



City of Columbia, Missouri

Meeting Minutes - Final

Housing and Community Development Commission

Wednesday, March 13, 2024

7:00 PM

Regular Meeting

Room 1A/B, City Hall,

701 E Broadway

I. CALL TO ORDER

MR. ROSE: We'll go ahead and call our meeting to order.

II. INTRODUCTIONS

Present: 7 - Michael Fletcher, Mitchell Ritter, Thomas Rose, Rebecca Shaw, Erica Pefferman, Jay McIntosh and Michael Nguyen

Absent: 2 - Ross Kasmann and Rikki Ascani

Present at the meeting were commission members Rose, Ritter, McIntosh, Fletcher, Nguyen, Shaw, and Pefferman. City staff Jennifer Deaver, Molly Fair, Jacob Amelunke, and Rebecca Thompson were also in attendance. Commissioners Kasmann and Ascani were absent.

MR. ROSE: And we'll start off with introductions to my right. We'll start to my left, that way we start with the Commission.

MS. PEFFERMAN: Erica Pefferman, Ward 4.

MS. SHAW: Rebecca Shaw, Member at Large.

MR. NGUYEN: My name is Michael; I'm from Human Service Commissions.

MS. SHAW: He is our new representative.

MR. FLETCHER: Mike -- Mike Fletcher, Member at Large.

MR. MCINTOSH: Jay McIntosh, Sixth Ward.

MR. ROSE: Tom Rose, Fifth Ward.

MR. RITTER: Mitch Ritter, Ward Two.

MR. AMELUNKE: Jake Amelunke, City Staff

MS. FAIR: Molly Fair, City Staff

MS. THOMPSON: Becky Thompson, and I am the new director for the new department of Housing and Neighborhood Services.

MR. ROSE: Okay.

MS. DEAVER: Jennifer Deaver, City Staff.

MR. ROSE: All right. Very good. I'm going to ask -- oh. Michael Nguyen, okay.
Nice to meet you.

MR. NGUYEN: Nice to meet you.

MR. ROSE: I love speaking my names down here.

III. APPROVAL OF AGENDA

MR. ROSE: First off, we'll -- I'll entertain a motion for approval of the agenda.

MS. PEFFERMAN: So moved. Erica Pefferman.

MR. RITTER: Second. Ritter.

MR. ROSE: All those in favor signify by saying aye. Any opposed.

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you.

IV. APPROVAL OF MINUTES

Approval of February 21, 2024 Meeting Minutes

Attachments: [2.21.24 HCDL Minutes](#)

[HCDL Meeting Recording 2.21.24](#)

MR. ROSE: Next, we'll have the approval of the minutes from our February 21st meeting. I would entertain a motion again for approval.

MR. MCINTOSH: So moved. Jay McIntosh.

MS. SHAW: Seconded. Rebecca Shaw.

MR. ROSE: Any discussion? All in favor, signify by saying aye for approval. Any opposed, same sign.

(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you.

V. NEW BUSINESS

FY 2025 Request for Proposal

Attachments: [Request for Proposal - FY 2025 and Reallocated Funds](#)

MR. ROSE: So our first item of new business is the request for proposals for the 2025 fiscal year, CDBG and HOME funds.

MS. DEEVER: Yes. We are ready to put out our -- once we have approval, to put out our request for proposal for the FY '25 Community Block -- Block -- Community Development Block Grant, CDBG funds, and the HOME funds. We also do have reallocated funds as we discussed. So the City anticipates at this point the budget still has not been released from HUD, so we go with our anticipation that we'll get \$1 million in CDBG funds, and \$600,000 in HOME funds for FY 2025. We are also at this point going to reallocate up to \$840,000 in carryover CDBG funds, and \$45,000 in carryover HOME funds. All of the funds will be -- or still -- we're still working off our 2020 to '24 Consolidated Plan. We had an informational meeting at the end of February, on February 28th. It is not required that you attend that meeting to be able to receive funds, but we did have, oh, I would say ten participants show; is that about rightish? Oh, you weren't there.

MR. AMELUNKE: Yeah.

MS. DEEVER: Molly wasn't there. So we had a good turnout. It was the -- it was the people that we normally have for those types of meetings. So we have also made it clear that we're more than happy to meet with everybody. We do plan on meeting with each group as they start to do that and send in their proposals. Then just to find CBDG and HOME funds, we'll run this in the paper. It'll go in -- it will be in Tuesday's running if I turn it in tomorrow, so -- any questions on anything with the proposal? Yes?

MR. FLETCHER: Remind me again. The reallocated funds must be spent by when? Is it different -- is there different chunks that have different timeframes, or are they all --

MS. DEEVER: The goal of spending the reallocated funds is that they would be spent by the end of this calendar year. It's tight because we still have -- we'll have to amend the Annual Action Plan that we're changing or removing funds from and moving around funds. We do have to get HUD approval for that before we can move on it, but we will be set to go the day that we come out and are ready to move.

MR. FLETCHER: Have we talked to anybody that we gave money to for future projects if they can use those funds in a quicker manner?

MS. DEEVER: They still have to go through the same process. We can't go between years and just give money between the years. But, yes, that is one of the things that we have talked with -- with all of the players.

MR. FLETCHER: I mean, we would be in the same boat because we still have to reallocate --

MS. DEEVER: Correct.

MR. FLETCHER: -- the funds down the road. So it's kind of kicking the can down the road, but at least they would get the money spent so we don't lose any funds.

MS. DEEVER: Correct. And that is our goal.

MR. FLETCHER: Yeah.

MS. DEEVER: We're trying to get the funds spent as soon as possible.

MR. FLETCHER: Yeah.

MS. PEPPERMAN: Question. Erica Pefferman. You have the RFP due May 8. Do you have any idea of how quickly -- and maybe you said this and I missed it -- but when the decision will be made so that we can turn that around really fast.

MS. DEEVER: As soon -- as soon as we go back through HCDC, and you all approve whatever the funds are, we will go with the reallocated funds, we're able to go to the -- we will be prepared to go to the next City Council meeting and have City Council approve those changes.

MS. PEFFERMAN: So the June meeting?

MS. DEEVER: It -- hopefully. I mean, it just depends how quickly the dates --

MS. PEFFERMAN: Like, if you just had to ballpark it, what would you say?

MS. DEEVER: It'll be June, and then, hopefully, we'll have everything set and ready to turn in. Once it's approved by City Council, we'll have the -- everything will be ready to send that next day to HUD and get their approvals, and then we'll be set to move on as quickly as we can.

MS. PEFFERMAN: How long do you expect HUD to take?

MS. DEEVER: It can take -- the last time, they took about three months.

MS. PEFFERMAN: No kidding?

MR. ROSE: Wow.

MS. PEFFERMAN: So seriously, we're looking at potentially being fall before we can get these funds out, but they still have to spend them before the end of December?

MS. DEEVER: That is the hope.

MR. FLETCHER: Is HUD supportive in a case like this where there's a compressed timeframe? I mean, when you have communications with them, are they able to be more nimble or do they, you know, the snail is pointed in the right direction no matter what?

MS. DEEVER: So as we discussed where that we are, we did get a letter of timeliness this year, so that's what we're trying to avoid for next -- for this year.

MR. FLETCHER: Right.

MS. DEEVER: Again, there were more funds that didn't go through for this year, so that we're still -- so we're -- we have another chunk of money that we're trying to get rid of. What our plan is is we're already in a plan that we had sent back to them back in the fall when this all kind of came up. Our -- our idea is is that once we know where all of our funds are and what's being spent, that then we will have a call with them to go through and re-say, you know, they don't -- I would not think that HUD wants the money back either. On a training that we were on last -- last week or the week before, they said there was a -- discussing that HUD is considering they would push to potentially get rid of timeliness and move to a different system where they track everybody quarterly. If that happens, that would be a beautiful thing. They said 40 -- well, between -- I've heard different ones -- 40 and to 48 percent of all areas that have received funds are -- have not been meeting timeliness.

MS. PEFFERMAN: I have additional questions.

MS. DEEVER: Uh-huh.

MS. PEFFERMAN: Again, Erica Pefferman. Two questions. One, could you

explain what the letter of timeliness means?

MS. DEAVER: Uh-huh.

MS. PEFFERMAN: And then, two, is there anything that we could have done in hindsight to have gotten this RFP out five or six months before we have?

MS. DEAVER: Okay. So on timeliness, what that means is that you have to -- you have to spend -- you can no more than 1.5 percent of your funds that you've been allotted in a time period. So when we've had before --

MS. PEFFERMAN: Oh, I see. So it's rolling over --

MS. DEAVER: Yes. Yes.

MS. PEFFERMAN: -- and it's going into --

MS. DEAVER: Correct. So that's what timeliness is. As regard to whether we could have done it earlier, so we were still in the fall waiting to hear back from HUD on the ones that we had submitted from May. So that was one reason why we didn't go ahead and start reallocating more money because we hadn't gotten approval on our -- the money, the four hundred -- we did last spring, and that's being spent right now -- reallocate \$441,000, so we got rid of a big chunk of money then. But we weren't in a position where we were going to do that. The other part of -- we considered doing two RFPs this fall, or this spring, but the problem that you run into there is it's very confusing to people on what they're going for, what they're doing. You have to do the training --

MS. PEFFERMAN: Thank you for clarifying. I just -- you know, I think my first meeting was in October, and we've been saying the same thing since October.

MS. DEAVER: Uh-huh.

MS. PEFFERMAN: And now the RFP is due at the end of May. It just feels -- I know you guys were shorthanded, but I --

MS. DEAVER: It really had nothing to do with being shorthanded.

MS. PEFFERMAN: Okay.

MS. DEAVER: It had to do with the fact that we hadn't been approved by HUD already for what we were trying to get rid of initially.

MS. PEFFERMAN: Okay.

MS. DEAVER: And readjusting. Every time that you go back into a plan, so if one of these was -- and, at this point, we reallocated all of the FY '21 money, but it's going into '22, so if we -- and we've already adjusted it once, it was already waiting to get it approved. It's just -- and then it's helping the groups that are trying to do it get through that process, as well.

MR. MCINTOSH: Who do you deal with at HUD? Do you deal with the same

person, the same group? How do you do that?

MS. DEEVER: We have a HUD representative.

MR. MCINTOSH: Okay.

MS. DEEVER: Each area has a HUD representative.

MR. MCINTOSH: So this goes back to his question. I didn't quite understand your answer. Is there anything you can do to them to explain that a three-month timeframe puts us in an impossible situation?

MS. DEEVER: We've already done that.

MR. MCINTOSH: Okay.

MS. DEEVER: In the sense that they know that we -- or what our plan was as we're going up through spring is we've come into more money coming back.

MR. MCINTOSH: Okay. Right.

MS. DEEVER: We're going to probably have to readjust that with them, and that's where we'll get to as we go through the spring here.

MR. MCINTOSH: Okay. Okay.

MS. SHAW: And do they have -- Rebecca Shaw. Sorry. Do they have anything like a -- I mean, for a grant, you would have, like, a no-cost extension. Do they offer anything like that through HUD where -- I mean, you're not asking for any more funds, you're just asking for more time. Is there an application process or --

MS. DEEVER: Not -- not really. It's more of working with them to make sure that they understand your plan of how you're going to get rid of the money. Once we know how we're getting rid of our 2025 funds, that will help us determine how we're going forward. So once we're through this whole spring process of getting the funds -- of getting the funds for '25 out, knowing what our reallocated amount is, then we can go back to them and share what we are. We have reviewed it, and if things do move along as they're hopefully anticipating, we can't make people spend the money quicker than they're spending it, if that does happen, we will -- we will meet timeliness this year, but it's -- it's -- we've got -- all the pieces have to fall into place. We're going to have to -- we are on our toes and we're still working on the -- we have -- the CAPER is set and ready to go to Council on Monday, so that once the CAPER is done, that's a big step out to get that sent into HUD. We are -- I -- we are in the process of working on the Annual Action Plan for 2024, and then we still have the Consolidated Plan action, so there's a lot of -- a lot of pieces in motion with our office right now.

MS. PEPPERMAN: Again, Erica Pefferman. Your point that you've made in previous meetings, though, about maybe changing how we allocate funds based on, like, what

we're allocating for might -- it seems like it's going to help us in the future, though. Right?

MS. DEEVER: Correct.

MS. PEPPERMAN: It seems unlikely that we'll end up in this scenario again --

MS. DEEVER: Correct. That would be my thoughts.

MS. PEPPERMAN: -- with this much money?

MS. DEEVER: That would be my thoughts. With our 2024 funds, and I reviewed them as -- with Rebecca got a whole fun training on HUD stuff and where we are. The 2024 funds look very solid as to what they are, that they will be spent by the groups that said they would spend them. We'll be doing the same kind of stricter previewing of them before we get into it this year, as well.

MS. PEPPERMAN: Thank you.

MR. ROSE: Mr. Ritter?

MR. RITTER: Mitch, Ward 2. We also had faith in the presentations when we gave them that funding originally -

MS. DEEVER: Correct.

MR. RITTER: -- that they were going to complete their projects, which they didn't.

MS. DEEVER: Uh-huh.

MR. RITTER: So that needs to be noted. Is there any way to move the final recommendation of the reallocated funds to the end of the meeting on May 15th, which would get that recommendation, get that piece of the recommendation in front of Council on May 20th instead of waiting until the May 22nd meeting, which would put the Council meeting another week out from that -- no two weeks out. They're every two weeks.

MS. DEEVER: I can review that with staff in the morning.

MR. RITTER: So I think if we put the reallocation recommendation, since that's going to be some very targeted projects, put that at the end of the May 15th agenda, we get a decision on that distribution, get a vote, get it in the record, get it to Council on Monday, the 20th, and then that way you're -- you kick-start that piece of it --

MS. DEEVER: Earlier.

MR. RITTER: -- potentially, three weeks, four weeks earlier than bogging it down with the rest of the recommendations.

MS. DEEVER: I can definitely review that with staff tomorrow. I'll have to see -- we have not noticed this yet out in the paper, so I may be able to make adjustments and then it just depends on where we -- I would have to talk with Rebecca about what we've sent to Council already, but we can look and see if we can adjust that in the morning.

MR. ROSE: Yeah. Tom Rose. And there most likely won't be a lot of discussion

that has to be had on those reallocated funds.

MS. DEEVER: Correct.

MR. ROSE: It would be limited --

MR. RITTER: Yeah. They're going to be shuffled right through.

MR. ROSE: Yeah.

MS. DEEVER: Correct. Any other questions?

MR. ROSE: Anybody else? We don't have to have an approval?

MS. DEEVER: I think it's just you all noting --

MR. ROSE: Okay.

MS. DEEVER: -- that you approved it.

MR. ROSE: Okay.

MS. DEEVER: Correct.

MR. ROSE: I believe that was our only item for this evening.

MR. RITTER: I think we should take a vote.

MR. ROSE: I think we probably ought to take a vote. Yeah. We will take a roll call vote for approval of the request for proposal for the 2025 funds and the reallocated funds. Oh, wait, let's get a -- let's get a -- first a motion to approve.

MR. RITTER: I'll make a motion to approve the RFP -- FY '25 --

MS. PEPPERMAN: I second. Erica Pefferman.

MR. ROSE: Motion made by Mr. Ritter, Erica Pefferman, second. Okay. Any discussion? Okay. All in favor?

MR. RITTER: Aye.

MR. ROSE: Aye.

MR. MCINTOSH: Aye, Jay McIntosh.

MR. FLETCHER: Aye.

MR. ROSE: Mr. Fletcher, aye.

MR. NGUYEN: Aye.

MR. ROSE: Mr. Nguyen, aye.

MS. SHAW: Aye. Rebecca.

MS. PEPPERMAN: Erica Pefferman, aye.

MR. ROSE: Any opposed? No. Okay. That passes. Thank you.

Yes: 7 - Fletcher, Ritter, Rose, Shaw, Pefferman, McIntosh and Nguyen

Absent: 2 - Kasmann and Ascani

VI. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

MR. ROSE: Next if we have any general comments, first from the public? We have one public person. Okay. Do we have any comments from our members from the Commission?

MR. MCINTOSH: How far out do our meeting dates schedule? I just saw them through maybe May or June of this year.

MS. DEEVER: So once we're through the -- when everything is approved in June by the -- by HCDC, we -- there is generally a short break during the summer because your job is really finished for the year of what you've done. When will we start getting that back out to everybody?

MS. FAIR: I think this last year it was September was our next meeting back --

MS. DEEVER: Yeah.

MS. FAIR: -- so we'll probably -- we would probably set the calendar at probably that meeting.

MR. ROSE: Baring any crisis or --

MS. DEEVER: Correct.

MR. ROSE: Any other questions or comments, or from the staff? Nice to meet you.

MS. THOMPSON: Nice to meet you, as well. I'm happy to be here.

MR. NGUYEN: Actually -- Michael.

MR. ROSE: Yes.

MR. NGUYEN: Do you guys mind, can I -- can we just go through, like, reallocation of that 2024 funding because, like, I wasn't there.

MS. SHAW: A history of, kind of what happened.

MR. NGUYEN: Yeah.

MR. ROSE: Do you want to go ahead and give him a breakdown?

MS. DEEVER: So basically, what happens is is each year we vote with -- for instance, right now, we're looking at 2025 funds which will be spent next spring. We'll -- they'll be started to be spent next spring. If funds -- and so each year when we do this, if funds, for whatever reason, an agency doesn't spend the funds that they were allotted, we have to reallocate those funds. We -- in other words, if we had \$1 million and we spent \$500,000, we still need to use that \$500,000. So that's what we're in the process of doing is trying to reallocate the funds from previous years when funds were not fully spent out. Another thing that happens that is when you get large amounts of what's called program income, so money that, for whatever reason, is returned, for instance, last June - May-June, Phoenix programs that we had given money to sold to a different entity, and we were returned back \$250,000, which is then added onto the top of everything. And so you have to spend it first. So those are the funds that we're trying to reallocate. So when we were already having agencies that hadn't spent all of their funds, we then got another \$250,000 to spend, so those are things that we have to strategize on how to get rid of.

MR. NGUYEN: Is there specifically deadlines for these fundings? Is it, like, you know, kind of like you guys mentioned. Right? It's got to be spent by the end of the

year, so, like, it's, like, 2023, you know, or 2024, and by the end of this year, we've got to spend it. Right?

MS. DEAVER: So that reallocated funds, the goal is that they'll be spent by the end of this calendar year.

MR. NGUYEN: Okay.

MR. ROSE: But our normal -- Tom Rose here. But on our normal cycle, like, 2025 funds, we're going to approve, and they don't -- they need to spend them by --

MR. RITTER: 2026.

MS. DEAVER: '26.

MR. ROSE: By the end of fiscal year '26.

MS. DEAVER: '26. December of '26.

MR. ROSE: December of '26. So that will give you an idea of what --

MS. SHAW: Usually we're a year ahead.

MS. DEAVER: Correct. You are a year ahead.

MR. ROSE: Yeah.

MR. MCINTOSH: It's been my life experience, it's not hard to get people to spend money, so what are some of the unique challenges we face to happen?

MS. DEAVER: The main challenges that we have run into with the funds not being spent, we've run into groups that didn't have site control over their site, so they didn't -- weren't -- they thought they were going to purchase a property. They weren't able to purchase it.

MR. MCINTOSH: Yeah.

MS. DEAVER: They were given, you know, \$100,000. That's back. We had an agency that several agencies pulled out of their funding because they did not feel that they were going to be able to probably -- and I don't -- this was before me, so I can't really speak to them, but there were -- I had heard reasonings such as they didn't know that they would be able to get rid of the funds using timeliness quick enough. They didn't know that they would have all of the paperwork that they were going to have to do and how it all worked --

MR. MCINTOSH: Okay.

MS. DEAVER: -- when they got into it. So it's -- there's a lot of reasons why money was returned. Challenges that we've had, you know, we've had the same challenges as everybody else. I think that we've spoken several times about I think that Covid coming -- for the not-for-profits coming out of Covid, it's just taken them a little bit longer to get moving again. They're not just ready to -- they've had staffing changes, they've had

turnover. I also think that we've had -- we've had issues with that there aren't enough contractors available to go out and, you know, having -- sometimes when we're trying to find people to do the work, there's not people to do the work. So lots of different kinds of reasons that I think we're seeing across the country and in the construction industry as a whole that, you know, it's just coming back from all of it. So the other thing that happens is is also during that time there was Covid, there was CD3 money, which was CDBG-CB money, that was allotted out for various things. It's almost like when -- it's great to get the money, but when it's almost like -- like everyone gets saturated with money, and they can't get rid of that money, and then they're still trying to get rid of your money, and it just keeps piling on.

MR. MCINTOSH: Okay.

MS. DEAVER: So it's -- it always is a good thing to get more money, but it makes it challenging to get rid of all the money. There's just so many places it can be spent. Does staff have anything -- Jake, Molly, have anything to add on that?

MR. ROSE: All right. Very good.

VII. NEXT MEETING DATE

MR. ROSE: I will -- well, first off, our next meeting then is April 10th.

VIII. ADJOURNMENT

MR. ROSE: And I will entertain then a motion to adjourn.

MS. PEFFERMAN: So moved. Erica Pefferman.

MR. ROSE: Second?

MS. SHAW: Seconded. Rebecca Shaw.

MR. ROSE: Very good. All in favor, signify by saying aye. Any opposed?
(Unanimous voice vote for approval.)

MR. ROSE: Okay. Thank you all.

(Off the record.)

(The meeting adjourned at 7:20 p.m.)