

CITIZENS ADVISORY COMMITTEE ON HOUSING  
AND COMMUNITY DEVELOPMENT  
DECISION MAKING MEETING

July 16, 2019  
6:00 p.m.

**Members Present:** Marcella Barnett, Lynn Bittel, Vince Chowdhury, Teri Marquante, Hayley Reddish, Jason Schneider, Catalina Vielma, and Charlene Wisner-Howard.

**Members Absent:** \*Fumnanya Camara, \*Kathryn Messer, \*Bill Moran, Robert Plowden, and \*Michael Thomas.

**\*Excused**

**Late Arrivals/**

**Early Departures:** Catalina Vielma.

**Staff Present:** Barb Baca, Aimee Bart, Chris Davis, and Jeff Hancock.

**Guests Present:** None.

**Chairperson Lynn Bittel** called the meeting to order at 6:00 p.m.

**Roll Call**

**Approval of Agenda**

- **Teri Marquante motioned to approve the agenda as presented. Marcella Barnett seconded the motion. The motion passed unanimously.**

**Approval of Minutes**

- **Teri Marquante motioned to approve the minutes of the July 9, 2019 meeting as presented. Charlene Wisner-Howard seconded the motion. The motion passed unanimously.**

**Decision Making**

The members reviewed each line item in the order that they were presented and voted on each individual line item.

There was no discussion regarding the items presented.

**CDBG PROGRAMS**

CDBG Administration (20% Administration Cap for CDBG Funding)	\$ 590,590
Emergency Repair Grant Program	\$ 200,000
Commercial Renovation Program	\$ 850,000
Handicap Accessibility Program	\$ 75,000
Radon Mitigation Program	\$ 50,000
Hazardous Tree Removal Program	\$ 90,000
Rehabilitation Program – Administration	\$ 500,000
HOAP – Administration (15% Public Service Cap)	\$ 300,000
Northwest Aurora Alley Improvement Program	\$ 300,000
Lead Based Paint Program	\$ 5,000
Un-programmed Reserve	\$ 92,365
<b>TOTAL</b>	<b><u>\$ 3,052,955</u></b>

### **CDBG Administration**

- Charlene Wisner-Howard motioned to fund the CDBG Administration budget in the amount of \$590,590. Jason Schneider seconded the motion. The motion passed unanimously.

### **CDBG Emergency Repair Program**

- Hayley Reddish motioned to fund the CDBG Emergency Repair Program in the amount of \$200,000. Marcella Barnett seconded the motion. The motion passed unanimously.
- Catalina Vielma arrived at 6:05 p.m.

### **CDBG Commercial Renovation Program**

- Jason Schneider motioned to fund the CDBG Commercial Renovation Program in the amount of \$850,000. Charlene Wisner-Howard seconded the motion. The motion passed unanimously.

### **CDBG Handicap Accessibility Program**

- Teri Marquante motioned to fund the CDBG Handicap Accessibility Program in the amount of \$75,000. Hayley Reddish seconded the motion. The motion passed unanimously.

### **CDBG Radon Mitigation Program**

- Marcella Barnett motioned to fund the CDBG Radon Mitigation Program in the amount of \$50,000. Charlene Wisner-Howard seconded the motion. The motion passed unanimously.

### **CDBG Hazardous Tree Removal Program**

- Teri Marquante motioned to fund the CDBG Hazardous Tree Removal Program in the amount of \$90,000. Catalina Vielma seconded the motion. The motion passed unanimously.

### **CDBG Rehabilitation Programs – Staff Operating Expenses**

- Hayley Reddish motioned to fund the CDBG Rehabilitation Programs – Staff Operating Expenses in the amount of \$500,000. Jason Schneider seconded the motion. The motion passed unanimously.

### **CDBG HOAP – Staff Operating Expenses**

- Marcella Barnett motioned to fund the CDBG HOAP – Staff Operating Expenses in the amount of \$300,000. Catalina Vielma seconded the motion. The motion passed unanimously.

### **CDBG Northwest Aurora Alley Program**

- Charlene Wisner-Howard motioned to fund the CDBG Northwest Aurora Alley Improvement Program in the amount of \$300,000. Teri Marquante seconded the motion. The motion passed unanimously.

### **CDBG Lead Based Paint Program**

- Marcella Barnett motioned to fund the CDBG Lead Based Paint Program in the amount of \$5,000. Charlene Wisner-Howard seconded the motion. The motion passed unanimously.

**CDBG Unprogrammed Reserve**

- Hayley Reddish motioned to fund the CDBG Unprogrammed Reserve in the amount of \$92,365. Teri Marquante seconded the motion. The motion passed unanimously.
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**HOME PROGRAMS**

HOME Administration (10% administration cap for HOME funding)	\$	153,356
Single Family Rehabilitation Program	\$	900,000
Home Ownership Assistance Program	\$	0
Tenant Based Rental Assistance (TBRA) Program	\$	300,000
Community Housing Development Organization (CHDO) – 15% minimum	\$	170,036
Un-programmed Reserve	\$	365,229
<b>TOTAL</b>	<b>\$</b>	<b>1,888,621</b>

**HOME Administration – Staff/Operating Expenses**

- Teri Marquante motioned to fund the HOME Administration – Staff/Operating Expenses in the amount of \$153,356. Marcella Barnett seconded the motion. The motion passed unanimously.

**HOME Single Family Rehabilitation Loan Program**

- Teri Marquante motioned to fund the HOME Single Family Rehabilitation Loan Program in the amount of \$900,000. Charlene Wisner-Howard seconded the motion. The motion passed unanimously.

**HOME Home Ownership Assistance Loan Program (HOAP)**

- Jason Schneider motioned to not add any additional funding for the HOME Home Ownership Assistance Loan Program. Charlene Wisner-Howard second the motion. The motion passed unanimously.

**HOME Tenant Based Rental Assistance (TBRA) Program**

- Teri Marquante motioned to fund the HOME Tenant Based Rental Assistance (TBRA) Program in the amount of \$300,000. Catalina Vielma seconded the motion. The motion passed unanimously.

**HOME Community Housing Development Organization (CHDO)**

- Catalina Vielma motioned to fund the HOME Community Housing Development Organization (CHDO) in the amount of \$170,036. Marcella Barnett seconded the motion. The motion passed unanimously.

**HOME Unprogrammed Reserve**

- Marcella Barnett motioned to fund the HOME Unprogrammed Reserve in the amount of \$365,229. Hayley Reddish seconded the motion. The motion passed unanimously.
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**EMERGENCY SOLUTIONS GRANT (ESG) FUNDS**

- Charlene Wisner-Howard motioned to fund the Emergency Solution Grant (ESG) in the amount of \$246,431. Teri Marquante seconded the motion. The motion passed unanimously.

**Communications from Committee**

- a. The Committee was reminded that there is not a meeting in August 2019. The next meeting will be September 10, 2019.
- b. **Vince Chowdhury** inquired into the vacancies on the Committee at this moment. **Aimee Bart** informed the Committee that there are 2 vacancies at this moment and received approval from the Committee to interviewing for those vacancies immediately prior to the October 2019 meeting. The Committee Applicants will be invited to the September 10, 2019 meeting as well.
- c. Discussion ensued regarding which room to host meetings in. The Committee agreed to continue holding the meetings in the second floor conference room.
- d. Discussion ensued regarding the Affordable Housing Toolkit Focus Groups that are occurring, and they will be presenting an update to the Committee at the September 10, 2019 meeting.
- e. Discussion ensued regarding the budget presentation to City Council, which is also on September 10, 2019. The Chair and 1<sup>st</sup> Vice Chair will be notified as soon as possible once the time of the presentation is known.

**Adjournment**

- **Marcella Barnett** motioned and **Charlene Wisner-Howard** seconded the motion to adjourn the meeting. The meeting adjourned at 6:28 p.m.

Minutes taken by:

Aimee Bart  
Aimee Bart, Administrative Specialist

Minutes reviewed by:

Chris Lewis  
Planner, Community Development Division

Minutes approved by:

Syann Bittel, Chair 9-10-19  
Date