

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMISSION
(UNAPPROVED)

DATE: Wednesday, November 29, 2023

TIME: 5:30 p.m.

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

Chairperson Kelly Fox called the meeting to order at 5:32 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Kelly Fox, Michelle Hinke, Jerry Hammel, Dominique Jeter, Gabriel Mozena, and Sasha Williams

Commissioners Absent: Renee Kehoe and Julie Woodyard

Staff Present: Mary Bridget Corken-Deutsch, Tonya England, and Alexis Steger (departure 6:13 p.m.)

Public Present: Sue Freeman (departure 5:42 p.m.)

Certification of Minutes – September 6, 2023

Commissioner Jerry Hammel motioned to approve the Minutes for the September 6, 2023 Community Development Advisory Commission Meeting. Commissioner Dean Boles seconded. Motion carried 7-0.

Correspondence/Public Input

There was no correspondence nor public input.

Old Business

There was no discussion on old business.

New Business

a) FY25 Community Development Block Grant Application Review

Mary Bridget Corken-Deutsch, Community Development Specialist, summarized the process for grant applications and provided a background of the process. The City held an open application process from October 2, 2023 to October 31, 2023; during this time, three (3) grant workshops were hosted by staff. Of the six (6) grant applications received, two (2) were recommended for the Community Development Advisory Commission to include in the FY25 Pre-Allocation Annual Action Plan—Area Residential Care: Penn Community Living Home Remodel and Dubuque Housing, LLC: Emri Apartments. She stated the activities are still subject to an Environmental Review.

i. Area Residential Care: Penn Community Living Home Remodel

Sue Freeman from Area Residential Care spoke about how in 1968 they opened the first services in Dubuque; the services helped families keep their kids from being placed in State institutions. The grant will be used to rehab a home that houses five (5) adults who are very active and employed in the community; the home is located on the bus line. Area Residential Care has twelve (12) homes in Dubuque and two (2) in Dyersville.

Commissioner Dominique Jeter motioned to approve CDBG funding in the amount of \$41,025 for Area Residential Care's Penn Community Living Home Remodel and include the Penn Community Living Home Remodel activity in the FY25 Pre-

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Allocation Annual Action Plan. Seconded by Commissioner Boles. Motion carried 7-0.

ii. Dubuque Housing, LLC: Emri Apartments

Corken-Deutsch summarized information in her memo regarding the grant application for Dubuque Housing, LLC's Emri Apartments. The company is requesting \$280,000 to assist with acquiring land to build the Emri Apartments—which will have 1-, 2-, and 3-bedroom units. There will be 48 low- and moderate-income units. She stated the actual allocation for the CDBG has yet to be received; last year, the allocation was received during the month of February. Alexis Steger, Department Director, added it is normal to see a gap funding need of \$250,000 to \$400,00 for low-income housing developments in order to obtain a third-party loan.

Commissioner Boles motioned to approve the remainder of the CDBG budget pending the actual allocation and City Council approval of FY25 budget for Emri Apartments and include the Emri Apartments activity in the FY25 Pre-Allocation Annual Action Plan.

Seconded by Chairperson Fox. Motion carried 6-1. *(This initial recommendation was for approving funding of the activity.)*

After an additional question regarding the verbiage of the motion and further discussion on adding a cap to the funding, Chairperson Fox motioned to amend the original motion to the following: To approve the remainder of the CDBG budget up to \$280,000 pending the actual allocation and the City Council approval of FY25 budget for Emri Apartments and include the Emri Apartments activity in the FY25 Pre-Allocation Annual Action Plan.

Seconded by Commissioner Boles. Motion carried 6-1.

b) Set Public Hearing for FY25 Pre-Allocation Annual Action Plan

Corken-Deutsch recommended the setting of the Public Hearing for the FY25 Pre-Allocation Annual Action Plan for January 17, 2024 at 5:30 p.m.

Chairperson Fox motioned to set the Public Hearing for FY25 Pre-Allocation Annual Action Plan for January 17, 2024 at 5:30 p.m. Seconded by Commissioner Jeter. Motion carried 7-0.

c) Set Public Hearing for Section 108 Loan Application

Corken-Deutsch recommended the setting of the Public Hearing for Section 108 Loan Application for January 17, 2024 at 5:30pm.

Chairperson Fox motioned to set the Public Hearing for Section 108 Loan Application. Seconded by Commissioner Boles. Motion carried 7-0.

Reports

a) Housing Commission

There was no report.

b) Resilient Community Advisory Commission

Commissioner Boles stated at the meeting held in November for the Resilient Community Advisory Commission there was discussion about the Dubuque Solid Waste Management Agency. They are trying to lower the waste and increase the items that may be recycled. The City is also working on a pilot program for a bike route.

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c) Equity and Human Rights Commission

Corken-Deutsch stated a copy of the Minutes from the meeting held in August 2023 was provided since there is not a shared Commissioner that serves on CDAC and the Equity and Human Rights Commission.

Information Sharing

a) Basically CDBG- Chapter 1

- i. <https://www.hudexchange.info/trainings/basicly-cdbg-online/history-mission-overview/>

Corken-Deutsch stated that Basically CDBG is a training module that explains what CDBG is in lay terms. The link is a 21-minute video; she will send it as a clickable link in an email. Chapter 2 information will be sent with the agenda items for the next meeting.

b) FY23 CAPER Performance Letter

Corken-Deutsch explained the FY23 CAPER, which is the year end review for CDBG, was approved by CDAC in September. The U.S. Department of Housing and Urban Development's Office of Community Planning and Development sent a letter dated November 8, 2023 in regards to the FY23 CAPER; it highlighted the expenditures of over \$289,000 to complete lead based paint reduction and energy saving activities for affordable properties and utilization of \$50,000 in CDBG funds to assist 10 families to become first time homebuyers. A timeliness workout plan has been submitted to their office to address the concern of timeliness of the carrying out of the program.

c) Four Mounds Build Dubuque

Corken-Deutsch reported in May 2023 CDAC approved \$85,000 in funding for Four Mounds Build Dubuque; the motion included re-evaluating ". . .at FY24 the 1st Amendment for Public Service availability to assist with job training programming for adults with barriers to employment.". At this time, there is no additional public service funding available for FY24 for \$85,000 was the cap.

Adjournment

There being no further business to come before the Commission, Commissioner Kelly Fox moved to adjourn the meeting. Commissioner Boles seconded. Motion passed by voice vote. Meeting adjourned at 6:29 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