

**CITIZENS ADVISORY COMMITTEE ON HOUSING  
AND COMMUNITY DEVELOPMENT**

VIRTUAL MEETING

June 14, 2022 | 6:30 p.m.

**Members Present:** Vince Chowdhury, Demetra English, Erica Howard, Teri Marquantte, Brittany Noble, Charlene Wisner-Howard  
**Members Absent:** Marcella Barnett, Erica Howard, Haley Reddish, Jason Schneider\*  
**\*Excused**

**Late Arrivals/  
Early Departures:** Lynn Bittel, Jaime Carolina, Charlene Wisner-Howard

**Staff Present:** Alicia Montoya, Jeff Hancock, Barbara Abbotts, Jacquelyn Bayard

**Guests Present:** Chris Boyd, Rose Armstrong, Joshua Dieker

**Roll Call**

Chairperson Teri Marquantte called the meeting to order at 6:31 p.m. and roll call followed.

**Approval of Agenda**

Brittany Noble motioned to approve the agenda as presented. Vince Chowdhury seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Lynn Bittel motioned to approve the minutes of the May 10, 2022 meeting as presented. Brittany Noble seconded the motion. The motion passed unanimously.

**Public Comment**

Marcella Barnett has resigned from the Citizens Advisory Committee on Housing and Community Development effective June 14, 2022.

**Committee Member Briefings**

None.

## **Communications from Staff**

### **a. Community Investment Update**

- Manager of Community Development, Alicia Montoya, presented the community investment updates. The notice of funding opportunity for the summer round of applications begins on June 23, 2022. The Housing and Community Development division is in the process of finalizing the funding amounts that will be made available. The notice of funding opportunity is available only twice per year. The next round will be in 2023. She will provide an update as the information becomes available.
- Committee asked for volunteers for the upcoming review panel. Lynn Bittel was glad to volunteer. Teri Marquantte explained the process was not intimidating, includes some reading and evaluation of project information. The Neighborly Software System has made it concise and succinct to do. Demetra English stated she may be able to do it. She asked about the timeline for the review process. Alicia confirmed the review period will be July 14th to July 22nd. Demetra asked about the format to review applications. Alicia stated it will be held virtually. Demetra officially volunteered.

### **b. Groundbreaking Update**

- Alicia will make it a point to bring the groundbreaking dates to the committee to see site and project happenings around Aurora. Date is to be determined on Walden 35.

### **c. Department of Local Affairs (DOLA)**

- Alicia provided an update for the funding received from DOLA to hire a consultant. The request for proposal is in draft mode with one final review and will be posted soon. Alicia mentioned making the link available to the committee to share with community partners or whomever would be interested.

### **d. Foreclosure Information / EMAP Application**

- Barbara Abbotts presented foreclosure updates. Foreclosures continue to be recorded. The city put in an application to be the subrecipient of the Emergency Mortgage Assistance Program funding. Requested amount is \$2 million dollars to help reinstate

Aurora homeowners. Housing counseling sessions are required to receive funding. The city has chosen to provide assistance to boundaries that U.S. Department of Housing and Urban Development (HUD) allows. The status of the application will be known at the end of June 2022. If approved, funding would be available in July 2022. The funds will automatically be replenished as needed as the city distributes the funding to qualified recipients. The state will monitor the distribution through their Neighborly System. The state will pay the city per household that gets approved. If the applicants do not get approved, the city will try other avenues such as their lender.

- Lynn asked how the city arrived at the \$2 million amount. Barbara explained it was based on other agencies reinstatement costs. The average is \$8,000 per household. The city's goal is 15-20 per month, along with continuing rental assistance provided by the same team of staff.

#### **e. Loan Write-Offs**

- Jeff Hancock presented the write-off report. For May, there were no loan write offs, program income received from loan repayments were \$100,610.16. He explained that money is repayment of loans that the city has made over the past several years, even decades, that is paid back into the program and then recycled into new projects. The Community Investment Finance is an example of how the city recycles the money to help build new affordable housing. May's program income breakdown: HOME \$86,603.00, CDBG \$14,007.16. Year to date program income breakdown: HOME \$376,436.35, CDBG \$130,841.13.

#### **f. Division Job Openings**

- Alicia presented two job opening information. The city is recruiting for 2 positions, interviews are in progress. One position is for the Community Development Officer, this position will serve as a project manager of the development projects in Aurora. For instance, this position would help carry the process from posting notices like the Community Investment Finance and building relationships with the community. Additionally, the CD Officer will track information, collect documents, put together agreements, and other duties to aid the Community Development division. Another position was formerly the Rehabilitation Program Supervisor that is now the Community Development Investment Supervisor. The city is looking at rehabilitation as another type of

community development the city provides, not just a program. Interviews for both positions were held last week. Review panel deciding if they need a second round of interviews or ready to make an offer.

- Jeff provided information on another employment opportunity. The monitoring and compliance position will work on public service projects that are carried out by partner agencies in the city, funded by marijuana sales tax funding. Interviews have already been done and an offer has been made. The candidate has accepted and will be on-boarded after everything has been finalized with Human Resources Department.

### **Communications from Committee**

#### **a. New Member Applications.**

- Staff liaison was not present at the meeting. Unable to provide updates to committee.

#### **b. Brothers Redevelopment Paint-A-Thon – Recap**

- Project selected for Mr. Lam, an Aurora Citizen, to be completed on Saturday, June 11, 2022. Lynn commented on the pictures that were emailed from Brother Redevelopment. Jaime said he enjoyed painting the house and thought it was a good turn-out. Teri commented it was about 96 degrees with only 9 percent humidity and the paint dried quickly. A total of 9 people including city staff and CHD members participated to help a deserving household. Brothers Redevelopment Incorporated (BRI) put a sign out for the community to know what was happening. She noticed at least three people stop to get information. BRI gave the volunteers a presentation and stated their goal was 100 homes. BRI primarily helps disabled and elderly individuals with maintenance to keep the value of the homes up. Teri gave kudos to Chad with BRI for helping to bring all the equipment and materials to for the event.

#### **c. 2022 Project Ideas**

- Teri requested project tours. She mentioned previous projects that the committee was involved in making recommendations for approval approximately 3 years ago and now they are complete. Seeing examples of units, community rooms or whatever is available. Lynn agreed that any projects that were started in the past 3 years would be worth seeing.

- Lynn mentioned having live presentations from different departments within the city, people and organizations with various projects plans seeking funding. The committee would help decide if and how much funding would be given. He inquired about why the committee has not been inundated with that this year. Teri assumed the way of presentations changed due to COVID, and the city is taking a more strategic approach to the way developers provide ideas. She sees the city as having a vision, then asking the public what ideas they have to achieve it. Also, the Request for Proposal (RFP) process is a way to submit applications to have the committee and city staff review together through Neighborly Software System. She explained in-person presentations and using the system essentially provide the same information: renderings, proforma, annual median income, units, households served, and more. Jeff acknowledged COVID did change the way the city process applications through online notices of funding opportunities (NOFO), like Community Investment Finance. Alicia asked if the Community Investment NOFO that gets presented to City Council had been presented to the committee before. Teri explained how the process before COVID was done and the role the committee played in the decision-making process. Teri said it would be nice to know more about Council feedback: what proposals were they excited about? Or did they not feel it worked for the city? Alicia said staff can bring more updates and feedback from City Council to the committee. She mentioned Council was very supportive of affordable housing and the projects presented in the first NOFO earlier this year. Barbara asked about having developers or agencies doing a presentation after they submit an application through Neighborly but before the review panel scores the application. Alicia said it would be too time consuming for this next round. The NOFO will open June 23, 2022 and close July 8, 2022. Teri stated the biggest draw back of not having live presentations is not being able to ask clarifying questions about any project. Unfortunately, not everyone has the same writing abilities and there may be some questionable areas that the developers/agencies will not be able to provide more details to help the readers make sense of it. Lynn expressed that since COVID, the committee has been bypassed for the workings of understanding what each project wants to do, how they justify the cost and the project. Alicia said she does see the value and will incorporate this request into the timing of the next round.

#### **d. Open Discussion**

- Lynn asked if the marijuana income had decreased. Jeff confirmed it had, although he did not have specific numbers, he stated the Budget Office reported last summer that the marijuana sales have slowed which affected the sales tax. Lynn suggested it is because other states are selling now.
- Lynn commented he appreciated in-person meetings and wanted to get back to that. Teri said having hybrid meetings accommodate everyone, people have gotten used to a virtual open and the committee should not force anyone to attend in-person. She mentioned meetings do not have much value if only 3 people attend in-person. Brittany Noble agreed that there is value in meeting in-person, however looking at COVID positivity rates about 12 percent brings concern for sharing a meal in person and risking exposure to other family members. Vince Chowdhury sided with Lynn and commented, we can not be a prisoner of our own device, we have to move on with life, and we just can't worry about things like that. Demetra English appreciated the virtual option to participate while she was out of town. Charlene Wisner-Howard reiterated the sentiments of Teri, Brittany, and Demetra and felt continuing the hybrid option will accommodate the committee as a whole to allow members to participate in whichever option they feel is better for their personal feelings and situations. Jaime Carolina offered to have smaller meetings with 3-10 people in his pool house if the staff or committee would be interested to prevent having to cancel in-person meetings when attendance is low.

#### **Adjournment**

Lynn Bittel moved to adjourn the meeting and Charlene Wisner-Howard seconded the motion. The meeting adjourned at 7:34 p.m.

Minutes taken by:

Billye Dee Williams 07/12/2022  
Billye Williams Date  
Administrative Specialist  
Housing and Community Services Department

Minutes reviewed by:

Martha A. Montoya Aug 31, 2022  
Martha Alicia Montoya Date  
Community Development Manager  
Housing and Community Services Department

Minutes approved by:

Teri Marquante 7/12/2022  
Teri Marquante, Chairperson Date






# CHD Approved Minutes 6.14.22

Final Audit Report

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