



## Community Development Block Grant (CDBG) Redesign Working Group

### Summary of Meeting

February 9, 2018

9:30 am – 2:30 pm

**Participants:** Lorie Adams, Amy Bergstrand, Esperanza Colio, Terry Cox, C.J. Freeland, Susan Long, David Loya (phone), Jeff Lucas, Heather MacDonald, Robert Mansfield, Mary Pitto (phone), Gurbax Sahota, Craig Schlatter (phone), Meagan Tokunaga, Kathleen Weissenberger, Ashley Werner (phone)

HCD: Jeri Amendola, Nicolé McCay, Ginny Puddefoot, Karen Patterson, Leticia Ramos, Gwyn Reese, Patrick Talbott, Chris Webb-Curtis

### Agenda Items

#### **Welcome and Introductions**

There was a discussion about the meeting time, and it was agreed that we would continue to meet from 9:30 to 2:30.

Ginny reported that the contract with Kathleen Weissenberger will continue through at least February to work with us to address items on the issues log.

### Discussion Items

#### **Side by Side Comparison of Federal and State Regulations (cont'd from last meeting)**

Discussion continued on the remaining distinctions between the federal regulations and the State regulations. Items that were highlighted were posted and will be transcribed and added to the Charter Items and the Issues Log for further discussion or clarification.

#### **HCD Operations Update**

Karen Patterson described (using a hand-out and a PowerPoint presentation) the recent proposed changes to HCD staffing with respect to the CDBG Program and others to avoid duplication of efforts, greater understanding of programs' requirements, and to establish processes and procedures that can be shared broadly among staff to ensure better consistency in communicating with and providing services to the local jurisdictions using the programs.

The immediate changes included the consolidation of Contract Management and FRED sections into Grants Management Section. This section aligns workload with resources in an effort enhance program delivery and customer service. The NOFA section was split into two sections: State and Federal NOFAs to allow for more capacity and to get NOFAS out sooner. This prepares for the upcoming workload and seeks to improve business processes. The changes shall improve NOFA deliverables and provide consistent decision-making processes for state and federal programs.

Karen also shared the results (using a hand-out) of the survey from HCD staff and the RWG members from the January meeting. This was part of the Business Process Innovation effort undertaken by HCD that is part of the “Operations Update.” The survey identified those areas where improvements could be made and survey takers’ opinions about how 1) easy or difficult changes might be, 2) whether changes might improve the expenditure rate, and 3) if changes would improve customer service.

### **Enterprise Technical Assistance Update**

Kathleen provided an update on the work. She thanked RWG members for either volunteering or encouraging others to volunteer to be interviewed as a part of the work. As a result, the number of interviewees jumped from two to eight or nine. The final report with recommendations is expected to be received by HCD by mid to late March, hopefully in time for the mid-March two-day working meeting.

She explained that the recommendations are based on the activity data made available by HCD, the sub-grantee interviews, the side-by-side comparison of federal and State regulations, review of PI and contract amounts, and the analysis of HCD policies.

### **Analysis of State CDBG Policies**

Kathleen provided an overview of her draft memo, *Analysis of State CDBG Policies*, which is a compilation of federal and state regulations that HCD may be interpreting or applying more stringently than necessary. The draft memo includes observations and recommendations in three key areas: 1) Allocation and award, 2) Program Income and 3) Readiness requirements. Kathleen and the RWG discussed current practice and how improvements can be implemented to address the program redesign objectives. Given input from the RWG Kathleen will finalize the memo.

### **Conceptual Map**

Ginny presented the CDBG Program Concept Map that is a visual presentation of the program life cycle and defines the CDBG Program Guiding Principles. She explained what the four quadrants represent and how the each quadrant leads to the next, and the players continue until through each one until they do not meet the requirements to move onto the next. Feedback included the importance of training and setting clear expectations; success needs to be further defined; and it was suggested to provide collaborative training with other similar stakeholders.

### **Issue Log**

The issue log was not discussed at any length, but it was determined that a two-day working session is needed to analyze and brainstorm the solutions. The dates are March 21 and 22. Kathleen W. will fly in for the two days to participate in working sessions.

### **Next Steps**

Hold two-day session, Mar. 21 and 22, discuss issues and recommendations for guidelines.

Review the Issue Log and develop recommendations as part of the process to develop guidelines.