



## Community Development Council Meeting Minutes

February 8, 2017

Great Falls Civic Center, Rainbow Room

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Maria Porter called the meeting to order at 5:00 p.m. and took roll call.

Roll Call	
Community Development Council Members:	
<input checked="" type="checkbox"/>	Ben Buckridge
<input checked="" type="checkbox"/>	Craig Nowak
<input checked="" type="checkbox"/>	Jennifer Fines
<input checked="" type="checkbox"/>	Susan Wolff
<input checked="" type="checkbox"/>	Harmony Wolfe
<input checked="" type="checkbox"/>	Neil Fortier
<input type="checkbox"/>	Beth Schmidt
<input checked="" type="checkbox"/>	Dave Sutinen
<input type="checkbox"/>	William Raaen

### Others Present:

Maria Porter, City of Great Falls (City) Planning & Community Development Department, CDBG/HOME grant administrator

Tom Micuda, City Planning and Community Development Department, Deputy Director

Craig Raymond, City Planning and Community Development Department, Director

### Member Introductions

All members stated their name and the agency they work with. Susan Wolff, Ben Buckridge, and Craig Nowak were introduced as new members.

### A. Future Meeting Logistics

Future meetings are to be held in the Rainbow Room with light refreshments provided. There are twenty three applications to review. The meeting schedule was distributed; 13 presentations are scheduled on 2/17/2017 and 10 presentations are scheduled on 2/21/2017, plus allocation night on 2/22/2017. Six members must be present for a quorum.

### B. Community Development Block Grant (CDBG) Program

Maria Porter presented a brief overview of the CDBG program including the allocation schedule and the City Commission policies. Funding levels are estimated to be at similar levels as last year, roughly \$710,000. On February 7, City Commission voted on funding allocations; 20% Administration, 30% Housing, 7.5% Economic Development,

30% Public Facilities, and 12.5% Public Service. Overall goal is to serve Low to Moderate Income individuals.

**C. CDC Role**

Maria Porter explained the Staff Role is to determine eligibility, provide resources, and answer any questions on regulations, city policies, and past performance of grantees. The CDC Members are being asked to review the applications, visit project sites, listen to applicant presentations asking questions to clarify issues, and score projects using a detailed matrix which walks the CDC members through the required information that should be provided in an application.

The CDC time keeper (Chair or appointed) will call time after 10 minutes of the applicant's presentation allowing the CDC five minutes to ask questions of the applicant.

CDC members will be asked to submit the completed scoring matrix to Maria Porter, who will create a spreadsheet to be discussed on the final allocation night. All scoring materials and applications will be emailed to the CDC following the meeting. The projects will be ranked by score and that information will be given to the CDC at the allocation recommendation meeting as guidance for funding recommendations.

HUD guidance regarding conflict of interest was discussed. To avoid any conflict of interest—perceived or real—CDC members who work for or sit on the board of directors of an agency applying for a grant or potentially have some other perceived conflict of interest shall not score that agency's application on the matrix (an average of the other CDC scores will be inserted for the that score) and will recuse themselves from any discussion about the application's merit. Conflicts should be announced to the group prior to any discussion of the application.

On March 7<sup>th</sup> at 5:30pm staff and/or the Chair will present the funding allocations during the City Commission work session.

Items that cannot be funded through CDBG were announced and the Scoring Matrix was reviewed.

**D. Public Comment**

None made.

**E. Adjourn**

The meeting was adjourned at 6:00 p.m.

**F. Next CDC Meeting**

Next meeting will be February 17, 2017, 10:00am

Minutes Approved: Motion to approve minutes as they are was made and seconded on February 17, 2017.