

**DRAFT MINUTES**  
**CITY OF GLENDALE**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**VIRTUAL MEETING**  
**NOVEMBER 19, 2020**  
**6:30 p.m.**

MEMBERS PRESENT: Lisa Baker, Chair  
Leslee Miele, Vice Chair  
Kirstin Flores  
David Giles  
Theodora Hackenberg  
Vivian Lizarraga  
Ezekiel Ojo  
Alicia Rubio  
Abby Vick

MEMBERS ABSENT: Elida Feltus  
Elizabeth “Cooki” Peverini

STAFF PRESENT: Matthew Hess, Revitalization Administrator  
Ismael Cantu, CAP Administrator  
Jean Moreno, Director, Community Services  
Donald Paredez, Housing Administrator  
Monica Schroeder, Administrative Support Specialist

The meeting was conducted via Zoom online conference.

**1. CALL TO ORDER**

Chair Baker called the meeting to order at 6:39 p.m.

**2. ROLL CALL**

Roll taken. Introductions were made.

**3. CITIZEN COMMENTS**

None received. No citizens present.

**4. APPROVAL OF THE MINUTES**

**Motion by Committee-member Hackenberg, second by Committee-member Giles, to approve the October 15, 2020 CDAC meeting minutes as written. The motion carried 9 – 0.**

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

**a. City of Glendale Funding Allocations – FY 22, CARES Act, and Prior Year Unspent Funds**

Mr. Hess gave a presentation on the newly revamped process for the allocation of FY22 CDBG funds, the CARES Act Funds, and Prior Year unspent funds. Mr. Hess announced that the City has to allocate approximately \$9 million from these sources to eligible activities under the CDBG, HOME, and ESG programs consistent with the City's 2020-24 Consolidated Plan. Mr. Hess' presentation included the following information:

#### Background

- Funding allocations part of the City's Annual Action Planning (AAP) Process
- AAP process allocates CDBG, HOME, and ESG funds from HUD
- Funds used for community development, assistance to special populations, affordable housing, business assistance, and others
- Activities must advance the goals of the 2020-24 Consolidated Plan

#### Consolidated Plan Goals

- Goal 1: Promote access to decent affordable housing.
- Goal 2: Increase access to homeless services/housing.
- Goal 3: Increase access to public services for vulnerable populations.
- Goal 4: Provide educational programs and business assistance.
- Goal 5: Enhance livability of neighborhoods.
- Goal 6: Affirmatively further Fair Housing regulations.

#### Existing and Future Funding to Allocate – Approximately \$9 million to Allocate

- FY2021-22 – Approximately \$3.4 million
  - CDBG: \$2.5 million
  - HOME: \$700,000
  - ESG: \$200,000
- CARES Act: \$5,042,049
- Remnant Funding / Unused from Prior Year: Approximately \$550,000

#### Council Consensus

- Six Consolidated Plan Goals: Align investment with community needs and priorities
- Five Allocation Methods: Improve efficiency of program delivery
- Unfunded FY20-21 Grant Requests: Review unfunded Public Services grant requests for consideration of CDBG-CV3 funding
- Neighborhood Application Process: Research possible opportunities to provide neighborhood groups to receive funding

#### Allocation Methods and Funding Recommendations

- Request for Qualifications (RFQ) for partner selection.
  - Utilize multi-year contracts when needed. No more than four years.
  - Best for securing specific services
  - Multi-year agreements to maintain continuity
  - Performance-based active contract management
  - Scoring matrix with CDAC discussion and feedback
  - Advances Consolidated Plan Goals #1, #4, and #6
- Master Services Agreement for complex programs, such as Homelessness
  - Utilize multi-year contracts when needed. No more than four years.
  - Combine multiple funding sources for multiple activities into one or two prime contracts / CDBG, ESG, HOME
  - Performance-based active contract management
  - Determine gaps in services

- Maximize leveraging of outside resources
- Provide range of services based on client needs under one umbrella agreement
- Single point of contract with multiple entry points
- Advances Consolidated Plan Goal #2
- Master Services Agreements Activities
  - Rapid re-housing
  - Eviction prevention
  - Tenant-based rental assistance (TBRA)
  - Hotel vouchers
  - Shelter beds and operations
  - Glendale Works
  - Storage solutions
  - Job (re)training, counseling
  - Physical, mental health, and addiction services
  - Pet boarding
  - Homeless navigation / street outreach
  - Housing navigation
- Fund performing City-delivered services.
  - Such as, rent assistance, rapid re-housing, and home repair programs.
- Set-aside for shovel-ready City physical improvement projects for Council to prioritize.
  - Home repair, roof replacement, demolition, relocation, eviction prevention, TBRA, infrastructure, ADA, streetscapes, parks, etc.
  - Maintains continuity of service for internal programming
  - Ties funding to shovel-ready projects
  - Follows established City process
  - Advances Consolidated Plan Goals #1, #2, #5
- Use open application process to allocate 15% of CDBG for Public Services to benefit vulnerable populations.

#### Grant Application Process – FY21-22

- Only CDBG Public Services that assist vulnerable populations, such as seniors, at-risk youth, physically and mentally disabled, youth aging out of foster care, domestic violence victims, and similar.
- No ESG, HOME, or remaining CDBG included.
- Excludes funding for homelessness assistance, which will be funded by a Master Services Agreement and internal set-asides.
- Approximately \$370,000 to allocate.
- Use rating matrix to score applications.
- Advances Consolidated Plan Goal #3.
- The timeline for the Grand Application Process was presented.

#### Grant Application Process Recommendations

- Commit 15% of FY2021-22 CDBG allocation for vulnerable populations under Public Services (approximately \$370,000)
- Fully fund all FY2020-21 vulnerable population, Fair Housing, and legal services applications with CDBG-CVE (\$242,032)
- Provide additional funding to Community Legal Services for housing-related legal services with CDBG-CV3 (\$52,809)

### Proposed Funding Allocations

- Proposed funding allocations were presented in detail and broken out for each of the six Consolidated Plan Goals by proposed amount, funding source, and allocation method. A spreadsheet that displayed the information in detail, allocating the nearly \$9 million, was presented to the Committee.

### Next Steps

- Open the grant application process on November 30, 2020 with focus on CDBG Public Services for vulnerable populations.
- Develop scoring matrix for CDBG Public Services applications with Subcommittee.
- Develop specific funding recommendations for the following: non-Public Services FY22 CDBG funds, FY22 HOME and ESG funds, and remaining CARES Act funding.
- Seek CDAC feedback on funding recommendations and present to Council.

Committee-member Rubio inquired about the proposal of \$250,000 for a Landlord Liaison and inquired as to where the office would be located. Mr. Hess stated that that proposed amount was for salary and benefits for a three-year period and stated the employee might be located at the Housing Division, but would also work in the field meeting with landlords.

Committee-member Rubio asked if a Master Services Agreement would be for one agency or multiple agencies. Mr. Hess explained that this would depend on the proposals received from respondents.

Committee-member Hackenberg asked if the wi-fi hotspots for children were related to the free wi-fi at the libraries. Mr. Hess replied in the negative and explained that the hot spots in the program would be purchased for clients to keep and would be pre-loaded with the internet for one year. Mr. Hess explained that the City cannot provide wi-fi indefinitely, but a year of free wi-fi during the COVID crisis would be helpful.

Committee-member Rubio inquired about technology needs for the schools. Ms. Moreno commented that staff will have to work with the schools to understand the needs and suggested possibly vouchers the purchase of devices. Ms. Moreno stated that this would require a partnership between the schools, the service provider, and the City. Ms. Moreno explained that the City would not be able to physically distribute devices due to the large volume. Committee-member Rubio noted that it would be prudent to ensure that there was no duplication of benefits, as the schools had been distributing devices when the students shifted to online schooling.

Committee-member Miele stated that there is still a technology gap since the schools could only purchase a certain amount of hotspots due to funding limitations. Committee-member Miele explained that the schools are providing tablets to students, but only under specific criteria, and students are facing issues with unreliable internet at home. Committee-member Miele suggested a conversation between the school district and the City and Ms. Moreno agreed.

Mr. Hess announced that the allocation proposal and Committee feedback would be presented to Council on December 8, 2020.

Committee-member Miele commented that the new process makes better sense than the previous grant process due to the way it is laid out, the multi-year funding opportunities, and sharper focus.

Committee-member Rubio agreed and was pleased that staff proposed funding for those applications that were unfunded last year.

Committee-member Giles inquired about a mobile home replacement program that he had heard about. Mr. Hess replied that there were some HOME funds set-aside for this program.

Committee-member Miele asked about the wording of the RFPs. Mr. Hess stated that staff is mindful that this new process might be confusing to the agencies and staff will be very clear about what will be funded through the program. Mr. Hess noted that the same services will be provided to those in need, however no longer funded through the grant process.

Committee-member Rubio asked if there would be an RFP orientation for the agencies, similar to a pre-bid meeting. Mr. Hess replied that this could be a possibility.

**Mr. Hess requested consensus and confirmed Committee consensus on the proposed CDBG, ESG, and HOME Funding Allocations for FY 22, the CARES Act, and Prior Year Unspent Funds as presented this evening.**

## **7. DIRECTOR'S REPORT**

Ms. Moreno thanked the Committee for its support on the new funding process.

Ms. Moreno gave an update, which included the following:

- The FY21-22 CDAC Strategic Work Plan, Goal #6, addressed the implementation of technology upgrades. The upgrades have been completed and implemented included the following:
  - Set up of an online application process for CAP services.
  - Set up a computer kiosk in the CAP office lobby for clients to utilize.
  - Set up of a secure portal for clients to submit documents to CAP staff.
- Staff is working with the IT Department to document system requirements for Community Revitalization and CAP.
- CAP Expenditures from July 1, 2020 to date totals \$4.2 million in assistance.

Mr. Hess reported on the Property Owner Preservation Program:

- Applications for assistance closed this past weekend.
- There were 11 applicants.
- There is approximately \$100,000 to distribute and it is anticipated that funds will be disseminated in a week or two.

## **8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

None.

## **9. NEXT MEETING**

**Motion by Committee-member Rubio, second by Committee-member Vick, to vacate the December 17, 2020 Community Development Advisory Committee meeting.  
Motion carried 9 – 0.**

The next regular meeting of the Community Development Advisory Committee will be held in January 2021, with the exact date to be announced, virtually or in conference room B-3 of the Municipal Office Complex, located at 5850 W. Glendale Ave., Glendale, Arizona 85301.

**10. ADJOURNMENT**

**Motion by Committee-member Giles, second by Committee-member Vick, to adjourn the meeting at 8:01 p.m. Motion carried 9 – 0.**