



# COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Quality Services for a Quality Community

## MEMBERS

Kristin Anderson  
Nakia Barr  
Jean Brisbo  
Troy Fassbender  
Jessica Flores  
Carla McWherter  
Andrew Quinn  
Dana Watson

## MINUTES

**February 5, 2018 - 6:30 PM**  
Court/City Council Conference Room  
101 Linden Street, First Floor

### 1) Opening A) Roll Call

Schlusler-Schmitt opened the meeting at 6:35 p.m. At the taking of the roll, Flores, McWherter, Barr, and Anderson were absent.

**Staff Liaison**  
Amy Schlusler-Schmitt  
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### 2) Approval of Minutes

Quinn moved to approve the January 29, 2018 minutes as written; Brisbo seconded the motion. Vote: All yeas. Motion carried unanimously.

### 3) New Business A) Follow-Up Answers to Questions Posed to EVE on Jan. 29

Schlusler said in addition to receiving written responses from EVE, she has included in the packets responses from Volunteers of America and Meals on Wheels.

#### B) Staff Funding Recommendations for Grant Applications

Schlusler included staff's recommendations and advised the committee that these are just suggestions; they do not have to use them.

### 4) Old Business A) Committee Discussion of Funding Recommendations

#### ***Human Services Grant Program:***

Fassbender noted that three agencies applied for the Human Services Grants of \$10,000 each, and the FY 19 budget is \$30,000. Schlusler advised that last year was the first year that City Council designated \$2,000 and \$10,000 grants, and last year there were five applicants for the \$30,000 in human services grants. She also said in the past agencies could apply for both CDBG and General Funds, but Council does not allow that any more. The committee agreed to recommend funding in the amount of \$10,000 for all three agencies—Child & Family Charities for their Gateway and Child Abuse Prevention Services programs, MSU CAMP, and Volunteers of America for their New Hope Day Center.

***Mini-Grants:***

Fassbender stated they have a \$20,000 budget, and only five agencies applied for the \$2,000 mini-grants. Schlusler said if the committee does not make a recommendation for the additional \$10,000, City Council will put it back into the General Fund. When asked if staff could ask for more applicants and have another grant application period, Schlusler said there would be a time consideration and additional staff time. The committee decided to revisit this and recommended funding the five mini-grant applications as follows: Capital Area Literacy Coalition, East Lansing Public Library, Greater Lansing Food Bank, MSU Community Music School, and The Listening Ear, Inc. Fassbender said they can revisit the \$10,000 later.

***Community Development Block Grant Program:***

Schlusler explained how staff arrived at their funding recommendations for CDBG applicants. She said staff tried to give a little bit of an increase in the public services budget from what agencies received last year. She noted when they looked at ITEC's budget and saw that they were requesting a little over \$1,900 in support of the building, staff deducted \$888, which is 17% of their total budget, since this program is held in off-site locations. She said they took one third of the \$888 to support the Parks, Recreation and Arts Youth Scholarship Program, with the rationale that they're taking from one child-oriented program and putting it in another. She said the other two-thirds of the \$888 went to critical and emergency services, with the exception of Haven House. She said staff felt since Haven House has always received such a large portion of the funding, they recommended keeping their funding the same as last year's. She indicated they recommended allocating the same amount to EVE and MSU Safe Place because they provide similar services. Committee members stated that a representative from ITEC did not show up for the public hearing. It was also noted that they did not show up for the public hearing last year either. She added that they have not submitted answers to the eight questions she e-mailed them.

Barr arrived at 6:47 p.m.

Regarding determining residency for those in shelters, Schlusler noted the federal government considers anyone who lives in a shelter overnight an East Lansing resident, and Haven House is located within the City limits. She said it is a family shelter, and it is the only shelter in Ingham County that accepts fathers with children. She indicated at Volunteers of America's New Hope Day Center the men are separated from the women, and women can be with their children only up until the age of 12. The committee noted that each agency provides a basic and necessary service.

There was considerable discussion about the amount of funds that the Sidewalk Program needed to complete a project, as well as funds needed for CAHP to continue to provide services. It was noted that both programs have carryover funds, which can be used in current projects.

Regarding the Section 8 loan payment in the amount of \$112,275, Schlusler advised that the current loan is for 20 years, and each year the amount goes down about \$4,000. The federal government will not let us pay it off early with CDBG funds, only with general funds.

Schlusler advised that CAHP has two programs. Under the Homeowner Assistance Program (HOAP), they can award \$25,000 per household to a low-to-moderate income individual or family that wants to purchase a house in East Lansing—up to \$20,000 in down payment assistance and up to \$5,000 for rehabilitation. She said under the Homeowner Rehabilitation Program the limit is \$24,999 per household, and when a house gets rehab dollars, HUD requires that everything be brought up to code.

If a house requires more than \$24,999 in rehabilitation, it cannot qualify for the program. She said the \$50,000 funding recommendation from staff would support one household in each program. She noted that CAHP also has carry-over dollars, and they are currently working on one rehab project, and are income qualifying a homeowner for down payment assistance. She explained that there is a deed restriction which prevents a house from becoming a rental for 30 years. She advised that the committee could take the \$61,972 for public services and put it in infrastructure, but not the other way around.

Schlusler indicated that through the HOAP program CAHP would like to do some homeowner counseling/education, which they have not spent CDBG funds administering in the past. Schlusler said the committee can specify if they want the \$50,000 to just go towards the HOAP program or to the Homeowner Rehab program. The committee recommended allocating \$30,000 for HOAP, \$20,000 for Rehab, and \$6,273 for HOAP Admin for counseling/education.

Regarding the Sidewalk Program, Schlusler shared that they did a project last year which also used funds from the previous fiscal year; this spring they will bid out the sidewalks. She noted they have last year's amount plus the \$30,000 carryover. She advised that they can't take money from the upcoming fiscal year until the environmental reviews are done, which takes three or four months. She explained the bidding process, which is competitive, and said the last couple of years Able Concrete has been the lowest. She said they do as much as they can and do additional sections if they have more funds. Occasionally there are amendments to contracts to do more sidewalk repairs.

There was considerable discussion about lowering the funding recommendation to ITEC, as they did not show up at the public hearing nor answer any of the questions. Schlusler advised that historically ITEC applied for General Funds. It was noted that ITEC directly serves those who are not doing that well in school. The committee wanted to know 1) if they achieved their success rate prediction; 2) if there is one-on-one tutoring; 3) how they define elementary students. Schlusler said they serve two groups once a week—K through 3 and Grades 4 through 8. Schlusler said she will send them these additional questions. It was also brought up that the committee should be prepared if ITEC does show up at the public hearing whether or not to give them more, and if so, from what agencies they would take the additional funding.

The committee recommended in the future that applicants be advised it is strongly recommended that they attend the public hearing, and that not attending the public hearing or responding to questions can affect their funding recommendation.

Regarding the Youth Scholarship Program, the committee discussed offering \$75 per student for 50 students, which is how many they propose to serve, bringing their amount down to \$3,750. It was noted that children also benefit from EVE, Haven House and MSU Safe Place.

The Committee made the following recommendations for CDBG funds:

*Public Services:*

City of East Lansing Department of Parks, Recreation and Arts Youth Scholarship Program - \$3,750

EVE, Inc. - \$8,240

Haven House - \$30,250

Information Technology Empowerment Center (ITEC) - \$3,012

Legal Services of South Central Michigan - \$4,740

MSU Safe Place - \$8,240

Tri County Office on Aging – Meals on Wheels - \$3,740

*Public Infrastructure:*

Capital Area Housing Partnership - \$56,273

\$30,000 for HOAP down payment assistance, \$20,000 for Rehab, \$6,273 for counseling/education  
City of East Lansing Dept. of Public Works – Sidewalk Program - \$100,000

Section 108 Loan - \$112,275

Schlusler said she will send their recommendations to the entire committee; and if a committee member feels very strongly that something needs to be changed, she will let them know. She noted that a majority of the committee was present tonight. She advised their last meeting will be on March 1<sup>st</sup> in Courtroom 2, at which time the agency representatives will be invited back to address the committee. The public hearing will be held at 6:30 p.m.

Schlusler stated after the public hearing on the 1<sup>st</sup>, their recommendations will sent to the agencies and go to City Council. She said members may attend a Council work session if they wish. She said Council has to approve the budget by the third week in May. She advised that Council can make changes to their funding recommendations, but historically they do not. She said Council could decide to award less in general funds or not award any at all due to the City's budget challenges.

**5) Adjournment**

There being no further business, the meeting was adjourned at 8:23 p.m.