



CDBG POLICY COMMITTEE MEETING

September 20, 2023

Location: DWS Admin South Bldg.

1385 South State St, Salt Lake City, UT 84115

Electronic Meeting Link:

<https://meet.google.com/kud-cmhc-ydo?authuser=0>

10:00 AM - 1:00 PM

Draft Minutes

In Attendance:

Board Members:

Chairman Councilmember Kendall Crittenden – Wasatch County/Mountainland AOG
Vice-Chair Mayor Mark Allen – City of Washington Terrace/Wasatch Front Regional Council
Commissioner Scott Bartholomew – Sanpete County/Six County AOG
Commissioner Paul Cozzens – Iron County/Five County AOG (participated online)
Mayor Danny Van Wagoner – Castle Dale/Southeastern Utah ALG

New Board Members (not confirmed, not voting):

Mayor Larry Jacobson – Nibley City/Bear River AOG
Commissioner Matt Tippets – Dagget County/Uintah Basin AOG (participated online)

Association of Governments (AOG) Representatives:

Tamara Dockstader – Southeastern Utah ALG
Cory Christensen – Five County AOG
Shay Morrison – Six County AOG
Tyler Timmons – Six County AOG (online)
Debby Lauret – Mountainland AOG
Jessica DeLora – Mountainland AOG
Christy Dahlberg – Wasatch Front Regional Council
Brian Carver – Bear River AOG
Kevin Yack – Uintah Basin AOG

Housing and Community Development Division (HCD):

Jennifer Domenici – HCD Assistant Director
Zach Leavitt– CDBG Program Manager
Sarah Moore – CDBG Program Staff
Julie Tuimauga – CDBG Program Staff
Nicole Kerr – CDBG Program Staff
Rima Whited – HCD Administrative Staff

Other Attendees:

Robert Andreasen – DWS Legal Representative
Kelly Jorgensen – HUD Field Office Representative

10:03 A.M. Meeting Begins

Welcome and Introduction

Zach Leavitt was introduced by Chair Crittenden as the new HCD CDBG Program Manager. Chair Crittenden also welcomed new board members Mayor Larry Jacobson and Commissioner Matt Tippets. They need to be confirmed by the Governor, so they will not be voting today.

Acceptance of March 9, 2023 and June 5, 2023 Meeting Minutes. Motion of acceptance by Danny Van Wagoner, seconded by Scott Bartholomew. None opposed and none absent.

Motion Passes

Oath of Office and Conflict-of-Interest Certifications. Robert Andreasen reviewed the state regulations and discussed the Elected Officials' Oath of Office, required to be notarized, and the Conflict-of-Interest Certification. AOGs will complete the Conflict-of-Interest within the Regional Rating and Ranking Committees.

CDBG Method of Distribution (MOD). Discussion item presented by Kendall Crittenden and Jennifer Domenici, including the consideration of the opportunity to review and update the factors that feed into the MOD. CDBG Program Manager indicated that a review of the application of the factors could be done and report back to the Board in March.

Acceptance of Updated 2024 CDBG Application Policies & Procedures. Zach Leavitt presented a review of small programmatic verbiage changes. After discussion, including the Section 3 and Minority Business reporting that HCD manages supporting changes recommended by staff, which included:

- Chapter 4 Section 8 II. Applicant may participate in this program only once in a lifetime.
 - Staff Recommendation: Change this so it's not restricted to once in a lifetime.
- Suggested change to Take off item V. chapter 4 section 8 the maximum amount allowed on manufactured home is \$7,500.
 - Staff Recommendation: Increase amount to \$20,000

Motion to accept with indicated changes by Scott Bartholomew, seconded by Danny Van Wagoner. None opposed and none absent.

Motion Passes

AOG “How to Apply Workshop” Schedule Discussion. Policy Committee review of upcoming regional How to Apply Workshops for the 2024 CDBG application process.

Policy Committee Member Information/Terms Discussion. Informational only, reviewed members whose terms may be ending in the next year.

Review of CDBG Yearly Program Schedule. Informational only, reviewed the Program Annual Schedule which lists programmatic milestones of administration by the State Office of HCD.

Other Business.

Policy Committee Retreat will be combined with Policy Committee Meeting, now scheduled for March 14, 2024, hosted by Six County Association of Governments in Richfield. Retreat will include reviewing presentations on, or a tour of, CDBG projects completed in the area.

Next Meeting: March 14, 2024

Meeting adjourned 11:48 AM