

COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE MEETING MINUTES

The meeting was held March 20, 2025 10:00 A.M.

The meeting was available via Zoom and was conducted in person at
1385 S State St. Salt Lake City, UT 84115

An audio recording of this meeting can be found at <https://www.utah.gov/pmn/files/1248539.m4a>

Materials covered at the meeting and referenced in these Minutes can be found at
<https://www.utah.gov/pmn/sitemap/notice/935177.html>

Kendall Crittenden Chairs this Committee

Board Members in Attendance:

Kendall Crittenden (Representing Mountainland Region)
Matt Tippets (Representing Uintah Basin Region)
Mark Allen (Representing Wasatch Front Region)
Larry Jacobsen (Representing Bear River Region)
Danny Van Wagoner (Representing Southeastern Region)
Gil Almquist (Representing Five County Region)
Greg Jensen (Representing R6 Region)

AOG Representatives in Attendance:

Kevin Yack (Representing Uintah Basin AOG)
Christy Dahlberg (Representing Wasatch Front RC)
Korrin Olson (Representing SERDA/SEUALG)
Shay Morrison (Representing R6 Regional Council)
Cody Christensen (Representing Five County AOG)
Heather Mills (Representing Mountainland AOG)
Brittany Alfau (Representing Bear River AOG)

Supporting Staff Present:

Jennifer Domenici Assistant Director
Zach Leavitt CDBG Program Manager
Tamara Dockstader CDBG Program Spc
Janell Quiroz HCD Administrative Asst
Julie Tuimauga CDBG Program Spc
Nicole Kerr CDBG Program Spc
Elliot R. Lawrence DWS Attorney

Meeting Minutes:

1. Welcome & Introduction
 - a. The Chairman, Kendall Crittenden, opened the meeting at 10:02 A.M. He welcomed the committee members, and other attendees.
 - b. The Chairman announced the new AOG representative Brittany Alfau
2. Review Policy Committee Terms & New Member Introduction

- a. Chairman Crittenden introduced the new committee members; Commissioner Greg Jensen from R6 Region and Commissioner Gil Almquist from Five County Region. He also acknowledged appreciation for Mayor Danny Van Wagoner for being willing to serve another term on the committee.
- b. Chairman Crittenden invited the committee to discuss electing a new Chair and Vicechair (these seats are chosen for a 2 year commitment).

MOTION: *Committee member Mark Allen made a motion to retain the current Chair and Vice chair in their roles for another two years. That is Chairman Kendall Critenden and Vice-chair Mark Allen. That motion was seconded by committee member Greg Jensen. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.*

3. Annual Training on Open and Public Meeting Act
 - a. Elliot Lawrence delivered the annual training on the Open and Public Meeting Act
 - b. Oath of Office was given to Commissioner Greg Jensen and Mayor Danny Van Wagoner.
 - c. Conflict of Interest forms were offered to the new members and for any current members that have new disclosures.

4. Acceptance of 2024 September Meeting Minutes
 - a. Committee members received copies of the draft minutes from the meeting of September 19, 2024 prior to the meeting and additionally a copy was supplied at the meeting.

MOTION: *A Motion to approve the Meeting Minutes of the committee's meeting on September 2024 was made by committee member Danny Van Wagoner and seconded by committee member Mark Allen. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.*

5. CDBG Executive Orders (State) and Bylaws review
 - a. Chairman Crittenden explained that the bylaws should but do not include wording that the regions need to submit 2 nominations for committee members to fill a new term. This was an executive order and the bylaws need to be amended to comply with the program requirements.
 - b. Program Manager Zach Leavitt shared the bylaws on screen so the committee could see the change being asked for. Bylaw 2.3 "Appointment of Policy Committee: Membership appointments to the Policy Committee shall be made by the governor upon receiving recommendations from each Association of Governments." For the purpose of specificity the amended bylaw would be updated to read "Appointment of Policy Committee: Membership appointments to the Policy Committee shall be made by the governor upon receiving two recommendations from each Association of Governments."
 - c. There was no discussion or questions from the committee.

MOTION: *A Motion to approve the amendment to bylaw 2.3 to add the word "two" to the verbiage as recommended by staff was made by committee member Greg Jensen and seconded by committee member Matt Tippits. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.*

6. CDBG Method of Distribution Discussion
 - a. Program Manager Zach Leavit reviewed the currently approved method of distribution to orient the new members to the process. This method was approved in September 2024 for use for the next three years.

- b. Reallocation of unspent funds was discussed by the committee. The current process for unallocated funds is for the region to try to use them and then any left overs after the application cycle are returned to the state to sit until the next application cycle. The application policies and procedures stipulate that those funds can be used at the discretion of the State. The idea would be to unallocate funds from a region that is not using them and deploy them towards projects in other areas that are ready to use the funds immediately. These would be projects that have already gone through the application process and have been approved but there were not sufficient funds in that region to fund them. This would help the State reach it's HUD spend-down goals and prevent money from sitting when it could be used immediately and ensure funding of the maximum amount of projects.
- c. The committee and AOG representatives discussed with staff what the needs of the program would be to ensure that this change ran smoothly. Questions that came up involved setting a specific time frame for rating and ranking to be accomplished so that they would know early what could be funded, and where the shortfalls and overages were. There was a discussion about the acceptance and denial letters, would the denial letter change to something about the project being denied due to lack of funds but could be awarded in the future pending available funds. Additionally they talked about how projects that were denied due to a lack of funding would be prioritized for the leftover funding - maybe LMI would be an appropriate equalizer in addition to most ready to use the funding immediately.

MOTION: A Motion was made to approve the use of unspent funds from regions that have leftover funds in other regions in the same application cycle after the originally allocated regions have utilized all that they can with a statewide priority that the leftover funds go to projects that have the largest impact to LMI beneficiaries as a percentage of their overall population. The Motion is to reallocate unspent funds as presented by staff. The motion was made by committee member Danny Van Wagoner and seconded by committee member Mark Allen. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.

7. 2025 Regional Allocations

- a. CV Funds, plan to allocate remaining funds
- b. Program Manager Zach Leavitt reminded the committee of the purpose and origin of the CV funds and stated that it needed to be allocated to projects soon. He asked permission from the board to seek out projects that fit the requirements and could benefit from not being subject to BABA as these funds are not required to meet BABA standards.
- c. The committee discussed how this impacts rating and ranking and how the State would find the appropriate projects. The HCD Division Director, Jennifer Domenici also said there would be a letter applicable to the purpose of the CV funds that the project would need to complete to explain how the projects met the purposes of the funds, so there would be an additional step those projects would have to complete.

MOTION: A motion was made to authorize staff to allocate the remaining CV funds to those projects across the State that met the requirements for the Prepare, Respond and Recover program as discussed and proposed by staff. The motion was made by committee member Greg Jensen and seconded by committee member Mark Allen. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.

8. 2025 Application Review

- a. Each of the AOG representatives reviewed with the committee the applicants and applications they received; the pain points, timing issues and successes of the application process.
- b. The group discussed the capacity issues for small municipalities where one or two people run everything and it's extremely difficult to dedicate the time and work into the application process when there are no man hours to spare. They discussed the despair from failure due to ticky tacky guidelines after putting in the work and time which discourages applicants from applying in future rounds. This discussion led to the allowable project management stipend which could be usable if declared at the beginning of the process. Additionally the pain points with LMI site surveys were discussed.

9. 2025 Grantee Handbook & Workshop

- a. Program Manager Zach Leavitt reviewed the changes to the Grantee Handbook.
- b. The Grantee workshop will be April 24, 2025, time to be set soon. The workshop will be held at 1385 S State St. Salt Lake City, UT 84115. An email invitation will be sent out shortly. This workshop is required for all funded applicants.

MOTION: A motion was made to approve the changes to the Grantee Handbook proposed by staff was made by committee member Greg Jensen and seconded by committee member Danny Van Wagoner. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.

10. CDBG Implementation Review

- a. The Program Manager Zach Leavitt talked about reviewing the application processes and removing barriers or slow downs that were procedural but not federally mandated. Additionally he talked about trying to put together resources like engineers and grant writers that might be able to work with the municipalities to help with the process and projects. Another idea in the works are videos to walk the applicants through the process. The staff will be going through the whole process to find ways to make it better and more digestible to help increase applications.

11. Other Business

- a. No additional business was presented

12. Next Meeting

- a. Meeting set for September 18, 2025. Meeting location to be determined.

MOTION: A motion was made to schedule the next meeting of the Committee for September 18, 2025 at a to be determined location by committee member Danny Van Wagoner and seconded by committee member Mark Tippetts. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.

13. Adjourn - Meeting was adjourned at 12:59

MOTION: A motion was made to adjourn the Committee meeting was made by committee member Gil Almquist and seconded by committee member Danny Van Wagoner. A vote of affirmation was given by all members present, there was no additional discussion on the motion nor negative votes.

Minutes Certified by: Janell Quiroz
Minutes approved on: _____

Draft