



City of Columbia, Missouri

Meeting Minutes - Final

Housing and Community Development Commission

Wednesday, February 21, 2024
7:00 PM

Regular Meeting

Council Chambers, City
Hall, 701 E Broadway

I. CALL TO ORDER

MR. ROSE: All right. We will go ahead and call our meeting to order. And I will -- this is Tom Rose calling the meeting to order.

II. INTRODUCTIONS

Present at the meeting were commission members Rose, Ritter, Kasman, Shaw, Ascani, Pefferman, and McIntosh. City staff Jennifer Deaver, Moly Fair, and Jacob Amelunke were also in attendance. Commissioner Fletcher was absent.

MR. ROSE: And we will go ahead and start with some introductions, please.

MR. MCINTOSH: Jay McIntosh, Sixth Ward.

MS. SHAW: Rebecca Shaw, Member at Large.

MS. PEFFERMAN: Erica Pefferman, Fourth Ward.

MR. ROSE: Tom Rose, Fifth Ward.

MS. ASCANI: Rikki Ascani, First Ward.

MS. FAIR: Molly Fair, City Staff.

MS. DEEVER: Jennifer Deaver, City Staff.

MR. AMELUNKE: Jacob Amelunke, City Staff

MR. ROSE: Thank you, all. Welcome along, Jay, for, I think, your first meeting here with us today.

MR. MCINTOSH: Second.

MR. ROSE: Second. That's right. You were -- MR. MCINTOSH: I missed January.

MR. ROSE: I thought you looked very familiar. Wait a minute. Okay. Sorry about that. Yes. That's right. I remember that now. And we may have some more join us in a little bit, but we will go ahead and move along.

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

Approval of September 27, 2023 Meeting Minutes

Attachments: [HCDC Draft Minutes 9.27.23](#)
[9.27.23 HCDC Transcribed Minutes](#)
[HCDC Meeting Recording 9.27.23](#)

Approval of November 15, 2023 Meeting Minutes

Attachments: [HCDC Draft Minutes 11.15.23](#)
[11.15.23 HCDC Transcribed Minutes](#)
[HCDC Meeting Recording 11.15.23](#)

Approval of January 24, 2024 Meeting Minutes

Attachments: [HCDC Draft Minutes 1.24.24](#)
[1.24.24 HCDC Transcribed Minutes](#)
[HCDC Meeting Recording 1.24.24](#)
[CHA Flier Distributed by Randy Cole at 1.24.24 HCDC Meeting](#)
[Funding Chart from 1.24.24 HCDC Meeting Slideshow from Staff](#)

MR. ROSE: So we do have our minutes from three meetings, I believe, to -- to approve, and we'll do those one at a time. So I would entertain a motion for approval of the minutes from the September 27th, 2023 meeting.

MS. SHAW: Rebecca Shaw, motion made.

MR. ROSE: Do we have a second? We've got two more coming so we'll -- we'll wait a second.

MS. DEEVER: And let's please have you both announce the time that you came in so that -- for the record.

MR. RITTER: Mitchell Ritter, Ward 2, now present at 7:02 p.m.

MR. KASMANN: Ross Kasmann, Ward 3 at 7:02.

MR. ROSE: All right. Currently, we are going through approval of the minutes. We have a motion and looking for a second for approval of the minutes from the September 27th meeting. So I have a second?

MS. ASCANI: Second, Rikki Ascani.

MR. ROSE: Okay. Any comments? All those in favor, signify by saying aye.

Any opposed?

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Next, we have our Minutes from the November 15th meeting, so I entertain a motion for approval of those.

MS. PEFFERMAN: Erica Pefferman, I move that we approve them as presented.

MR. MCINTOSH: Jay McIntosh, motion to second.

MR. ROSE: Any comments: All in favor, say aye. Any opposed?

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you. And then we have our minutes from the January 24th meeting. Entertain a motion for approval.

MS. SHAW: Rebecca Shaw, motion made.

MR. RITTER: Second.

MR. ROSE: Mitch Ritter. Any comments? Okay. All those in favor, signify by saying aye. Any opposed, same sign?

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you all.

V. OLD BUSINESS

FY 2025 Meeting Calendar

Attachments: [FY 2025 Draft Calendar Amended](#)

MR. ROSE: Looking at the -- I think there have been maybe some changes to the calendar for the -- for this funding year?

MS. DEEVER: So basically what -- what I've tried to do here, the meetings themselves that are actual meetings were not changed, so that did not change at all. What we've changed is in this section, March 13th, March 18th, April 10th, and April 26th, what I'm trying to do is March 18th, we're going to open the FY 2025 RFP and reallocated funds RFP to -- early to try to give more time for agencies to really look at what projects are, what they're going to do, meet with us to confirm that everything looks good with their projects and that they're viable projects. So those are really the dates that I changed. March 18th and April 10th would be -- was already a scheduled HCDC meeting. April 16th will be when the letters of intent will be due, so it's giving a longer time period there. And then on May 8th would be when we actually close the RFP so that there's a lot of time in there. Then the May 15th, May 22nd, and June 12th meetings are the same, so there's nothing changed except for the -- just the times that we were going open up to have more time for the RFP.

MR. ROSE: And do we have any questions from anybody on the calendar?

MR. MCINTOSH: May I ask, when is the next calendar done?

MR. ROSE: Mr. McIntosh?

MR. MCINTOSH: Yes, sir. Yes.

MS. DEEVER: I'm sorry. What was your question?

MR. MCINTOSH: When will the next calendar be done? When do you usually do the calendars?

MS. DEEVER: We usually have the calendars -- are presented usually in January. And this one was out during that time. What we really were trying to do was just change -- give a longer time for the RFPs --

MR. MCINTOSH: Okay.

MS. DEEVER: -- so that agencies had more time to really think about and work on their presentations and work on their projects to make sure that they are good strong projects when we come to the HCDC.

MR. ROSE: Okay. Any other questions?

VI. NEW BUSINESS

FY 2023 Consolidated Annual Performance & Evaluation Report (CAPER)

Attachments: [FY 2023 CAPER](#)

MR. ROSE: All right. Next, we will go onto our new business and the Consolidated Annual Performance and the Evaluation Report or CAPER update.

MS. DEEVER: So we -- our staff, as you know, we have quite a few reports for HUD. One of the reports that is due each year is called the Consolidated Annual Performance and Evaluation Report, and it's on the -- actually on the information from the year before. So this is reporting on what happened during the FY '23 time, and it is due to HUD by March 30th, so we are on track to do that. It does have to go through -- it will have a public hearing at City Council, as well. So some significant accomplishments, the total project expenditures for FY '23, \$1,133,476.78, and you can see the breakdowns here by CDBG HOME and CDBG-CV. Some highlights that we had, Habitat for Humanity has built one home with HOME funds. The Columbia Housing Authority, Blind Boone Community Center served 216 individuals. The Central Missouri Community Action Women's Business Center has served 275 individuals, and they also -- Central Missouri Action is also in the process of building two homes using CHDO funds. So some places where we -- for our 2024 -- 2020 to 2024 goals performance for our Consolidated Plan, we are -- new homeowner occupied housing, we're meeting our goals there. Code enforcement, small business assistance, and then tenant based rental assistance -- places where we're going to focus in 2024, home-buyer assistance, as we know, one of the challenges that we've had with that this year has been that the interest rates have been so high that it's not been feasible for people to do low interest -- to do home loans. So that's a place that we're hoping in the next few months here, we keep hearing the whispers that the interest rates might be dropping, which would help us a lot with that program. We actually do have three currently? Two? Two or three individuals that are in that program, and that's been -- that's been significant that that's happened here in the past few weeks. Owner occupied rehabilitation, tenant-based rental assistance, we're still working on that, too. We are meeting our goals, but that is a place where we can continue to work. And then also homeless service centers and then Services for

Independent Living and Job Point programs will be focused in 2024. Are there any questions on the CAPER? Any comments? This is just for this committee. You are just moving this on to the City Council. As I said, there will be a -- it will be announced at the next City Council meeting, which I think is March 4th and then March 18th there will be a public hearing for the CAPER.

MR. ROSE: Okay. We have two -- Ms. Shaw and then Ms. --

MS. SHAW: Kudos for the work that's gone into it. Is -- are there guidelines from HUD that help you put this report together, or is this really just feeding into our City's strategic plan?

MS. DEEVER: So HUD has a program -- I don't know if you would call it a computer program or whatever, but you go in -- it's called IDIS, it's their website, and you feed in all the information into this and then you have different -- but then each narrative has to be created by staff. We do work with the Columbia Housing Authority. They have -- do a part of it that is their part. Steve Hollis' group at the Health Department, they do their part for the homelessness, but the majority of it is done by staff.

MS. SHAW: Okay. Reading through the section on homelessness, I noticed that there is not really any numbers reported for the point in time counts, or the shelters -- how many beds were actually filled during the period of time that they were open. It's really hard to say if you're meeting the goals if you don't know where those goals are. You've got a lot of great data in here about demographic information and, you know, how many homes and different things from the HOME funds. I'd like to kind of see the same on the CDGB if that's available.

MS. DEEVER: I can work with Steve and see if he can provide more data. As I said, that section is provided from their office. We don't generally alter their information, but there is -- I thought there was a section that talked about homelessness. Which section were you referring to? If you could give me numbers, that would help me find it.

MS. SHAW: I'm sorry. I started on page 20 -- page 14.

MS. DEEVER: Page 12, 14. You can see on --

MR. ROSE: There we go.

MS. DEEVER: -- page 12, the CR-20, the Affordable Housing, it does talk about the number of homeless households to be provided was -- was 13. The number of non-homeless households was five, but I can try to get additional information from him. I don't know if it will be fed into this report, per se, but I can get it and get -- be able to provide it to this group for sure.

MS. SHAW: Yeah. I just --

MS. DEAVER: Yeah.

MS. SHAW: -- when we're -- when we're explaining that we've doubled our capacity, maybe with, you know, the purchase of the VFW for REDI, we didn't really say where they started and where they're ended, so --

MS. DEAVER: Okay. I can get some more information and present at the next meeting for you all.

MS. SHAW: Thank you.

MR. ROSE: Mr. Ritter?

MR. RITTER: Yeah. Good to see the results. A lot of good --

MR. ROSE: Mitch, can you --

MR. RITTER: -- good productive areas. One thing I was going to mention the homeless just out of the first couple of pages, it shows zero out of 50, so I think the numbers on pages 12 and 13 show that we've -- still helped a few households, so I don't know if those numbers go up to the summary document.

MS. DEAVER: Those would be numbers that we're filling with CDBG funds.

MR. RITTER: Okay.

MS. DEAVER: So those are the different -- Steve is looking at the numbers for the City, and we're looking at the numbers that deal with our funding.

MR. RITTER: Typically to the funding versus city wide?

MS. DEAVER: Correct. Correct.

MR. RITTER: Okay. The demolition projects, are there --

MS. DEAVER: And if you could help me with page numbers you're looking at when you're --

MR. RITTER: This is just on Page 1.

MS. DEAVER: Okay.

MR. RITTER: So you're showing three out of fifteen?

MS. DEAVER: At this time, that's how many have been done. Correct?

MR. RITTER: Cost. And I know we've talked about the cost going up on these demolitions. Is that cost driving that or is that just the availability of homes that have reached a point where you can get all the paperwork lined up to do the demolition?

MS. DEAVER: I believe that it's the fact that there are not homes being presented to us that people are asking us to help demo.

MR. RITTER: Okay. Because that -- this project comes up every year for funding, so we need to --

MR. AMELUNKE: Yeah. And we have -- we have another one that we haven't drawn

off of yet, but, yeah. Part of the issue is finding -- so in the past we've done both. If someone wants to purchase property, demo a home, and then put affordable housing on it, then that's one option to do. The other is that the City will acquire the property, and if there was a home on it, it could be demolished. So those -- it's the same funding, but there's two different things. The lack of -- the lack of land, I guess, is what I'll say. I've had several in the works and people have backed out for one reason or another. I've went through, like, actually starting an appraisal process, but not started -- just to see where we were at with -- with what the property was worth. And when it came time to make an offer and start the environmental review, the person decided that they didn't want to go through the environmental review process, and so we nixed it. So those multiple issues with just finding property that's -- that's available.

MR. RITTER: Okay. I mean, I think we need to take that into consideration for the next fiscal year funding, too, if it's been difficult to meet this goal for this year, so --

MS. DEEVER: And I think that that's exactly what this report really is to help you all with, is to look at where we are and what -- that will help you decide you want to make choices in the future.

MR. RITTER: Last comment I wanted to make was on page 4, the counts for small business development. I believe when that -- when that was presented to us, I think it's presented to us in a proposal for the number of businesses that we can support with the funding.

MS. DEEVER: Uh-huh.

MR. RITTER: I think the number they're giving you here is the number of people.

MS. DEEVER: People. Okay.

MR. RITTER: So you might have 20 people for one business, so we need to sync up

--

MS. DEEVER: Yeah.

MR. RITTER: -- the data so it doesn't look like a huge outlier.

MS. DEEVER: Yeah,

MR. AMELUNKE: One other quick comment, Mitch.

MR. RITTER: Because I don't think -- I mean, I know there aren't 677 new businesses in Columbia in one fiscal year, so --

MS. DEEVER: What were you going to say?

MR. AMELUNKE: We -- we did not apply for demolition funds last year. We just applied for the rehab and energy efficiency -- or I applied for rehab and energy efficiency because I was understanding this was a problem, so --

MR. RITTER: So '24 funds are going towards demolition?

MR. AMELUNKE: So -- yes.

MS. DEEVER: I believe there are some. I don't know that number off the top of my head --

MR. AMELUNKE: I remember exactly what year -- it was '23 or '24. One of those two years, I did not apply for demo.

MS. DEEVER: All right. It was '23. Molly is saying it's '23, so none in '24.

MR. AMELUNKE: Okay.

MR. RITTER: Yeah. Maybe that's why the number is so low. Okay.

MR. AMELUNKE: Yeah. Yeah.

MR. RITTER: Yeah. Neither was -- because we always talk about the cost of the demolitions in your presentation, how they've gone up. I mean, I remember -- I've been on this for decades, and I know everything is going up, but it used to be under \$10,000 to clear a -- to clear a plot of land.

MR. AMELUNKE: Yeah.

MR. RITTER: Now it's \$40,000 -- \$30,000 to \$40,000, I think you mentioned?

MR. AMELUNKE: Yeah, potentially.

MR. RITTER: It's hard to --

MR. AMELUNKE: It is significantly more, and part of it is that we've had lots of staff turnover, which makes it harder to go through the process and buying property too.

MR. RITTER: Okay. Just monitor. Okay.

MR. AMELUNKE: Yeah. So we hope to be moving because we need those lots for our CHDO projects. I mean, we don't have to have them, but it's a nice option to be able to say you're building on this, we're going to put, you know, a home here. Here's the -- make a plan and go with it, so --

MR. RITTER: And the land bank and those types of things?

MR. AMELUNKE: Right.

MR. RITTER: Yeah.

MS. DEEVER: And I will review that number -- I do see where you're showing that -- and try to get a better figure for that. Will -- we are noticing this in the newspaper tomorrow, so I would be able to have it corrected tomorrow and be ready for when it would be noticed.

MR. RITTER: Okay.

MS. DEEVER: And then that will follow through to the Council.

MR. ROSE: Mr. Kasmann?

MR. KASMANN: On page 7, there's a heading for a narrative and no narrative. Is that -- yeah.

MS. DEEVER: Not every section necessarily will have a narrative on every one. There's a place for narrative that we follow closely to what's been done the years before, and in prior years, there's not been a narrative there.

MR. KASMANN: Okay. There's a sentence on page 8 that's missing a period, and the -- on page 1 --

MS. DEEVER: Okay.

MR. KASMANN: -- assisted is spelled incorrectly, as well.

MS. DEEVER: I have already caught that.

MR. KASMANN: Perfect. Sorry, I'm not trying to --

MS. DEEVER: No, I appreciate it.

MR. RITTER: The Commission will now enter a grammar review of the document.

MS. DEEVER: Well, and one of the fun things that they do in this -- in IDIS, you have all of your places where you go plug in your numbers, and then they have these little boxes where you then -- you're cutting and pasting in and out of them, and there's no spell-check in there to help you for later, so yeah. It's -- it's fun.

MR. ROSE: Ms. Ascani?

MS. ASCANI: I don't know if this is nitpicky or not, but on page 13, in Table 13, is it possible to define extremely low income, low income, and moderate income, especially for the public's sake or is that --

MS. DEEVER: We can add that in. Those are HUD definitions --

MS. ASCANI: Okay.

MS. DEEVER: -- so they are -- when we're doing this report for HUD, that's why that's in there, but I can in those definitions.

MS. ASCANI: Okay. Thank you.

MS. DEEVER: Anything else?

MR. ROSE: A general comment. It kind of speaks to what you mentioned at last meeting about how we need to review these closer. If I was HUD looking at this report and seeing how we've been off the marker, not meeting our -- you know, some of our goals, it would -- I think the concern is would they consider cutting our funding. So that's -- that's, I think, as we look to the future, what you've been discussing previously about being --

MS. DEEVER: I will let you know, today we were in a conference call with NCDA: They do a monthly conference call, which is a group that assists with HUD. And they

used the statistic that 40 percent -- across the nation, 40 percent of cities, whoever is getting funding, are not meeting timeliness right now. So it's not an isolated incident. I think -- I do believe truthfully that Covid really, it just took the wind out of everyone's sails, and it just has taken longer for some groups to get moving again. I feel like next year, they've staffed back up, they're ready to get going again, and the projects are much more feasible. We have one that isn't -- that we're going to have to reallocate funds from for '24 at this time, so we'll be doing that at that next meeting.

MR. ROSE: Any other questions or comments?

MS. DEEVER: We appreciate everyone's input.

FY 2025 Pre-Application Workshop - Scheduled February 28, 2024

MR. ROSE: Next, we are going to -- we're going to discuss the Pre-Application Workshop; is that correct?

MS. DEEVER: I just wanted to make sure that -- I can't talk and click at the same time. I just wanted to make sure that everyone is aware that February 28th, we do have our Pre-Application Workshop, which is where we will go through. This has been sent out to all of the agencies. It's been sent out on our listserv. It - and this is where we will go through what the projects entail, what each agency needs to do. We'll take questions. It really is a time for the agencies to have an opportunity to ask questions and look at types of things that could be feasible. We do have some changes that we're making this year in that as we discussed, we're going to be much stricter on some areas of the application process, meaning that we want to make sure that these projects are going to make through. I know for a fact I don't want to have, after this -- this next year, I will have one more year of this, then it will be better. I -- you know, once the '24 funds hit, I do feel that we'll be much -- in a much better place. But, yes, it's -- it's important that -- that we tell everybody up front what the expectations are and how those are going to go through. Another thing that we've -- Jake and I were talking about today, we do have -- we do have several times that an agency will say we want to build X. And they're -- and we go through the whole process, you all approve it, it goes through City Council, they approve it, and then they come back to us and say, well, you know what, we're not going to do that. What we really want to do is this. And what -- and my thought with it is, I feel like they need to basically reapply for that funding, and not necessarily that we'll have to go through the whole process and do the whole thing again, but it needs to be a feasible project that is still meeting the commitments that they had initially said they were going to do. And I think that that's another place where we -- it will help us keep the projects viable, and that they're going to be able to be performed in a timely manner. So speaking

of timeliness, another thing that they talked about in that conference call today was that they're -- HUD is re-looking at how -- there is a -- it's a -- being discussed, it's not by any means being approved yet. But there's discussion of getting rid of timeliness, and that you would -- they would have you report quarterly on your projects and that you would have six years to complete your projects. Part of the challenges that I see are, if someone says I want to build an 18-apartment -- 18, you know, room apartment building, it's really hard to do that in nine months. So, you know, to get everything through, get everything moving, so -- but if they were performing -- and quarterly you are reporting on that and showing that this -- they were being successful during that quarter, that's really what it should be about, and then it helps some of those bigger projects have more of a time frame. We're watching it, NCDA is sending us weekly stuff about it, so we'll -- we'll make sure to keep you all aware if that would change, you'll probably be hearing us yoo-hooing from our office, so it would be a nice thing. I think the timeliness is what's hurting most of the groups.

MR. ROSE: Any questions on that? I plan to be there again this year, and I'll try to help you make it more exciting.

MS. DEEVER: It's a super fun information --

MR. ROSE: (Inaudible). I'll think of something.

MS. DEEVER: It's a very fun process. It is nice. It's nice because it's great to hear the -- it's great to give the different not-for-profits an opportunity to ask questions and -- and kind of -- and then we can make -- start planning with them about what projects they might have out there and seeing what they're doing, so --

MR. ROSE: And you'll report to us then, because we're always interested in who actually came to the meeting and took a look at it, so --

MS. DEEVER: Yes.

MR. ROSE: Yeah. Okay.

VII. SPECIAL ITEMS

Annual Rating Criteria Review

Attachments: [Final Eligibility and Rating Criteria-Clean 3-22-21](#)

MR. ROSE: Next up we have our discussion, or we look at -- or the Annual Rating Criteria that we use in -- the staff uses and then the board members use in -- or the Commission members use in evaluating these projects. So I'll now open that up to discussion or questions that people may have. Do you have --

MS. DEEVER: We didn't have any changes to that this year. We just wanted to

make sure that everybody had an opportunity -- it's just making sure that we had an opportunity -- that you all had an opportunity to see it before we got into this process.

MR. ROSE: I'll -- I certainly have not been on the Commission as long as some others have been, but I can give some updates as to how this kind of developed over the past couple years. That -- what you see at the bottom there kind of helped us -- it used to be we just had numbers that we'd give a rating to without really any qualifiers as to what a one, two, or three might mean. So at the bottom there, we kind of discussed that and -- to kind of help get some guidance as to what those numbers might mean. And as you might notice, some of them are weighted more than others, so keep that in mind, too. Yes, Ms. Shaw?

MS. SHAW: Just a comment or question, I'm not sure which yet. As we looked at our past proposals, we've talked about how, like, having control of the site has been really important. Is that something that we could add to this rubric? I mean, in the question that the City is answering, looking at their applications and kind of, I guess, placing them kind of --

MR. ROSE: I'm going to ask, Ms. Shaw. Is that something that the staff would -- that would be more under the criteria that the staff is rating?

MS. DEEVER: It's going to be -- it would be very unlikely that you will see anybody that does not have site control.

MS. SHAW: Well, I mean, we've had people request, and they're talking about rent assistance for a place that they want because they want to expand.

MS. DEEVER: Uh-huh.

MS. SHAW: So I know that came up as an issue in our past one and had to -- money had to be returned. Right.

MS. DEEVER: Uh-huh. I'm not sure on that particular -- are you okay?
Goodness gracious.

MR. RITTER: My chair is giving me problems.

MR. ROSE: Which Council member is that now?

MS. DEEVER: I'm not sure exactly which project you're looking at, but we can discuss that and -- and this is not 100 percent set in stone. I mean, we can make -- but really what -- I think a lot of those questions, a lot of those issues are going to be taken care of prior to the -- to the HCDC being able to have -- having them presented to you.

MR. ROSE: Any other questions or comments? Okay.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

MR. ROSE: I think that brings us to any general comments that we might have.

Is there's any public comments today? No? Okay. Do we have any comments or updates from Council members -- Commission members? Very good. How about from the staff?

MS. DEEVER: We're still -- we are -- we had talked last time about -- with the Consolidated Plan about the potential of having one more meeting. As I went back and reviewed my Citizen Participation Plan, I realized that we actually have fulfilled all of our criteria for the meetings. I played around a little bit with potentially doing one at the end. We are just very short staffed, for those of you that may not have noticed, our new addition that we had last time, she has since resigned, she is moving out of the city. And so we are back to hiring again. We have a -- I have interviews set up on the -- for the admin tech position, too. I have -- we have interviews set up on the 29th of the month, so hopefully, we will get somebody hired quickly and get them moving through the system again, but that has slowed us down once again because of the fact that we are -- Molly -- basically, when this happens, Molly absorbs both positions and we all try to help her as much as we can, but she had done that job before, so she's trained in that position. So that's our -- that's one of our main things right now is getting another person hired back on and getting -- trying to get back on track.

MR. ROSE: Would it be helpful for us to send you people if we think somebody might be interested in the position?

MS. DEEVER: I think the position has closed. It was open for ten days with the City --

MR. ROSE: Okay.

MS. DEEVER: -- on the City's website, and so we have -- we are interviewing three candidates on the 29th.

MR. ROSE: Okay. Yeah. I know that as far as the new Consolidated Plan, we plan to have that finished in November.

MS. DEEVER: Correct. It is due in November.

MR. ROSE: Due in November. So you -- can you tell me in your mind what your kind of time line is, or do you have one in mind?

MS. DEEVER: So -- so generally what's happened previously is in prior years, there's also the other report that is called an Annual Action Plan, and it's reporting what's going to happen with the '24 year. What HUD has done in the past was that you did this report and then, basically, you submitted it with -- you and everyone kind of used the million dollars for CBDG and the \$600,000 for HOME, and that's what you used to write this report. Well, then when they came out later and they said now you're really getting --

I don't know -- a million five, whatever it is, you had to go back in and readjust and re -- get your -- approved on your Annual Action Plan. So it was a lot of work, I'm sure, for HUD. It was a lot of work, and this was luckily before me, it didn't happen that way -- but when I've been here, it didn't happen that way. But -- so what they did was, they've said this year until the feds release the actual funds, you were -- we are not to work on that report. Once they tell you how much money you have, you have 60 days to get that report in. Thirty of those have to be noticing the report, so you basically have 30 days, but they've given some waiver on that this year. So what I've tried to do, I think I'm actually going to be start working on that report so I can get it, the majority of it, done, and then just be able to plug in numbers as we go, because we know what our '24 numbers are, we just don't know the actual final numbers from HUD. I will be working on that report starting -- it will be March, April, May is when really I'll start working on getting that one going. It -- it's going to be a lot of going back through what we've done, and there may be places that I need to plug in some things that I have maybe missed something here or there that I need to get tuned up, so that will give me time to do that, too. Hopefully, by July, we'll have that completed and then be able to start making the rounds of having it reviewed.

MR. ROSE: And then after that, work on the Consolidated Plan more then?

MS. DEEVER: That's the plan I'm talking about is the Consolidated Plan.

MR. ROSE: Oh, I thought you were talking about the --

MS. DEEVER: The Annual Action Plan, we'll -- we'll have to do that as soon as that comes up as -- we'll do that as soon as those 60 days that you have to have that back in.

MR. ROSE: Right. Okay. All right. Okay.

MS. DEEVER: So I'm trying to kind of play around a little with what we're writing when, so I might start that Annual Action Plan and get that going so that that -- the shell is kind of there, but then not have to -- then -- but the Consolidated Plan is going to be a lot more work of writing intensive.

MR. ROSE: Right.

MS. DEEVER: So it's a much -- it's about a 300- or 400-page plan. But all of these, as I said, in IDIS, in HUD's system, you go in and it has templates that you're plugging into, so you're just pulling information that you have and putting it in there. We did -- we did have -- the survey is completed, so that's nice. We ended up with over 300 responses. We ended up -- we did a huge push at the end, and it went out everywhere we could possibly get it out, and we got a ton right at the end, so that was a very -- an excellent surprise to get a lot in, and I can have that exact number for you next time.

MR. ROSE: Were we going to have -- were we going to have some -- a report on what that survey showed sometime?

MS. DEEVER: We will, as we start doing that. It's for the Consolidated Plan, so as we get the numbers and are able to analyze, yes. Because those are going to help us determine where we want to put -- you know, where we want to apply money in the future. You know, we're still back to the same -- the same scenario. We could -- we could have everybody on the -- on the survey could say they want us to put money towards child care facilities, and we don't have anybody apply for child care facilities, we can't build them, so it -- but it does give us a guide to where the community and the citizens want funds to go.

MR. ROSE: Any other comments? Yes, Ms. Shaw?

MS. SHAW: Just a question. Do we anticipate having another commission member as Ms. Suhler's replacement?

MS. DEEVER: So Steve Hollis, I spoke with him about this today, and he -- they had -- they were still looking for somebody. He -- they have another meeting in a few weeks, and he is hoping that the -- he thinks he does have somebody who will do it. Again, he has to have somebody from his committee that wants to commit to doing another group. So, hopefully -- he is aware, that he is trying to fill it. It's just finding the right person that wants to do it.

MR. ROSE: All right. I would entertain a motion to adjourn.

IX. NEXT MEETING DATE

MS. DEEVER: Our next meeting is March 13, 2024.

X. ADJOURNMENT

MS. PEPPERMAN: Erica Pefferman. I move that we adjourn.

MS. SHAW: Seconded. Shaw.

MR. ROSE: All in favor? Any opposed?

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you, all. We'll see you again.

(The meeting adjourned at 7:34 p.m.)

(Off the record.)