

City of Clearwater

*City Hall
112 S. Osceola Avenue
Clearwater, FL 33756*



Meeting Minutes

Tuesday, July 10, 2018

9:00 AM

Council Chambers

Neighborhood and Affordable Housing Advisory Board

Roll Call

Present 6 - Chair Carmen Santiago, Vice Chair Haley Crum, Board Member Peggy M. Cutkomp, Board Member Linda Kemp, Board Member Gabby Camacho, and Board Member Peter Scalia

Absent 1 - Board Member Kevin Chinault

Also Present: Denise Sanderson – Economic Development & Housing Director, Chuck Lane – Economic Development & Housing Assistant Director, Kimberly DuPont - Housing Coordinator, Patricia O. Sullivan – Board Reporter

Awaiting approval

1. Call To Order

The Chair called the meeting to order at 9:00 a.m. at City Hall.

To provide continuity for research, items are in agenda order although not necessarily discussed in that order.

2. Approval of Minutes

- 2.1 Approve minutes of May 8, 2018 Neighborhood and Affordable Housing Advisory Board meeting as submitted in written summation.

Approve minutes of May 8, 2018 Neighborhood and Affordable Housing Advisory Board meeting as submitted in written summation.

Member Cutkomp moved to approve minutes of the May 8, 2018 Neighborhood & Affordable Housing Advisory Board meeting as submitted in written summation. The motion was duly seconded and carried unanimously.

3. Citizens to be Heard Regarding Items Not on the Agenda: None.

4. New Business Items

- 4.1 Approve the update to the City of Clearwater Citizen Participation Plan.

As an administer of funds made available from the United States Department of Housing and Urban Development (HUD), the City of Clearwater is required to adopt a Citizen Participation Plan (CPP). A core function of the CPP is to set forth policies and procedures for citizen participation in the development of, and any revisions to, the City's Consolidated Plan. The CPP also memorializes the role of the Neighborhood and Affordable Housing Advisory Board (NAHAB) and establishes policies and procedures aimed at encouraging citizen participation for substantial activities undertaken by Housing Division staff. The goal of the CPP is to establish policies and procedures that instill transparency and establish an appropriate forum for public involvement.

The CPP was last updated in June 2005. This update includes non-substantive

language clean-up throughout the document and makes substantive changes in three areas:

- The size and make-up of the NAHAB has changed since 2005; the CPP update reflects these changes.
- The prior version of the CPP contained procedures for residential relocation assistance that are more stringent than HUD's current requirements. The CPP update requires that relocation assistance activities are consistent with funding source requirements.
- The CPP requires a substantial amendment to the Consolidated Plan when reprogramming/reallocation of funds exceed a certain percentage of funds budgeted. The update provides for added budgeting flexibility by allowing staff to reprogram/reallocate a larger amount of funds without triggering a substantial amendment.

All changes to the CPP are consistent with HUD guidelines and are intended to facilitate optimum staff workflow while providing for transparency and citizen participation.

Economic Development & Housing Assistant Director Chuck Lane reviewed the City's Citizen Participation Plan.

In response to a question, Mr. Lane said increasing home rehab funding to 50% would require a substantial amendment. Retaining the current percentage provided more flexibility.

Member Cutkomp moved to recommend approval of the City of Clearwater Citizen Participation Plan. The motion was duly seconded and carried unanimously.

- 4.2** Recommend City Council Approval of the FY2018/2019 Annual Action Plan", which is the 3rd Action Plan of the FY 2016/2017 - 2019/2020 Four-Year Consolidated Plan, to implement the goals and objectives set forth in the Consolidated Plan, as required by HUD.

On July 21, 2016, City Council approved the FY 2016/2017 - 2019/2020 Four-Year Consolidated Plan identifying the city's goals and objectives with respect to the City's administration of HOME Investment Partnerships (HOME) Program and Community Development Block Grant (CDBG) Program funds. Under the Four-Year Consolidated Plan, the City is required to create and implement a plan each year to identify the sources and uses of these funds for housing, community programs, and economic development. This plan, referred to as an Annual Action Plan, provides HUD with the City's budget and proposed expenditures to meet the goals and objectives established in the Four-Year Consolidated Plan.

Funds are used to develop viable communities and sustain existing ones. This year's Annual Action Plan allocates federal funds to 1) provide safe, decent and

affordable housing opportunities to extremely-low to moderate-income households for new and existing homes; 2) construct and/or renovate public facilities; and 3) fund public service programs.

The City of Clearwater anticipates an allocation of \$740,943 in CDBG funding and \$383,146 in HOME funding for FY 2018/2019. Funds provided through the CDBG Program may be used for housing, community and economic development, public services and facilities, acquisition, relocation, and administration. Funds provided through the HOME Program are limited to housing-related activities and administration.

The City partners with several non-profit agencies to implement the goals and objectives the City has established in the Four-Year Consolidated Plan. To obtain these partners, the City published a Notice of Funding Availability in the Tampa Bay Times and on its website on February 23, 2018. The notice informed the public of the resources the City anticipates receiving and the eligible uses of those resources. It also informed the public of the application period for requesting funds. The applications were due by midnight on March 23, 2018 with the City receiving 27 applications for funding.

A Technical Review Committee (TRC) comprised of professionals in the social service and grants community, a member of the City's Neighborhood and Affordable Housing Advisory Board (NAHAB), the City Clerk, and Planning Department staff reviewed and ranked the applications. Applicants were given an opportunity to present their proposed projects on April 10, 2018 at the monthly NAHAB meeting. City Housing staff reviewed each application to ensure proposed activities meet HUD requirements.

Each year the City may allocate up to 15% of its CDBG funds for public service activities. This year, the City received requests for funding of public services in the amount of \$284,642, however based on HUD's formula and expected entitlement, \$111,141 is available for funding.

In FY 2017-2018, the NAHAB endorsed a funding matrix for Public Services applicants that establishes the funding ratios based upon the TRC's ranking and City Housing staff's determination of eligibility. Utilizing the funding matrix ensures the majority of the applicants are funded fairly and appropriately. The FY 2018/2019 Annual Action Plan is due to HUD by August 15, 2018. All organizations that will be receiving an allocation will have agreements prepared and executed by October 1, 2018. Staff performs compliance monitoring with funded organizations on an annual basis.

Members Kemp, Crum, Camacho, and Scalia declared conflicts of interest.

Housing Coordinator Kimberly DuPont reviewed the staff report and recommended funding allocations for the FY (Fiscal Year) 2018/2019 Annual Action Plan: 1) Public Facilities and Improvements - Directions For Living - Life After Trauma Phase II, St. Vincent DePaul - Community Kitchen, R'Club Child Care - Whitney Early Learning Academy, and CNHS (Clearwater Neighborhood Housing Services) - Office

Improvements; 2) Public Services - InterCultural Advocacy Institute, Pinellas Opportunity Council – Chore Services, Safety Harbor Neighborhood Housing Services, Gulfcoast Legal Services, Inc., Westcare GulfCoast, Inc. HEP (Homeless Emergency Project, Inc.), RCS (Religious Community Services) – Grace House; 3) Education/Counseling – CNHS, Housing and Education Alliance, and Tampa Bay CDC (Community Development Corporation); 4) Administration – City of Clearwater Administration – CDBG, City of Clearwater Administration – HOME, and City of Clearwater Administration – SHIP; 5) Economic Development/Micro-Enterprise – Tampa Bay Black Business Investment Corp., Hispanic Business Initiative Fund of Florida, Inc. (Prospera), and Façade Improvement Program; 6) Housing Pool New Construction/Rehab/DPA – Habitat for Humanity of Pinellas County – Acquisition; CNHS – DPA/Loan Processing, Housing and Education Alliance - DPA/Loan Processing, and Tampa Bay CDC - DPA/Loan Processing; and 7) CHDO (Community Housing Development Organization) set aside (15% of allocation) – Bright Community Trust is City's only certified CHDO.

Member Crum moved to recommend City Council Approval of funding allocations for FY 2018/2019 Annual Action Plan for 1) Directions For Living - Life After Trauma Phase II; 2) R'Club Child Care - Whitney Early Learning Academy; 3/4/5) CNHS - Office Improvements, Education/ Counseling, and DPA/Loan Processing; 6) InterCultural Advocacy Institute; 7) Pinellas Opportunity Council – Chore Services; 8) Safety Harbor Neighborhood Housing Services; 9) Gulfcoast Legal Services, Inc.; 10) Westcare GulfCoast, Inc.; 11) RCS - Grace House; 12/13) Housing and Education Alliance - Education/Counseling and DPA/Loan Processing; 14/15/16) City of Clearwater Administration – CDBG, HOME, and SHIP; 17) Tampa Bay Black Business Investment Corp.; 18) Hispanic Business Initiative Fund of Florida, Inc. (Prospera); 19) Façade Improvement Program; and 20) CHDO set aside. The motion was duly seconded and carried unanimously.

Member Crum moved to recommend funding allocation for FY 2018/2019 Annual Action Plan for St. Vincent DePaul Community Kitchen. Members Crum, Cutkomp, Kemp, Camacho and Chair Santiago voted “Aye”; Member Scalia abstained. Motion carried.

Member Camacho moved to recommend funding allocation for FY 2018/2019 Annual Action Plan for HEP. Members Cutkomp, Kemp, Camacho, Scalia, and Chair Santiago voted “Aye”; Member Crum abstained. Motion carried.

Member Cutkomp moved to recommend funding allocations for FY 2018/2019 Annual Action Plan for Tampa Bay CDC Education/ Counseling and DPA/Loan Processing. Members Crum, Cutkomp,

Camacho, Scalia and Chair Santiago voted “Aye”; Member Kemp abstained. Motion carried.

Member Crum moved to recommend funding allocation for FY 2018/2019 Annual Action Plan for Habitat for Humanity of Pinellas County Acquisition. Members Crum, Cutkomp, Kemp, Scalia, and Chair Santiago voted “Aye”; Member Camacho abstained. Motion carried.

5. Old Business Item: None.

6. Director's Report

Mr. Lane reported City Hall offices will be moved. Staff will inform members when meetings relocate to the Main Library, 100 N. Osceola Ave.

Mr. Lane reviewed staff reorganization efforts following resignation of the Housing Manager. Staff training has occurred. Cross training and succession planning will be implemented.

7. Board Members to be Heard: None.

8. Adjourn

The meeting adjourned at 9:45 a.m.

Attest:

Chair
Neighborhood & Affordable Housing Advisory Board

Board Reporter