



CITIZENS ADVISORY COMMITTEE

Department of Community Development
807 E. Main Street, Durham, NC 27701
Golden Belt Building 2, Suite 200



Minutes - Regular Meeting February 27, 2012

The Durham Citizens Advisory Committee met on the above date and time with the following members present: SaKoyra Bullock (Vice Chairwoman), Will Sutton, April Johnson (Secretary), Delvin Davis, Roger L. Loyd, Dilcy Burton and Paula Thomas

Excused Absences: DeWarren Langley (Chairman) and Anthony Roster

Absent: Richard Fuqua and Clark Grundler

Others Present: Reginald Johnson (Interim Director, Department of Community Development), Larry Jarvis (Assistant Director, Department of Community Development), Wilmur Conyers (Federal Programs Coordinator, Department of Community Development), Ginger Smith (FLS Interpreter), and Sandy Demeree (Citizen and former Member of the Committee)

Subject: Call to Order

The meeting was called to order at 6:05pm by Vice Chairwoman Bullock who welcomed everyone. She acknowledged the presence of a quorum.

Subject: Roll Call

Secretary Johnson called roll. Vice Chair Bullock noted that she received prior notification from Chairman Langley of his inability to attend the meeting thus his absence was excused. Wilmur Conyers, Federal Programs Coordinator of the Department of Community Development was unable to reach Anthony Roster via phone because the phone cord was missing.

Subject: Action on Agenda

Vice Chair Bullock asked the Committee to review the agenda and make any additions and/or modifications followed by action on the agenda.

Motion by Committee Member Burton to approve the agenda and seconded by Committee Member Sutton. The motion was approved unanimously.

Subject: Action on Minutes

Vice Chair Bullock asked the Committee to review the minutes from the regular meeting held on January 23, 2012 and make any additions and/or modifications followed by action on the minutes.

Motion by Secretary Johnson and seconded by Vice Chairwoman Bullock to approve the minutes from the regular meeting held on January 23, 2012 with corrections. The motion was approved unanimously.

Subject: FY 2012-2013 CDBG, HOME & ESG Funding Recommendations

Reginald Johnson, Interim Director of the Department of Community Development explained that the purpose of the meeting was for the Committee to receive the FY 2012-2013 CDBG, HOME & ESG Funding Recommendations for entitlement funding of sub-recipients. Larry Jarvis, Assistant Director of the Department of Community Development provided a review of the recommendations.

Mr. Jarvis disseminated a draft chart of the staff recommendations which included the name of the applicant, entitlement fund applied for, amount requested, amount recommended, score and the rationale for the staff's decision. He explained the staff's process for assessing applications and scoring. Mr. Jarvis noted that at least three project managers were assigned to review applications in detail. The project manager met and discussed how applications were scored. The project managers met a second time to services provided by applicants and to balance the budget.

Mr. Johnson asked Mr. Jarvis to explain program income. Mr. Jarvis explained that program income is funded by a housing bond which loans money to homebuyers or developers in order to support affordable housing. He noted that the General Funds (\$250,000) are generated from local property taxes.

Mr. Jarvis also explained that there was a new rule that staff was not previously aware of regarding ESG Funds which restricts 60% or \$49,607 of the funds for rapid re-housing and 7.5% of funds for administrative costs. He noted that \$347,000 is reserved for administration costs under the CDBG program and 10% of HOME funds are reserved for community housing land trust organizations.

Committee Member Loyd asked how the Committee and Department could reconcile differences in funding recommendations to sub-recipients. Mr. Jarvis responded that if the differences are not reconciled, the differences will be noted in the memorandum to the City Manager and City Council.

Committee Member Burton asked if there were any new applicants. Mr. Jarvis responded that Women of Hope was a new applicant and staff recommended partial funding.

Committee Member Davis commented that the new applicant did not get recommended funding in the special meeting of the Committee on February 4 based on information received; however there is now new information about entitlement funding which caused a discrepancy between recommendations. He recommended that the Department could meet with Chairman Langley to reconcile the funding recommendations prior to the March 1 deadline since the Committee meets the fourth Monday of each month.

Secretary Johnson commented that the Department should consider methods to improve the information sharing process and to provide updates to the Committee as the Department receives the updates.

Subject: Procedures for Additional Emergency Solutions Grant Funding

Ms. Conyers stated that the City received its first round of ESG funds of \$80,000 plus for FY 2011-

2012. The second round of funding is supposed to be allocated this spring and the City expects to receive \$47,900. In order to receive these funds, the City is required to complete a Substantial Amendment to the Annual Action Plan. The second round of funding is not mentioned in existing Annual Action Plan. The Plan must inform the public and the US Department of Housing & Urban Development (HUD) on how funds will be used. The Annual Action Plan must be submitted to HUD by May 15, 2012. Ms. Conyers commented that there must be a public hearing to the amendment. Ms. Conyers explained that the funds would be used for Homeless Management Information System (HMIS), Rapid Re-Housing, Prevention or Administration. Conyers explained that the second round is exclusive only to the above-mentioned programs.

Committee Member Loyd asked if previous applicants for ESG funds would have to reapply for the funds associated with the substantial amendment. Ms. Conyers responded that the Department would have a new competitive process for the funds thus previous applicants would have to reapply.

Subject: Committee Concerns, Suggestions & Ideas

Vice Chairwoman Bullock asked members of the Committee if there were any concerns, suggestions and/or ideas.

Committee Member Loyd suggested the development of a timeline to provide clarity on due dates and deadlines to prevent running behind on schedules as it relates to the review processes of the Committee.

Subject: Announcements

Vice Chairwoman Bullock announced the Committee would hold a regular meeting on Monday, March 28, 2012 at 6pm.

Subject: Adjournment

With no further business to come before the Committee, the meeting adjourned at 7:20pm.

Respectfully Submitted,
April Johnson, Secretary

Minutes approved on March 28, 2012.