

**MINUTES**  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**  
**(UNAPPROVED)**

**DATE:** Wednesday, September 6, 2023

**TIME:** 5:30 p.m.

**PLACE:** Virtual GoToMeeting and Housing and Community Development Department;  
350 West 6<sup>th</sup> Street, Conference Room 247; Dubuque, IA 52001

Chairperson Kelly Fox called the meeting to order at 5:30 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Kelly Fox, Michelle Hinke, Jerry Hammel, Renee Kehoe, Gabriel Mozena, Sasha Williams (arrival 5:46 p.m.), and Julie Woodyard

**Commissioners Absent:** Dominique Jeter

**Staff Present:** Mary Bridget Corken-Deutsch, Tonya England, and Angela Ventris (departure 5:57 p.m.)

**Public Present:** None

**Certification of Minutes – August 16, 2023**

Commissioner Jerry Hammel motioned to approve the Minutes for the August 16, 2023 Community Development Advisory Commission Meeting. Commissioner Renee Kehoe seconded. Motion carried 7-0.

**Correspondence/Public Input**

There was no correspondence nor public input.

**Reports**

a) Lead and Healthy Homes

Angela Ventris, Grant Project Manager, discussed the Lead and Healthy Homes programs, which is for homeowners and renters. There are two (2) grants running concurrently for Lead & Healthy Homes—2018 Lead & Healthy Homes and 2021 Lead & Healthy Homes. The program supplements high-cost projects using a 3-year forgivable loan. \$20,00 is available for lead hazards for each unit.

Staff were anticipating spending \$246,000 of the 2018 Lead & Healthy Homes grant. Since 2018, a total of \$210,242 of the 2018 grant has been utilized; \$11,500 has been spent thus far during FY2024. It is estimated \$77,000 will be spent in FY2024 for the 2021 Lead & Healthy Homes grant.

Healthy Homes Production Grant targets homes built in 1979 or newer; it is a 3-year forgivable grant for homeowners and renters but does not receive a CDBG matching fund. There is no limit on the age of the homes nor requirements for children in the home. If the home received funding through the Lead & Healthy Homes program and received the Healthy Homes supplement, it will not be eligible to participate in the Healthy Homes Production Grant program.

Aging in Place is a grant (not a loan) for homeowners. The home may go through the Aging in Place and Lead & Healthy Homes or Healthy Homes. There are income limit guidelines and the homeowners must be 62 years old or older. Some examples of how the grant has been utilized include moving washer and dryer to main level of home, completing radon testing and remediation, installing bathroom ventilation, and converting bathtubs into walk-in showers.

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The Homeowner Rehab is a separate program that uses CDBG funding.

**Old Business**

There was no old business to discuss.

**New Business**

- a) Approve By-Laws Amendments Proposed August 16, 2023

There were no requests for changes or comments to the amendments that were proposed on August 16, 2023 for the Community Development Advisory Commission By-Laws.

Commissioner Michelle Hinke motioned to approve the Community Development Advisory Commission By-Laws' Amendments proposed on August 16, 2023. Commissioner Hammel seconded. Motion carried 8-0.

- b) Public Hearing for FY2023/PY2022 CAPER

Commissioner Fox motioned to open the Public Hearing for FY2023/PY2022 CAPER. Commissioner Hinke seconded. Motion carried 8-0.

There was no public input.

Corken-Deutch provided a narrative for the FY2023/PY2022 Consolidated Annual Performance and Evaluation Report (CAPER); she also explained how to read the supporting documentation, which listed projects and activities.

Commissioner Hinke motioned to close the Public Hearing for FY2023/PY2022 CAPER. Commissioner Kelly Fox seconded. Motion carried 8-0.

Commissioner Julie Woodyard motioned to approve the Public Hearing for FY2023/PY2022 CAPER. Commissioner Hammel seconded. Motion carried 8-0.

- c) Homeowner Rehab Grant Proposal

Mary Bridget Corken-Deutsch, Community Development Specialist, explained that currently the funding for the Homeowner Rehabilitation Program is for loans, which are not forgivable. Applicants may have debt to income ratios that are too high to qualify for the loans. Applicants should only spend 33% of income for housing; 43% reflects the ability of the applicant to repay the loan. In the memo submitted by Maddy Haverland, Urban Development and Housing Rehabilitation Project Manager, it was recommended that assistance be provided in the form of a grant to those who may not qualify for the loan. CDAC is only one source of funding for the program. Also, funding is available through Iowa Finance Authority (IFA) and Iowa Trust Fund.

Commissioner Gabriel Mozena motioned to approve allowing up to \$75,000 of the Homeowner Rehabilitation Program allocation for FY24 to be granted to homeowners who would not qualify for a loan due to financial circumstances that are not likely to be changed. Commissioner Julie Woodyard seconded. Motion carried 7-1.

**Reports**

- a) Housing Commission

There was no report.

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b) Resilient Community Advisory Commission

There was no meeting in August; therefore, there was no report

c) Equity and Human Rights Commission

Corken-Deutch stated she has been in contact with Gisella Aitken-Shadle, Chief of Equity & Human Rights. A copy of the Minutes from the meeting held in July 2023 was provided since there is not a shared Commissioner that serves on CDAC and Equity and Human Rights Commission. If there are any questions about the Equity and Human Rights Commission, Corken-Deutch will address with Aitken-Shadle.

**Information Sharing**

a) Timeliness Workout Plan submitted to HUD

Corken-Deutch explained the Timeliness Workout Plan is a timeline showing how money going to be spent down. An estimated \$300,000 was reallocated for purchase rehab resale. Funding was moved to projects, for example AHNI's 90 Main project and the project at Ecumenical Towers. The Plan should align with the FY24 Annual Action Plan Amendment #1.

b) FY24 Annual Action Plan Amendment #1

Corken-Deutch announced the Public Hearing for FY24 Annual Action Plan Admendment #1 will be on the City Council Meeting Agenda for September 18, 2023.

c) The recorder of the meeting—Tonya England, who works in Housing & Community Development as the Assisted Housing Secretary—was introduced. She explained her role in the department.

d) There are online training videos available for CDBG. URLs will be placed on the next Agenda, which will be in October, and a discusion on a training video will be held at the November meeting.

**Adjournment**

There being no further business to come before the Commission, Commissioner Kelly Fox moved to adjourn the meeting. Commissioner Gabriel Mozena seconded. Motion passed by voice vote. Meeting adjourned at 6:37 p.m.

Minutes taken by:

*Tonya England*

Tonya England

Assisted Housing Secretary

Respectfully Submitted:

*Mary Bridget Corken-Deutsch*

Mary Bridget Corken-Deutsch

Community Development Specialist