

# CEDAC Allocation Committee Meeting | MINUTES

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February 4, 2020, | 11:30 AM – 2:00 PM | 2001 S State Street, S2-950, Salt Lake City UT

Meeting called by Susan Gregory

Facilitator Karen Kuipers

Note taker Erika Fihaki

**CEDAC Committee:** Susan Gregory, Ryan Henrie, Leslie Jones, Jamie Peterson, Camille Bowen, J. Todd Richards, Kumar Shah, Allen Litster

**Excused:** Becky Guertler, Michael Anderson, Shelly Batten, Tyler Money, Teresa Young

**Staff:** Karen Kuipers, Sharon Pierce, Erika Fihaki, Mike Gallegos

**Next Meeting: February 11, 2020 11:30 AM**

## AGENDA TOPICS

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**Agenda topic** *Approval of January 28<sup>th</sup> Meeting Minutes* | **Presenter** *Susan Gregory*

There was a discussion about the minutes from the last meeting. Some modifications to the minutes were requested by committee members.

### Action Items

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Motion by Kumar Shah to accept minutes with modifications. Todd Richards seconded the motion. There was a unanimous vote to approve the minutes with the following modifications:

- For this and each successive meeting, add the date and time of the next meeting to the top of the minutes for ease of reading.
- Strikeout “elections scheduled for next meeting” and replace with “elections were held”.
- Use the first and last names of all individuals mentioned on this and all future minutes.

**Agenda topic** *Review of Conflicts of Interest* | **Presenter** *Susan Gregory*

Susan Gregory asked if there were any conflicts of interest for the applications which were to be reviewed today. There were none.

**Agenda topic** *Assist Inc. Application*

*Exec Committee Summary* – They have asked if they can apply for additional funds since they are spending out as much as they receive. The Exec team sees housing alignment very strongly. Many clients are seniors, 191 households were estimated and they’ve already done 96 halfway through the grant year.

*Impact & Need* – Leslie Jones & Shelly Batten. Shelly Batten was not in attendance. Leslie Jones gave a brief overview of the amount of funding Assist is asking for and what services their programs provide.

*Project Goals & Outcomes* – Allen Litster & Kumar Shah. There was some discussion about the amount of funding requested and where, in our scoring, we can recommend how much to fund.

*Agency Capacity* – Ryan Henrie & Susan Gregory.

*Cooperation & Collaboration* – Michael Anderson & Becky Guertler. Michael and Becky were not in attendance. Susan Gregory asked the group to briefly weigh in if they had comments or ranking they would like to present.

*Budget* – Tyler Money & Todd Richards: Tyler Money was not in attendance. Todd Richards stated he would like to ask the agency for clarification on their budget. It was mentioned they have very little in reserve which is concerning.

*Leveraging* – Jamie Peterson & Camille Bowen. Because Jamie Peterson and Camille Bowen had not received this assignment, Susan Gregory opened the floor to other comments. Committee would like to understand why they are not looking at foundational and private funding and are only relying on government funding.

Action items	Person responsible	Deadline
Assist Inc. Clarifying Questions: <ul style="list-style-type: none"> <li>• Are the Executive Teams salaries which are listed on the budget based on the 2019-2020 grant cycle and/or will they be duplicated for the 2020-2021 grant cycle?</li> <li>• Why do the horizontal line items not add up on the budget worksheet?</li> <li>• Why is Assist not utilizing any foundational or private funding and relying solely on governmental funding?</li> </ul>	Amanda Cordova	02/11/2020, 11:30 AM

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**Agenda topic** *Topic Community Development Corporation of Utah Application*

*Exec Committee Summary:* Their leveraging is thin, their spend out is not as good as we would like to see. There were questions about whether some of the clients were still in the process of taking the educational classes and were not yet at the point of being ready to purchase a home. There were comments about other jurisdictions allowing clients to use some of these dollars to pay down the principal on their property loan. This could be an option to ensure that the mortgage is down enough to truly help the families in a lower income range. There was a clarifying question about purchasing homes from Salt Lake County. We believe they mean “within” Salt Lake County. They have not purchased any homes from Salt Lake County. There were comments about the wording of the applications and how we can improve that in the future.

*Impact & Need* – Leslie Jones & Shelly Batten. Shelly Batten was not in attendance. Susan Gregory would like clarification on why they would be turning away so many people.

*Project Goals & Outcomes* – Allen Litster & Kumar Shah. Noted that qualitative goals appeared weaker in this application, although there is a strong connection to housing stability.

*Agency Capacity* – Ryan Henrie & Susan Gregory.

*Cooperation & Collaboration* – Michael Anderson & Becky Guertler. Michael Anderson and Becky Guertler were not in attendance. Susan Gregory opened the floor to comments. There was some discussion about the application stating that they are in the process of rehabilitating 44 homes purchased from Salt Lake County which will be sold to qualified families. Karen Kuipers advised the committee that Housing and Community Development’s internal Executive Committee had questioned that as well and will be asking for clarification on what that means. There was some discussion about their ability to spend down the funds if awarded. Karen Kuipers explained that this organization has been cautious about spending

money before a contract is fully executed, which is why it appears that they spend down later in the period of performance. We will have a better sense of anticipated spenddown at the end of the third quarter.

*Budget* – Todd Richards & Tyler Money. Tyler Money was not in attendance. Karen Kuipers clarified that the prior year discussion regarding the award amount factored in a concern about their ability to spend down.

*Leveraging* – Jamie Peterson & Camille Bowen. Because Jamie Peterson and Camille Bowen had not received this assignment, Susan Gregory opened the floor to other comments. There was some discussion about them not leveraging other foundational and private funding.

Action items	Person responsible	Deadline
The Committee would like to clearly define “Program Delivery”.	Karen Kuipers	02/11/2020 11:30 AM
Community Development Corporation of Utah Clarifying Questions: <ul style="list-style-type: none"> <li>• Is the number of people turned away due to a lack of funding, or is it because the individuals were not qualified, or capacity of agency?</li> <li>• Please clarify what the agency means by “purchasing homes from Salt Lake County”</li> <li>• Please clarify why the agency is not leveraging foundational and private funding.</li> </ul>	Amanda Cordova	02/11/2020 11:30 AM

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**Agenda topic** *International Rescue Committee*

*Exec Committee Summary:* They are spending out on time. They are outperforming other DPA programs. They answered question 14 quite well regarding how they tie in with social determinants of health and housing stability.

*Impact & Need* – Leslie Jones & Shelly Batten. Shelly Batten was not in attendance. Concern discussed regarding the agency not requiring education.

*Project Goals & Outcomes* – Allen Litster & Kumar Shah.

*Agency Capacity* – Ryan Henrie & Susan Gregory. Would like to see the agency collaborate more with CDC regarding education. There was some discussion about them providing this service when other organizations provide the same services, or provide referrals to other organizations who provide Down Payment Assistance. Comment that it was unclear what they meant by stating that they help clients acquire a “major asset”. There was discussion from the committee about the application stating that they help clients in acquiring a “major asset” and the committee assumes the agency meant assisting the client in purchasing a home.

*Cooperation & Collaboration* – Michael Anderson & Becky Guertler. Michael Anderson and Becky Guertler were not in attendance. Susan Gregory opened the floor to additional comments. There was some discussion that they are doing well with their cooperation and collaboration with other agencies and stated it clearly in their application.

*Budget* – Tyler Money & Todd Richards. Tyler Money was not in attendance.

*Leveraging* – Jamie Peterson & Camille Bowen. Because Jamie Peterson and Camille Bowen had not received this assignment, Susan Gregory opened the floor to other comments. There was some discussion about the leveraging seemed narrow.

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### Action items

### Person responsible Deadline

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Kumar Shah would like to see formatting options available on future applications to allow for bullet points so that agencies can provide a more clear presentation.	Karen Kuipers	TBD
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### Agenda topic *Assignments for Next Meeting* | Presenter *Susan Gregory*

Susan Gregory requested that everyone report on the factors for consideration listed in the scor sheets when giving the detail on your assigned area each week as this might help with consistency in scoring.

Scoring section assignments will remain the same:

*Impact/Need* – Leslie & Shelly

*Project Goals & Outcomes* – Allen & Kumar

*Agency Capacity* – Ryan & Susan

*Cooperation & Collaboration* – Michael & Becky

*Budget* – Tyler & Todd

*Leveraging* – Jamie & Camille

### Staff Assignments

- Amanda Cordova will send clarifying questions to the agencies.
- Karen Kuipers will send information about what makes up Program Delivery costs.
- Karen Kuipers will inquire with ZoomGrants to see when formatting options will be available on the narratives in applications for bullet points so that agencies can provide a more clear presentation.
- Erika Fihaki will finalize minutes and send out for review prior to next meeting.

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### Agenda topic *Other Business* | Presenter *Susan Gregory*

There was no other business.

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### Action Items

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Motion by Allen Litster to adjourn the meeting. Kumar Shah seconded the motion. Meeting adjourned at 1:54 pm.