

Grants and Programs Committee
Meeting Notice

Thursday, January 28, 2016
5:30 P.M.
City Hall
101 First Street SE
Basement Level
Blairs Ferry Conference Room

Meetings to occur every Thursday at 5:30 P.M. January 28, 2016
through February 25, 2016 as needed

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

AGENDA

1. Orientation for new and returning members
2. Overview of scoring tool
3. Election of officers:
 - a. Chairperson
 - b. Vice-Chairperson
4. Review of FY16 HOME Investment Partnership Requests



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

Grants and Programs Committee
Meeting Minutes

Thursday, January 28, 2016

Meeting Accomplishments:

- Orientation for new and returning members
- Overview of scoring tools
- Election of Chairperson: Justin Wasson
- Election of Vice-chairperson: Brenda Blevins
- Reviewed FY16 HOME Investment Partnership Requests

Regular Representatives Present:

Al Pierson, Bev Moriarty, Brenda Blevins, Christine Myers, Dwight Olson, Esaie Toingar, Greg Young, Justin Wasson, Mike Butterfield, Rebecca Stonawski

Alternate Representatives Present:

Clark Rieke

City Staff Present:

Amanda Rabey, Chrystal Shaver, Ivan Gonzalez, Paula Mitchell

Guests Present:

Julie Hubbell

Minutes Submitted By:

Chrystal Shaver

The meeting commenced at 5:34

Paula Mitchell called the meeting to order.

Introductions of staff and committee members took place.

Paula Mitchell presented orientation materials including:

- Roles and responsibilities for committee members, staff, and City Council;
- Conflict of interest both real and perceived;
- Timeline target dates.



Greg Young arrived during orientation.

Discussion occurred on public participation

Paula Mitchell explained the scoring matrix. In the past this has been used mostly as a guide and the City does not require formal scoring of applications.

Paula Mitchell moved the discussion to election of officers.

Christine Myers nominated Justin Wasson for Chairperson.

Clark Rieke seconded the motion.

No other nominations were made and no discussion occurred.

The votes for Justin Wasson for Chairperson were as follows:

Al Pierson	Aye
Bev Moriarty	Aye
Brenda Blevins	Aye
Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

Justin Wasson becomes Chairperson of the Grants and Programs (GAP) Citizens Advisory Committee.

Justin Wasson moved the discussion on to Vice-Chairperson nominations.

Mike Butterfield nominated Brenda Blevins as Vice-Chairperson.

Christine Myers seconded the motion.

No other nominations were made and no discussion occurred.

The votes for Brenda Blevins for Vice-Chairperson were as follows:

Al Pierson	Aye
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Bev Moriarty	Aye
Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye

Brenda Blevins	Abstained
Justin Wasson	Abstained

Brenda Blevins becomes Vice-Chairperson of the Grants and Programs (GAP) Citizens Advisory Committee.

Discussion occurred on the FY16 HOME Investment Partnership Program applications A1-A6

Paula Mitchell explained that AMI is the Area Median Income which is calculated by HUD for the metropolitan statistical area which includes Cedar Rapids and the surrounding areas however the funds are limited to Cedar Rapids for these programs.

Paula Mitchell explained that projects using these federal funds require funds to be used for costs associated directly to the project and project management. Funds cannot be sent to organization headquarters with these grant funds.

Clark Rieke requested of staff to inquire about how much of the mortgage payments stay in Cedar Rapids for Cedar Valley Habitat for Humanity. City staff made the inquiry and the following was shared by Patti Kunz:

All monthly mortgage payments go directly into our local "Fund for Humanity" and help further our Cedar Rapids-based program, offsetting operational expenses and allowing us to serve additional families in the years ahead. So 100% of the mortgage payments stay here locally as our 'Fund for Humanity' serves our work in both Linn and Benton counties.

Clark Rieke motioned to fund A1 Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program for \$60,000.

Dwight Olson seconded the motion.

Discussion occurred

Clark Rieke asked to withdraw motion.



Further discussion occurred. Al Pierson left meeting prior to vote due to a scheduling conflict.

Justin Wasson called for a vote on motion to fund A1 - Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program for \$60,000.

The votes to fund A1 - Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program for \$60,000 were as follows:

Bev Moriarty	Nay
Brenda Blevins	Nay
Christine Myers	Nay
Clark Rieke	Nay
Dwight Olson	Nay
Esaie Toingar	Nay
Greg Young	Nay
Mike Butterfield	Nay
Rebecca Stonawski	Nay
Justin Wasson	Abstained

The motion fails.

Discussion occurs.

Christine Myers moved to fund applications A1 through A4 at minimums as shown below:

- A1 - Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program: \$60,000
- A2 - City of Cedar Rapids Housing Services - First Time Home Buyer Program: \$50,000
- A3 - Hope Community Development Association, Inc. - Rebuild Blighted Houses: \$20,000
- A4 - Hope Community Development Association, Inc. - Refurbishing Blighted Houses: \$22,500

Bev Moriarty seconded the motion.

Discussion occurred.

Rebecca Stonawski moved to amend the motion to change the funding for A1 - Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program to \$30,000 and A2 - City of Cedar Rapids Housing Services - First Time Home Buyer Program to \$80,000.

Mike Butterfield seconded the motion.

No further discussion occurred.



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The votes for the amended motion to fund applications A1-A4 as shown below:

- A1 - Cedar Valley Habitat for Humanity - 2016-2017 Homebuilding Program: \$30,000
- A2 - City of Cedar Rapids Housing Services - First Time Home Buyer Program: \$100,000
- A3 - Hope Community Development Association, Inc. - Rebuild Blighted Houses: \$20,000
- A4 - Hope Community Development Association, Inc. - Refurbishing Blighted Houses: \$22,500

were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred on how to allocate the remaining \$15,883 that has not yet been allocated.

Christine Myers motioned to change funding of A3 - Hope Community Development Association, Inc. - Rebuild Blighted Houses for full request of \$25,000 and A4 - Hope Community Development Association, Inc. - Refurbishing Blighted Houses to \$33,383.

Mike Butterfield seconded the motion.

Discussion occurred.

The votes to change funding of A3 - Hope Community Development Association, Inc. - Rebuild Blighted Houses to full request of \$25,000 and A4 - Hope Community Development Association, Inc. - Refurbishing Blighted Houses to \$33,383 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye



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Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred on Community Housing Development Organizations (CHDOs).

Discussion occurred on conference calling members who wanted to participate but would be unable to physically attend the meeting. Staff has informed the committee to contact Chrystal Shaver if they would like to utilize this option.

The meeting adjourned at 6:50.

The next meeting will be held Thursday, February 4, 2016 at 5:30, unless Cedar Rapids Community Schools close due to inclement weather.



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Grants and Programs Committee
Meeting Notice

Thursday, February 4, 2016
5:30 P.M.
City Hall
101 First Street SE
Basement Level
Blairs Ferry Conference Room

Meetings to occur every Thursday at 5:30 P.M. January 28, 2016
through February 25, 2016 as needed

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AGENDA

1. Review of FY16 CDBG Housing Priority Applications (B1-B7).
2. Review of FY16 CDBG Public Service Application (B8-B25) time permitting.
3. Review of FY16 CDBG Other Community Needs Applications (B18-B20) time permitting.



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Grants and Programs Committee
Meeting Minutes

Thursday, February 4, 2016

Meeting Accomplishments:

Review of FY16 CDBG Housing Priority Applications

Regular Representatives Present:

Bev Moriarty, Christine Myers, Dwight Olson, Esaie Toingar, Greg Young, Justin Wasson, Mike Butterfield, Rebecca Stonawski

Alternate Representatives Present:

Clark Rieke

City Staff Present:

Amanda Rabey, Chrystal Shaver, Ivan Gonzalez, Paula Mitchell

Guests Present:

Jeff Capps

Minutes Submitted By:

Chrystal Shaver

The meeting commenced at 5:35.

Justin Wasson called the meeting to order.

Discussion began on FY16 CDBG Housing Priority Applications (B1-B7).

Discussion occurred on possibly starting all project at minimum funding levels and then make decisions from that point.

Discussion concluded with decision to evaluate applications separately at this time.

Staff brought to attention that an application that is eligible for funding had an inaccuracy that staff would be correcting for the group. The group was asked if they would like to hear about the issue at the beginning of the application discussion or when the group got to that

application. The group indicated that they would like to hear comments before discussion of any of the applications.

During staff review of applications a known inaccuracy in application B7 – Margaret Bock Housing – New Fire Alarm System was found. On page 2 of 12 of the organization’s application under the question, “Describe your organization’s prior experience administering grant funds,” the organization wrote the following:

“MBH has considerable experience in administrating grant funds dating back to 2001 through the city of Cedar Rapids. The record of awards can be accessed through the city. All grants awarded were successfully administrated by MBH without complaints”

Staff informed the group that during a five-year affordability period (required by the US Department of Housing and Urban Development - HUD), the organization had documented compliance findings for 3 out of the 5 years. The findings included not verifying income eligibility of tenants with source documents and failing to perform annual recertification of tenants. While staff believes that the population served would be eligible, failing to document these incomes could result in potential recapture of program funds by HUD.

Discussion moved to B3 - Five Season Senior Housing Inc. – Five Season HVAC Supply Lines.

Rebecca Stonawski moved to fund B3 - Five Season Senior Housing Inc. – Five Season HVAC Supply Lines for \$67,236.

Mike Butterfield seconded the motion.

Discussion occurred.

Staff explained that our programs are reimbursement-based in that organizations pay costs and then the City will reimburse the eligible expenses.

Staff explained that organizations often used a project bid as an estimation tool for budgeting purposes. If projects are funded then organizations would be subject to federal procurement standards which would require multiple bids. If bids are low and all funds are not used for a project the organization would not receive the excess funds.

Staff explained to the group that the minimum requests are not set in stone and that the City simply asks organizations what a minimum amount of funding would be, but the group can make other recommendations for funding.

Staff explained that supporting the core neighborhoods is one thing to look at but it is not a required element for funding.



Further discussion occurred.

Discussion moved to B4 – Five Seasons Senior Housing Inc. – Five Seasons Magnetic Door Holders, B5 – Five Seasons Senior Housing Inc. – Five Seasons Retaining Wall Replacement & B6 – Five Seasons Senior Housing Inc. – Five Seasons Roof Replacement. Discussion occurred regarding the length of ownership of the property by the current applicant and staff confirmed this information using Assessor’s data.

Rebecca Stonawski moved to table motion to fund B3 - Five Season Senior Housing Inc. – Five Season HVAC Supply Lines for \$67,236.

Dwight Olson seconded the motion.

The votes to table motion to fund B3 - Five Season Senior Housing Inc. – Five Season HVAC Supply Lines for \$67,236 were as follows:

Bev Moriarty	Aye
Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion is tabled.

Dwight Olson motioned to fund B4 – Five Seasons Senior Housing Inc. – Five Seasons Magnetic Door Holders, B5 – Five Seasons Senior Housing Inc. – Five Seasons Retaining Wall Replacement & B6 – Five Seasons Senior Housing Inc. – Five Seasons Roof Replacement at zero dollars.

Rebecca Stonawski seconded the motion.

The votes to fund B4 – Five Seasons Senior Housing Inc. – Five Seasons Magnetic Door Holders, B5 – Five Seasons Senior Housing Inc. – Five Seasons Retaining Wall Replacement & B6 – Five Seasons Senior Housing Inc. – Five Seasons Roof Replacement at zero dollars were as follows:

Bev Moriarty	Aye
Christine Myers	Aye



Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred on B7 – Margaret Bock Housing – New Fire Alarm System.

Christine Myers motioned to fund B7 – Margaret Bock Housing – New Fire Alarm System at zero dollars.

Dwight Olson seconded the motion.

Discussion occurred.

The votes to fund B7 – Margaret Bock Housing – New Fire Alarm System at zero dollars were as follows:

Bev Moriarty	Aye
Christine Myers	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Clark Rieke	Abstained
Justin Wasson	Abstained

The motion passed.

Discussion occurred on B1 – Aging Services, Inc. – Chore Services.

Dwight Olson motioned to fund B1 – Aging Services, Inc. – Chore Services at \$15,000

Bev Moriarty seconded the motion.

Discussion occurred.



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Clark Rieke inquired if the Grants and Programs Committee is able to require agencies to redesign programs or change program criteria as a condition of funding. Staff informed group that individual agencies are responsible for design of their programs and that the role of Committee members is to make recommendations on the programs as presented in the application.

Rebecca Stonawski called the motion to question.

Mike Butterfield seconded the motion.

The votes to fund B1 – Aging Services, Inc. – Chore Services at \$15,000 were as follows:

Bev Moriarty	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Christine Myers	Abstained
Justin Wasson	Abstained

The motion passed.

Dwight Olson made a motion to fund B3 – Five Seasons Senior Housing Inc. – Five Seasons HVAC Supply Lines at \$67,510 and B2 – City of Cedar Rapids Housing Services – CDBG Owner-Occupied Rehabilitation Program at \$204,913.

Rebecca Stonawski seconded the motion.

Discussion occurred.

Staff informed committee that they would send year-end report (Consolidated Annual Performance and Evaluation Report – CAPER) link for committee. Staff will also provide additional information on demographics of people served through the City's CDBG Owner-Occupied Rehabilitation Program.

The votes to fund B3 – Five Seasons Senior Housing Inc. – Five Seasons HVAC Supply Lines at \$67,510 and B2 – City of Cedar Rapids Housing Services – CDBG Owner-Occupied Rehabilitation Program at \$204,913 were as follows:

Bev Moriarty	Aye
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Christine Myers	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

Paula Mitchell introduced Jeff Capps from Cedar Valley Habitat for Humanity to the group and explained that Jeff was attending in case there were any additional follow up questions regarding their program that the group would like explanation on.

The question was posed as to why only \$20,000 in mortgage payments were going to the project and Jeff explained that the mortgage payments go to multiple houses and programs within the local community. The next question was what an example mortgage payment would be and Jeff estimated the average mortgage to be between \$550 and \$625, and that this includes the principal, escrow and a maintenance fund. Jeff concluded by saying that the program was intended to help break the cycle of poverty. The final question was in regards to whether or not it was harder to perform rehabilitation work versus new construction with volunteers. Jeff stated that it can be more challenging to do rehab projects, but they enjoy doing them when they have the opportunity.

The meeting adjourned at 6:36.

The next meeting will be held Thursday, February 11, 2016 at 5:30, unless Cedar Rapids Community Schools close due to inclement weather.



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Thursday, February 11, 2016
5:30 P.M.
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AGENDA

1. Review of FY16 CDBG Public Service Application (B8-B25).
2. Review of FY16 CDBG Other Community Needs Applications (B18-B20) time permitting.
3. Discussion on how to handle funding adjustments when final numbers are available.



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Grants and Programs Committee
Meeting Minutes

Thursday, February 11, 2016

Meeting Accomplishments:

Review of FY16 CDBG Public Service Applications
Final Funding Adjustments

Regular Representatives Present:

Bev Moriarty, Brenda Blevins, Esaie Toingar, Greg Young, Justin Wasson, Rebecca Stonawski

Alternate Representatives Present:

Clark Rieke

City Staff Present:

Amanda Rabey, Chrystal Shaver, Ivan Gonzalez, Paula Mitchell

Guests Present:

Emma Thompson, Julie Hubbell

Minutes Submitted By:

Chrystal Shaver

The meeting commenced at 5:32.

Justin Wasson called the meeting to order.

Discussion began on FY16 CDBG Housing Priority Applications (B8-B25).

Brenda Blevins motioned to fund B11 – Community Health Free Clinic – Wages for Specialized Staff for \$35,000. motion

Rebecca Stonawski seconded the motion.

Discussion occurred.



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The votes to fund B11 – Community Health Free Clinic – Wages for Specialized Staff for \$35,000 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Rebecca Stonawski motioned to fund B13 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing at \$38,532.

Brenda Blevins seconded the motion.

Discussion occurred.

The votes to fund B13 – Hawkeye Area Community Action Program, Inc. – HACAP Transitional Housing at \$38,532 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Rebecca Stonawski motioned to fund B25 – Young Parents Network – Ready to Read at \$0.

Brenda Blevins seconded the motion.

Discussion occurred.



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Emma Thompson, representing YouthPort, answered questions in regards to YouthPort and the connection between the YouthPort program and Young Parents Network's Ready to Read Program.

Rebecca Stonawski called to question the original motion to fund B25 – Young Parents Network – Ready to Read at \$0.

Clark Rieke seconded the motion.

The votes to call the question of funding B25 – Young Parents Network – Ready to Read at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The question was called.

The votes to fund B25 – Young Parents Network – Ready to Read at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Rebecca Stonawski motioned to fund B15 – Tanager Place – YouthPort at \$0.

Brenda Blevins seconded the motion.

Discussion occurred and Emma Thompson answered more questions in regards to the YouthPort program.



The votes to fund B15 – Tanager Place – YouthPort at \$0 were as follows:

Bev Moriarty	Nay
Brenda Blevins	Nay
Clark Rieke	Nay
Esaie Toingar	Nay
Greg Young	Nay
Rebecca Stonawski	Nay
Justin Wasson	Abstained

The motion failed.

Greg Young motioned to fund B15 – Tanager Place – YouthPort for \$4,000.

Rebecca Stonawski seconded the motion.

The votes to fund B15 – Tanager Place – YouthPort at \$4,000 were as follows:

Bev Moriarty	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Brenda Blevins	Nay
Justin Wasson	Abstained

The motion passed.

Bev Moriarty motioned to fund B16 – Waypoint Services for Women, Children, and Families – Case Management at \$20,000 and B17- Willis Dady Emergency Shelter – Case Management at \$11,000.

Brenda Blevins seconded the motion.

Discussion occurred.

Rebecca Stonawski called to question the motion to fund B16 – Waypoint Services for Women, Children, and Families – Case Management at \$20,000 and B17- Willis Dady Emergency Shelter – Case Management at \$11,000 .



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Brenda Blevins seconded the motion.

The votes to call the question of funding B16 – Waypoint Services for Women, Children, and Families – Case Management at \$20,000 and B17- Willis Dady Emergency Shelter – Case Management at \$11,000 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The question was called.

The votes to fund B16 – Waypoint Services for Women, Children, and Families – Case Management at \$20,000 and B17- Willis Dady Emergency Shelter – Case Management at \$11,000 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Clark Rieke	Abstained
Justin Wasson	Abstained

The motion passed.

Brenda Blevins motioned to fund B8 – Big Brother Big Sisters – C.A.R.E. Education Initiative and B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women at \$0.

The motion was not seconded.

Rebecca Stonawski motioned to fund B10 – Cedar Rapids Community School District – Rites of Passage at \$0.

Bev Moriarty seconded the motion.



Discussion occurred.

The votes to fund B10 – Cedar Rapids Community School District – Rites of Passage at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred on B8 – Big Brothers Big Sisters – C.A.R.E. Education Initiative.

Greg Young motioned to fund B8 – Big Brothers Big Sisters – C.A.R.E. Education Initiative at \$0.

Brenda Blevins seconded the motion.

Discussion occurred.

Rebecca Stonawski called to question the motion to fund B8 – Big Brothers Big Sisters – C.A.R.E. Education Initiative at \$0.

Clark Rieke seconded the motion.

The votes to call the question of funding B8 – Big Brothers Big Sisters – C.A.R.E. Education Initiative at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The question was called.



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The votes to fund B8 – Big Brothers Big Sisters – C.A.R.E. Education Initiative at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred on B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women, B12 – Foundation 2, Inc. – Supporting Shelter Staffing, and B14 – Olivet Neighborhood Mission – Olivet Mission Youth Program.

Esaie Toingar motioned to fund B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women at \$35,436.

The motion was not seconded.

Rebecca Stonawski motioned to fund B12 – Foundation 2, Inc. – Supporting Shelter Staffing at \$0.

Brenda Blevins seconded the motion.

Discussion occurred

The votes to fund B12 – Foundation 2, Inc. – Supporting Shelter Staffing at \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained



The motion passed.

Discussion occurred on B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women, and B14 – Olivet Neighborhood Mission – Olivet Mission Youth Program.

Rebecca Stonawski motioned to B14 – Olivet Neighborhood Mission – Olivet Mission Youth Program at \$8,000.

Brenda Blevins seconded the motion.

Discussion occurred.

The votes to fund B14 – Olivet Neighborhood Mission – Olivet Mission Youth Program at \$8,000 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion occurred.

Greg Young motioned to fund on B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women at \$4,655.

Bev Moriarty seconded the motion.

The votes to fund B9 – Catherine McAuley Center – Enhancing Transitional Housing Services for Homeless Women at \$4,655 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye



Justin Wasson

Abstained

The motion passed.

Discussion moved on to how to handle any adjustments made when final allocation amounts were released by HUD.

Brenda Blevins motioned to reconvene GAP only in the event that the final allocation amounts are adjusted greater than 10 percent, otherwise staff will adjust proportionately.

Esaie Toingar seconded the motion.

The votes to reconvene GAP only in the event that the final allocation amounts are adjusted greater than 10 percent, otherwise staff will adjust proportionately were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye

Justin Wasson

Abstained

The motion passed.

Justin Wasson left the meeting, Brenda Blevins took over meeting as Vice-Chairperson.

Discussion occurred on looking back on B3 - Five Seasons Senior Housing Inc. – Five Seasons HVAC Supply Lines. The question was raised to the cause of the need for the replacement. Staff reached out to Five Seasons Senior Housing Inc. for a response.

Discussion occurred that another meeting would occur where we can look back at previous funding decisions and finish the final section of applications.

The meeting adjourned at 6:56.

The next meeting will be held Thursday, February 18, 2016 at 5:30, unless Cedar Rapids Community Schools close due to inclement weather.

Response from Kelli Cogdill regarding the cause of the issues that have caused the need for the HVAC supply line project:

“Yes, we have determined the cause of the issue. The riser lines where steel pipes meet copper pipes were installed without any kind of dielectric union. When steel touches copper, the steel will begin to rust. The contractor will replace the rusted pipe and install brass fittings between the two metals to keep them from coming in contact with each other. This should be a permanent fix.

However, a representative from Day Mechanical came to the Five Seasons Board Meeting yesterday. He is concerned we may have another issue. We had a leak in a branch line (the line that comes from the main line and connects to the risers) a couple of years ago. He went back and looked at the cause of that and found the branch line had rusted due to poorly insulated pipe. The pipe is used in the summer for cooling and in the winter for heating. During the summer months, if there isn't a good vapor barrier around the pipes, condensation forms and causes the pipe to start to rust. He is concerned this could be another issue throughout the property. We would have to cut holes in ceilings and inspect the pipes to determine this. If that is a widespread issue, we would have to get bids on replacing the rusting branch lines and re-insulating the pipes properly.

The Board asked me if we could amend the amount of the grant if the branch lines are an issue. I told them I did not think we could, but they wanted me to double check with you.

Regardless of that, we would want to proceed with the repairs to the riser lines.”



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Grants and Programs Committee
Meeting Notice

Thursday, February 18, 2016
5:30 P.M.
City Hall
101 First Street SE
Basement Level
Blairs Ferry Conference Room

Meetings to occur every Thursday at 5:30 P.M. January 28, 2016
through February 25, 2016 as needed

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

AGENDA

1. Review of FY16 CDBG Other Community Needs Applications (B18-B20).
2. Follow-up discussion on any funding changes for FY16 CDBG and HOME recommendations.



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Grants and Programs Committee
Meeting Minutes

Thursday, February 18, 2016

Meeting Accomplishments:

Review of FY16 CDBG Other Community Needs Applications
Follow-up Discussion on Application B3 – Five Seasons Senior Housing Inc. – Five Seasons HVAC Lines and Application B2 – City of Cedar Rapids Housing Services- CDBG Owner-Occupied Rehabilitation Program

Regular Representatives Present:

Bev Moriarty, Brenda Blevins, Dwight Olson (by phone), Emily Weber, Esaie Toingar, Greg Young, Justin Wasson, Mike Butterfield, Rebecca Stonawski

Alternate Representatives Present:

Clark Rieke

City Staff Present:

Amanda Rabey, Chrystal Shaver, Ivan Gonzalez, Paula Mitchell

Guests Present:

Minutes Submitted By:

Chrystal Shaver

The meeting commenced at 5:33.

Justin Wasson called the meeting to order.

Discussion began on FY16 CDBG Other Community Needs (B18-B20).

Dwight Olson motioned to fund B20 – Waypoint Services for Women, Children and Families – Waypoint Services Security Enhancements for \$51,263, B18 – Area Substance Abuse Council – Completing the CD+ Facility Improvement Project for \$0, and B19 – St. John of the Cross Catholic Worker House – Kitchen-Walls and Bath for \$0.

Rebecca Stonawski seconded the motion.



The votes to fund B20 – Waypoint Services for Women, Children and Families – Waypoint Services Security Enhancements for \$51,263, B18 – Area Substance Abuse Council – Completing the CD+ Facility Improvement Project for \$0, and B19 – St. John of the Cross Catholic Worker House – Kitchen-Walls and Bath for \$0 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Dwight Olson	Aye
Emily Weber	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Discussion moved to B3 – Five Seasons Senior Housing Inc – Five Seasons HVAC Supply Lines.

Rebecca Stonawski left meeting at 5:45 and returned at 5:48.

Clark Rieke joined the meeting at 5:48.

Discussion occurred on B3 – Five Seasons Senior Housing Inc – Five Seasons HVAC Supply Lines.

Discussion occurred on possibly making funding contingent on Five Seasons Senior Housing Inc pursuing litigation against the original contractors. Staff stated that the City could not require an agency to pursue litigation.

Bev Moriarty motioned to change the funding on B3 – Five Seasons Senior Housing Inc – Five Seasons HVAC Supply Lines to \$33,755.

Esaie Toingar seconded the motion.

Further discussion occurred.

A question was raised regarding whether the agency could make an application for additional funding in the next year if current funding was inadequate to fully address the need. Staff confirmed that the applicant could reapply for additional funding in a subsequent year if the



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project was not able to be completed with the current funding levels as long as project could be easily divided into phases.

Greg Young offered an amendment to the motion to change the funding on B3 – Five Seasons Senior Housing Inc – Five Seasons HVAC Supply Lines to \$41,210.

Mike Butterfield seconded the motion to amend.

The votes to fund B3 – Five Seasons Senior Housing Inc – Five Seasons HVAC Supply Lines to \$41,210 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Emily Weber	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

Mike Butterfield motioned to add the remaining balance of \$26,300 to B2 – City of Cedar Rapids Housing Services- CDBG Owner-Occupied Rehabilitation Program for a total funding amount of \$231,213.

Brenda Blevins seconded the motion.

Discussion occurred. Clark Rieke asked if the Committee could require the funding to be used only for Comprehensive Rehabilitation, and not for Emergency Rehabilitation.

Paula Mitchell reminded the committee that GAP Committee's charge is to make recommendations as to which activities should receive funding, and at what level they should be funded, based on the applications as they are submitted, and that the GAP Committee is not charged with the design or administration of City or external agency programs.

Further discussion occurred.



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The votes to add the remaining balance of \$26,300 to B2 – City of Cedar Rapids Housing Services- CDBG Owner-Occupied Rehabilitation Program for a total funding amount of \$231,213 were as follows:

Bev Moriarty	Aye
Brenda Blevins	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Emily Weber	Aye
Esaie Toingar	Aye
Greg Young	Aye
Mike Butterfield	Aye
Rebecca Stonawski	Aye
Justin Wasson	Abstained

The motion passed.

At the conclusion of the business set forth on the posted and published agenda, Justin Wasson offered Clark Rieke an opportunity to address the committee. Mr. Reike made statements, and distributed a written statement, regarding various aspects of program design and administration. Mr. Rieke asked that his written comments be made a part of the minutes. Paula Mitchell noted that these comments were more appropriately made by Mr. Rieke as an independent citizen. Ms. Mitchell noted that the Annual Action Plan includes provisions for consideration and response to citizen feedback and that this feedback could be addressed through that process.

Clark Reike then asked for a motion to ask the City Council to hold a public discussion regarding various aspects of program design and administration. Brenda Blevins stated that she did not believe that this was the Committee's role.

Additional discussion continued.

Paula Mitchell again reminded the committee that the scope of the GAP Committee's charge is specifically to make funding recommendations to assist in the development of the annual CDBG and HOME program budgets. The GAP Committee's charge does not include the design or administration of programs, whether these are City programs or programs administered by other agencies. Individual members can provide feedback on program design as citizens and this feedback will receive equal weight and consideration with any other citizen comments. These comments are considered by City Council at public hearings as well as taken into consideration in preparation of the Annual Action Plan.



Rebecca Stonawski asked for clarification regarding the Committee's ability to communicate with City Council. Paula Mitchell stated that the Committee is charged with making funding recommendations for the CDBG and HOME Program and that it is appropriate for members to communicate, in their official capacity, regarding those recommendations. Ms. Mitchell again stated that persons who are members of the committee can also exercise their rights as individual citizens by offering feedback on any other matter in their capacity as a citizen.

Clark Rieke again requested that the committee vote. Justin Wasson called for a second to the motion. Dwight Olson seconded the motion.

Additional discussion followed. Justin Wasson called for a vote. It is noted that the action taken is beyond the scope of authority granted to the Grants and Programs Citizen Advisory Committee, and thus has no force, however, a record of the vote is provided in order to reflect the action taken. The vote was as follows:

Bev Moriarty	Aye
Clark Rieke	Aye
Dwight Olson	Aye
Emily Weber	Aye
Esaie Toingar	Aye
Greg Young	Aye
Rebecca Stonawski	Aye
Brenda Blevins	Abstained
Mike Butterfield	Abstained
Justin Wasson	Abstained

Paula Mitchell advised the committee that an appropriate venue for an overview and discussion of the City's programs might be an upcoming meeting of the Development Committee.

Paula Mitchell also reminded the committee of the requirement to follow Open Meeting Laws. This includes a requirement that members refrain from engaging in discussion of issues and committee work via email or in side meetings or gatherings as these actions may be in violation of open meeting laws.

Meeting adjourned at 6:45