

August 31, 2015
State CDBG Program - Advisory Committee Meeting
Meeting Minutes

Attendees:

HCD

Leticia Johnson, CDBG Research and Development Manager
Patrick Talbott, CDBG Research and Development Representative
Craig Shields, NSP Fiscal Representative
Karen Patterson, Section Chief, Operations Programs
Sharon Fluery, Section Chief, CDBG & HOME Fiscal

CDBG Advisory Committee Members PRESENT

- Lorie Adams – Principal, Adams/Ashby Group (via phone/ webinar)
- Susan Atkins – Program Director, Self Help Enterprises (via phone/webinar)
- Esperanza Colio-Warren – CD Manager, County of Imperial
- Terry Cox – Principal, Cox Consulting
- Rachelle Kellogg – CD Director, City of Sonora
- Chuck Kinney – Deputy Director Planning, Kings County
- Paula Mushrush – Housing & Grants Coordinator, County of Humboldt (via phone/webinar)
- Jennifer Owen – Housing & ED Coordinator, City of Fort Bragg (via phone/webinar)
- Margaret Silveria – City Manager, City of Lake Port (via phone/webinar)
- Louise Collis – Senior Program Manager, City of West Sacramento (via phone/webinar)
- Jenna Aguilera – Chief, Grants & Loans Division, County of Lassen (via phone/webinar)

CDBG Advisory Committee Members ABSENT

- Matt Perry – County Administrative Officer, County of Lake
- Nancy Swift – Executive Director, Jefferson Economic Development Institute (JEDI)
- Jeff Lucas – CDS Principal, County of Colusa

Discussion

Approval of July 27, 2015 Minutes:

- 1) Minutes were revised to indicate that some Committee members support “Pre-Monitoring” and some do not.

Communication of Current Monitoring Issues (Patterson):

- 1) Financial Management is the most prominent issue.
- 2) National Objective without documentation of beneficiary also prominent.
- 3) HCD has Monitoring Checklists that provide grantees with lists of documentation required to be in their files.
- 4) HCD should provide more training.

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- 5) HCD should distribute a periodic (possibly monthly) email providing information on a targeted compliance topic.
- 6) AC suggests that HCD Reps return to the field to provide individualized TA to grantees with new staff.

Prioritizing process for suggested agenda items (Johnson):

- 1) Discussion of open agenda items should be limited to three minutes.
- 2) AC members should provide prioritized scoring of proposed agenda topics.
- 3) Webinar format should be improved to provide better audio quality.

DFA Functional Alignment (Johnson):

- 1) DFA has implemented the first phase of Functional Alignment.
- 2) DFA staffing descriptions have not been finalized.
- 3) AC members voiced concern about grantees relationships with HCD Reps.
- 4) Grantees who utilize multiple HCD programs may have more than one Rep; one Rep for the Program and another Rep for the Project.
- 5) Most CDBG activities will be administered through the Contract Management Section.
- 6) AC states that communication from HCD is “slowing down” during this implementation of the Functional Alignment.
- 7) Phase I should be completed by September 18. Staff assignments should be finalized 30-45 days later.
- 8) Reps should contact grantees to let them know they will be transferred to a new Rep – and the new Rep should call the grantee to provide introduction.
- 9) More clarity should be provided regarding the assignment of reps to the grantees.
- 10) AC member concerned about CDBG Reps being knowledgeable about HOME and issues with other programs.
- 11) Will there be a “Primary Rep?” Someone to answer general questions.
- 12) A map similar to the CDBG Rep Map will be provided to grantees.
- 13) Grant Management Manual and Management Memos – who will manage this process in the Alignment?
- 14) The CalTrans Management Memo style should be considered, as it provides a “last and final” indication.
- 15) Additional questions should be submitted to DFAalignment.com.
- 16) DFA will not be streamlining regulations across programs.

Super NOFA Outcomes (Fleury & Talbott)

- 1) HCD email the NOFA analysis spreadsheet to AC.
- 2) HCD is completing a study of Native American housing and infrastructure issues, it would be good to do similar study /outreach for non-recognized tribes.
- 3) Commercial Façade should be included in 2017.
- 4) Public Improvement and Public Services opportunities have increased.

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Advances (Patterson)

- 1) HCD CDBG received a monitoring finding from HUD with a request to cease providing advance funding.
- 2) Advances are still possible in cases of demonstrated cash need. Every advance requires reconciliation of completion of work and payment. Any excess funds must be returned to HCD.
- 3) Alternatively, grantees may request expedited processing of Funds Requests.
- 4) A formal policy is being established via regulation changes and new fiscal chapter.

Open Comment

- 1) AC request for a workshop on how to use Program Income and General Admin money.
- 2) Demographic categories should be consistent across programs – to the extent allowable by the individual programs, specifically;
 - a. Attachment E
 - b. Relocation
 - c. Set-up and Completion
- 3) Provide better clarity when data about households is requested versus individual or head of household
- 4) HCD should compare all the forms used to collect demographic data to ensure consistency.
- 5) HCD should provide information to grantees about the potential re-allocation of General Admin funds to be used for other activities.
- 6) The drop down menus in the Set-up and Completion form are tedious; too many menus.
- 7) The ability to print form menus would be helpful in preparing to complete the forms.
- 8) HCD should provide a “no drop down” version
- 9) Congress has indicated a preference for the HOME process for collecting FHEO data.
- 10) Members asked about schedule for CDBG 2015 NOFA award.