Requests
2. Review of FY15 Non-Public Service/Non-Planning and Administration Requests
3. Review of FY15 Public Service Requests
4. Discussion on the handling of Final Allocation Adjustments



**Grants and Programs (GAP) Committee**  
2/05/15 Meeting Minutes

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**Purpose of Meeting:**

To review CDBG and HOME applications and make funding recommendations to the City Council for FY15 (July 1, 2015 – June 30, 2016).

**Regular Representatives Present:**

Brenda Blevins, Carol Sindelar, Christine Myers, Danielle Rings, Justin Wasson, Leland Freie, Linda Seger, Lynette Richards, Mike Butterfield

**Alternate Representatives Present:**

Aggie Doyle (In addition to regular representative), Melissa Cullum

**City Staff Present:**

Amanda Rabey, Chrystal Shaver, Paula Mitchell

**Guests Present:**

Philip Hauck

**Minutes Submitted By:**

Chrystal Shaver

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The meeting commenced at 5:31 PM.

Introductions took place.

Discussion began on CDBG Planning & Administration Requests.

Justin Wasson moved to fund B1 – City of Cedar Rapids Housing Services – CDBG Housing Services Administrative Overhead at \$97,204 and B2 – City of Cedar Rapids Housing Services – CDBG Housing Services Administrative Staff Costs at \$73,637.

Mike Butterfield seconded the motion.

No discussion took place.

The votes to fund B1 – City of Cedar Rapids Housing Services – CDBG Housing Services Administrative Overhead at \$97,204 and B2 – City of Cedar Rapids Housing Services – CDBG Housing Services Administrative Staff Costs at \$73,637 were as follows:

Brenda Blevins-

Aye

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## Grants and Programs (GAP) Committee

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Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion moved on to CDBG Non-Public Service/Non-Planning and Administration.

Discussion took place on B3 – Aging Services – Chore Services, B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery Staff Costs, and B5 – City of Cedar Rapids Housing Services – CDBG Owner-Occupied Rehabilitation Program.

Brenda Blevins moved to fund B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery Staff Costs at \$351,829.

Christine Myers seconded the motion.

No further discussion took place.

The votes to fund B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery Staff Costs at \$351,829 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

**Grants and Programs (GAP) Committee**

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The motion passed.

Justin Wasson moved to fund B3 – Aging Services – Chore Services at \$15,000.

Linda Seger seconded the motion.

No further discussion took place.

The votes to fund B3 – Aging Services – Chore Services at \$15,000 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Lynette Richards moved to fund B5 – City of Cedar Rapids Housing Services – CDBG Owner-Occupied Rehabilitation Program at \$302,839.

Mike Butterfield seconded the motion.

No further discussion took place.

The votes to fund B5 – City of Cedar Rapids Housing Services – CDBG Owner-Occupied Rehabilitation Program at \$302,839 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye

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## Grants and Programs (GAP) Committee

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Leland Freie-

Abstained

The motion passed.

Discussion occurred on B6 – Aging Services (for Kingston Hill) – Communication Server, B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project, B8 – Catherine McAuley Center – Energy Efficiency Improvements, B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter, and B10 – St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project.

Chris Myers moved to fund B10 – St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project at \$9,000 for mold mitigation line item. After discussion and no second the motion died.

Further discussion took place on B6 – Aging Services (for Kingston Hill) – Communication Server and B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project.

Justin Wasson moved to fund B6 – Aging Services (for Kingston Hill) – Communication Server at zero dollars.

Chris Myers seconded the motion.

No further discussion occurred.

The votes to fund B6 – Aging Services (for Kingston Hill) – Communication Server at zero dollars were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye

Leland Freie-

Abstained

The motion passed.

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**Grants and Programs (GAP) Committee**

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Further discussion took place on B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project.

Brenda Blevins motioned to fund B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$5,250.

Lynette Richards seconded the motion.

No further discussion took place.

The votes to fund B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$5,250 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion moved on to B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter, and B10 – St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project.

Christine Myers motioned to fund B10 – St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project at \$27,993.

Mike Butterfield seconded the motion.

No further discussion took place.

The votes to fund B10 – St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project at \$27,993 were as follows:

Brenda Blevins-	Aye
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## Grants and Programs (GAP) Committee

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Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion on B8 – Catherine McAuley Center – Energy Efficiency Improvements took place.

Mike Butterfield moved to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$11,686 and B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$7,603.

Christine Myers seconded the motion.

Discussion occurred.

Lynette Richards motioned to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$11,686, B9 - Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$6,603, and B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$6,250.

Christine Myers seconded the motion.

Discussion occurred.

Mike Butterfield's motion to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$11,686 and B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$7,603 was withdrawn. Lynette Richards' motion to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$11,686, B9 - Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$6,603, and B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$6,250 died after no further discussion.

## Grants and Programs (GAP) Committee

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Mike Butterfield moved to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$13,789 and B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$5,500.

Brenda Blevins seconded the motion.

The votes to fund B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$13,789 and B9 – Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$5,500 as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion moved on to CDBG Public Service Requests

Paula Mitchell explained that B23 – Young Parents Network – Taylor CAN (Community Action Network), had line items that included food that CDBG cannot cover.

Melissa Cullum recused herself from discussion on B22 – Willis Dady Emergency Shelter – Case Management and B18 – Olivet Neighborhood Mission Youth Programs for a perceived conflict of interest.

Danielle Rings recused herself from discussion on B20 – Waypoint Services – Waypoint Madge Phillips Case Management for a perceived conflict of interest.

Lynette Richards recused herself from discussion on B17 Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center for a conflict of interest.

## Grants and Programs (GAP) Committee

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Justin Wasson recused himself from discussion on B21 Wellington Heights Neighborhood Association – Wellington House Resource Center for a conflict of interest.

Paula Mitchell explained public service statutory regulations including the need for new activities or activities once funded through CDBG but not funded in the previous year and their need for increased service through either additional programming or an increase in beneficiaries.

Discussion occurred on B16 – Neighborhood Transportation Service – Nighttime Transportation Service; 2:00 – 6:00 AM.

Christine Myers motioned to fund B16 – Neighborhood Transportation Service – Nighttime Transportation Service; 2:00 – 6:00 AM at \$25,000.

Linda Seger seconded the motion.

The votes to fund B16 – Neighborhood Transportation Service – Nighttime Transportation Service; 2:00 – 6:00 AM at \$25,000 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion took place on B13 - Community Health Free Clinic – Wages for Specialized Staff.

Chris Myers motioned to fund B13 - Community Health Free Clinic – Wages for Specialized Staff at \$35,000.

Mike Butterfield seconded the motion.

The votes to fund B13 - Community Health Free Clinic – Wages for Specialized Staff at \$35,000 were as follows:

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## Grants and Programs (GAP) Committee

2/5/15 Meeting Minutes

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Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion on B18 – Olivet Neighborhood Mission - Youth Programs, B11 – Big Brothers Big Sisters of Cedar Rapids & Central Iowa – C.A.R.E. Education Initiative, and B12 - Boys & Girls Club of Cedar Rapids – MobyMax& STARS Assessments occurred.

Justin Wasson motioned to fund B11 – Big Brothers Big Sisters of Cedar Rapids & Central Iowa – C.A.R.E. Education Initiative, and B12 - Boys & Girls Club of Cedar Rapids – MobyMax& STARS Assessments at zero dollars.

Brenda Blevins seconded the motion.

Discussion took place on early childhood programs.

No further discussion took place.

The votes to fund B11 – Big Brothers Big Sisters of Cedar Rapids & Central Iowa – C.A.R.E. Education Initiative, and B12 - Boys & Girls Club of Cedar Rapids – MobyMax& STARS Assessments at zero dollars were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum-	Aye
Mike Butterfield-	Nay

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**Grants and Programs (GAP) Committee**

2/5/15 Meeting Minutes

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Leland Freie-

Abstained

The motion passed.

Discussion took place on high priority items, B15 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing, B20 – Waypoint Services – Waypoint Madge Phillips Case Management, and Willis Dady Emergency Shelter – Case Management.

Danielle Rings motioned to fund B14 – Ecumenical Community Center Foundation – CompuPlace at zero dollars.

Justin seconded motion.

No further discussion took place.

The votes to fund B14 – Ecumenical Community Center Foundation – CompuPlace at zero dollars were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum-	Aye
Mike Butterfield-	Aye

Leland Freie-

Abstained

The motion passed.

Chris Myers motioned to fund B15 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing at \$38,532, B20 – Waypoint Services – Waypoint Madge Phillips Case Management at \$25,000, and Willis Dady Emergency Shelter – Case Management at 12,500.

Danielle Rings seconded the motion.

The votes to fund B15 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing at \$38,532, B20 – Waypoint Services – Waypoint

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## Grants and Programs (GAP) Committee

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Madge Phillips Case Management at \$25,000, and Willis Dady Emergency Shelter – Case Management at 12,500 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Linda Seger-	Aye
Mike Butterfield-	Aye
Justin Wasson-	Nay
Lynette Richards-	Nay
Danielle Rings-	Recused (B20)
Melissa Cullum-	Recused (B22)
Leland Freie-	Abstained

The motion passed.

Discussion occurred on B17 – Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs, B19 – Tanager Place – Youth Port, B21 Wellington Heights Neighborhood Association – Wellington House Resource Center, and B23 – Young Parents Network – Taylor CAN (Community Action Network).

Justin Wasson moved to fund B17 – Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center \$11,916.75. After no second the motion died.

Discussion occurred on neighborhood organizations and neighborhood certification process.

Discussion occurred on funding on B23 – Young Parents Network – Taylor CAN (Community Action Network) at \$2,140 and B17 – Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs, B19 – Tanager Place – Youth Port, B21 Wellington Heights Neighborhood Association – Wellington House Resource Center each at 4,855.75.

Christine Myers moved to fund B23 – Young Parents Network – Taylor CAN (Community Action Network) at zero dollars.

**Grants and Programs (GAP) Committee**

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Brenda Blevins seconded the motion.

The votes to fund B23 – Young Parents Network – Taylor CAN (Community Action Network) at zero dollars were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Christine Myers motioned to fund B19 – Tanager Place – Youth Port at zero dollars.

Justin Wasson seconded the motion.

Discussion occurred.

The votes to fund B19 – Tanager Place – Youth Port at zero dollars were as follows:

Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Lynette Richards-	Aye
Brenda Blevins-	Nay
Carol Sindelar-	Nay
Linda Seger-	Nay
Melissa Cullum-	Nay
Mike Butterfield-	Nay
Leland Freie-	Abstained

The motion failed.

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## Grants and Programs (GAP) Committee

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Chris Myers motioned to fund B17 – Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs, B19 – Tanager Place – Youth Port, B21 Wellington Heights Neighborhood Association – Wellington House Resource Center each at 5,390.75.

Brenda Blevins seconded the motion.

The votes to fund B17 – Oak Hill Jackson Neighborhood Association – Oak Hill Jackson Neighborhood Resource Center, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs, B19 – Tanager Place – Youth Port, B21 Wellington Heights Neighborhood Association – Wellington House Resource Center each at 5,390.75 were as follows:

Brenda Blevins-	Aye
Carol Sindelar-	Aye
Christine Myers-	Aye
Danielle Rings-	Aye
Justin Wasson-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Melissa Cullum-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Paula Mitchell discussed the need for another meeting to go over some last minute issues including the last item on the agenda, discussion on the handling of final allocation adjustments.

The meeting adjourned at 7:06 PM.



Community Development Department  
Housing Services Division  
101 First Street SE  
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Telephone: (319) 286-5872  
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## Grants and Programs Committee

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### MEETING NOTICE

City Hall  
101 First Street SE  
Basement Level  
Edgewood Conference Room

Thursday, February 19, 2015

5:30 p.m.

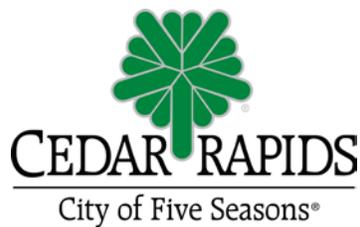
*Note: Meetings Will Be Automatically Cancelled if Cedar Rapids Community Schools Close Due to Inclement Weather.*

### **AGENDA**

**FEBRUARY 19, 2015**

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1. Discussion on final allocation numbers
2. Discussion on Neighborhood Certification and Budget Allocations



**Grants and Programs (GAP) Committee**  
2/19/15 Meeting Minutes

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**Purpose of Meeting:**

To review CDBG and HOME applications and make funding recommendations to the City Council for FY15 (July 1, 2015 – June 30, 2016).

**Regular Representatives Present:**

Brenda Blevins, Christine Myers, Leland Freie, Linda Seger, Lynette Richards, Mike Butterfield

**Alternate Representatives Present:**

Aggie Doyle (In addition to regular representative), Angela Shultz, Clark Rieke

**City Staff Present:**

Chrystal Shaver, Jennifer Pratt, Paula Mitchell

**Guests Present:**

Philip Hauck

**Minutes Submitted By:**

Chrystal Shaver

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The meeting commenced at 5:32 PM.

Discussion began regarding final allocations for CDBG and HOME. An example option matching the method unanimously agreed to last year (2/13/14 meeting) in which all items not fully funded took a percentage of the reduction was provided. This was explained to be an example and not the method that the committee must use.

Discussion occurred on A1- Affordable Housing Network, Inc. – Wellington Heights Neighborhood Revitalization Initiative, A2 – Cedar Valley Habitat for Humanity – 2015 CVHFH Homebuilding Program, A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program, and A4 – City of Cedar Rapids Housing Services – HOME Administration.

Christine Myers motioned to accept the example proposal funding A2 – Cedar Valley Habitat for Humanity – 2015 CVHFH Homebuilding Program at \$18,934, and A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program at \$74,449, A4 – City of Cedar Rapids Housing Services – HOME Administration at \$27,042.

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## Grants and Programs (GAP) Committee

2/19/15 Meeting Minutes

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Linda Seger seconded the motion.

Brief discussion reoccurred regarding the method used to obtain the numbers for the example option.

The votes to fund A2 – Cedar Valley Habitat for Humanity – 2015 CVVHFH Homebuilding Program at \$18,934, A3 – City of Cedar Rapids Housing Services – First Time Homebuyer Program at \$74,449, and A4 – City of Cedar Rapids Housing Services – HOME Administration at \$27,042 were as follows:

Angela Shultz-	Aye
Brenda Blevins-	Aye
Christine Myers-	Aye
Clark Rieke-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion occurred on B3 – Aging Services – Chore Services, B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery, and B5 – City of Cedar Rapids Housing Services – CDBG Owner Occupied Rehabilitation Program.

Christine Myers motioned to accept the example proposal funding with B3 – Aging Services – Chore Services remaining funded at \$15,000, B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery, remaining funded at \$351,829, and B5 – City of Cedar Rapids Housing Services – CDBG Owner Occupied Rehabilitation Program funded at \$282,530.

Brenda Blevins seconded the motion.

The votes to fund B3 – Aging Services – Chore Services remaining funded at \$15,000, B4 – City of Cedar Rapids Housing Services – CDBG Housing Services Service Delivery, remaining funded at \$351,829, and B5 – City of Cedar Rapids Housing Services – CDBG Owner Occupied Rehabilitation Program funded at \$282,530 were as follows:

Angela Shultz-	Aye
Brenda Blevins-	Aye

**Grants and Programs (GAP) Committee**

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Christine Myers-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye
Clark Rieke-	Nay
Leland Freie-	Abstained

The motion passed.

Discussion occurred on B6 – Aging Services (for Kingston Hill) – Communication Server, B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project, B8 – Catherine McAuley Center – Energy Efficiency Improvements, B9 - Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter, B10 - St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project.

No one was fully funded in this category proposal had all activities being reduced at a percentage across the board.

Mike Butterfield motioned to accept the example proposal funding with B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$5,123, B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$13,456, B9 - Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$5,367, and B10 - St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project at \$27,316.

Christine Myers seconded the motion.

No further discussion occurred.

The votes to fund B7 – Area Substance Abuse Council – ASAC Adult Residential Kitchen Project at \$5,123, B8 – Catherine McAuley Center – Energy Efficiency Improvements at \$13,456, B9 - Foundation 2, Inc. – Replacing Carpet at the Foundation 2 Youth Shelter at \$5,367, and B10 - St. John of the Cross Catholic Worker House – Catholic Worker Housing Floor to Door Project at \$27,316 were as follows:

Angela Shultz-	Aye
Brenda Blevins-	Aye
Christine Myers-	Aye
Clark Rieke-	Aye

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## Grants and Programs (GAP) Committee

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Linda Seger-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Discussion took place on the Public Service category.

Clark Rieke motioned to make the percentage reduction even across all activities regardless of whether they had been fully funded or not.

Lynette Richards seconded the motion.

Discussion took place on why the committee had fully funded the fully funded activities because they committee felt that while all activities were good activities the fully funded activities were life sustaining essential activities. Discussion occurred on keeping B13 – Community Health Free Clinic – Wages for Specialized Staff, B15 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing, B16 – Neighborhood Transportation Services – Nighttime Transportation Service; 2:00 – 6:00 AM, B20 – Waypoint Services – Waypoint Madge Phillips Case Management, and Willis Dady Emergency Shelter – Case Management fully funded.

No further discussion occurred.

The votes make the percentage reduction even across all activities regardless of whether they had been fully funded or not were as follows:

Lynette Richards-	Aye
Angela Shultz-	Nay
Brenda Blevins-	Nay
Christine Myers-	Nay
Linda Seger-	Nay
Mike Butterfield-	Nay
Clark Rieke-	Abstained
Leland Freie-	Abstained

The motion failed.

**Grants and Programs (GAP) Committee**

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Mike Butterfield motioned to accept the example proposal funding with adjustments to B17 – Oak Hill Jackson Neighborhood Association – Resource Center now funded at \$4,438.75, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs now funded at \$4,438.75, B19- Tanager Place – YouthPort now funded at \$4,438.75, and B21 - Wellington Heights Neighborhood Association – Wellington House Resource Center now funded at \$4,438.75.

Christine Myers seconded the motion.

No further discussion occurred.

The votes to fund B17 – Oak Hill Jackson Neighborhood Association – Resource Center at \$4,438.75, B18 – Olivet Neighborhood Mission – Olivet Neighborhood Mission Youth Programs at \$4,438.75, B19- Tanager Place – YouthPort at \$4,438.75, and B21 - Wellington Heights Neighborhood Association – Wellington House Resource Center at \$4,438.75 the percentage reduction even across all activities regardless of whether they had been fully funded or not were as follows:

Angela Shultz-	Aye
Brenda Blevins-	Aye
Christine Myers-	Aye
Clark Rieke-	Aye
Linda Seger-	Aye
Lynette Richards-	Aye
Mike Butterfield-	Aye
Leland Freie-	Abstained

The motion passed.

Paula Mitchell began discussion on the Neighborhood Certification process including the framework for the program, and the two funding sources of funding available for neighborhood activities; CDBG Federal funding and City general funds. Under the proposed new method of funding distribution, the City Council would establish a priority set-aside for neighborhood activities, commensurate with the amount of CDBG available and the history of neighborhood funding. The City would be the applicant and then distribute to neighborhoods through a more simplified process, to make the process as seamless as possible to neighborhoods, whether funded by CDBG or general funds.. An amendment would be made to the current Citizen Participation Plan to add in language stating annually the City Council would need to approve a

## Grants and Programs (GAP) Committee

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set-aside amount or percentage for the CDBG program for qualified neighborhoods. As a note there would also be a set-aside in the City's general funds that could cover potential shortfalls with CDBG eligible neighborhoods as well as funds for non-CDBG neighborhoods.

Discussion occurred on concerns about deadlines and the desire to have similar deadlines for both CDBG funds and City general funds. It was explained that the idea was to pose the same deadlines for both funding sources moving forward. Committee member Linda Seger voiced that she would want the funds to address the human needs and less cosmetic improvements.

Jennifer Pratt, Community Development and Planning Director arrived at 6:13 pm.

Discussion took place on work plans and how these act as a guide.

Discussion took place on whether City staff can deny applications. City staff discussed that different neighborhoods have different needs and the City's sees its role as not to make value judgments so long as the activities are part of an approved work plan with neighborhood support, but as a matter of record and CDBG funds can only go to CDBG eligible activities.

Discussion took place on the purpose of the initiative and that it is designed to help build capacity by requiring neighborhoods to have elected boards with regular meetings, and attendance at annual capacity building workshops. It is designed to be more than just a funding source, but rather a blue print for meaningful neighborhood activities on an annual basis.

Discussion took place on administration and service delivery. The new set-aside will not impact CDBG administration costs as not all neighborhoods would be eligible under CDBG, so this will be handled by non-federally funded Community Development and Planning staff. Discussion occurred on the Neighborhood Service Delivery Initiative. Directors who are salaried work as a point of contact to the neighborhoods. Discussion was had that both CDBG and City general funds are subject to reductions, but currently neighborhoods are not fully expending the funds they have been allocated so inadequate funding for neighborhoods is not a current concern. Discussion occurred as to why the City does not fund neighborhood newsletters. Paula Mitchell explained that that the City can't fund anything political or religious with federal or general funds, and the City doesn't want to censor the content of neighborhood newsletters, which would be necessary if the City paid for them. These newsletters should really belong to the neighborhoods. It was pointed out that specific event flyers for events in the neighborhood's work plan are an eligible expense. Discussion

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on using OurCR for neighborhood news also came up. One neighborhood has already done this.

No further feedback was communicated regarding the proposed neighborhood funding set-aside.

Meeting adjourned at 6:30 PM.