

**PUBLIC MEETING MINUTES**  
**FY 2004 CDBG ANNUAL ACTION PLAN**  
**March 31, 2004**

**Attendees:** Jim Castleberry, Corner Stone Rescue Mission  
Ellen K. Farrar, Homeowner, 1207 12<sup>th</sup> Street  
Jane O'Leary, Stepping Stones – LSS  
Holli Vanderbeek, YFS Counseling Center  
Cynthia Howell, Western Resources for Dis-Abled Independence  
Ann Van Loan – Western Resources for Dis-Abled Independence  
Leona Clubbs – Teton Coalition

**Barbara Garcia, RC Community Development Specialist (CDS) opened the meeting at 11:30 am by explaining the meeting procedures:**

- People are to sign in on the sign-in sheet and include their contact information.
- If you wish to speak at today's meeting, please check that block and people will be allowed to speak in the order in which you arrived.
- There are forms available for you to use to provide your written comments. Please fill it out and turn it in to the Community Development office no later than April 9, 2004.
- We are recording the meeting, so please introduce yourself, state your organization, if any, and speak up so everyone can hear.
- The 30 day comment period for the Community Development Block Grant Annual Action Plan will run until April 9, 2004.
- All comments received during the 30 day comment period will be compiled and combined with any comments received at this Community Meeting. All comments will be provided to the Subsidy Committee for review. They will then make their recommendations to the City Council.
- City Council will make their final ruling on funding. That date is expected to be May 3, 2004.
- The Annual Action Plan will then be sent to HUD for review and approval. HUD has 45 days to review the plan. Upon their approval, funding will be released.
- Funded agencies will be required to sign a contract with the City. The Community Development Specialist, Barbara Garcia, will schedule a training class for all recipients to discuss reporting, draw procedures and auditing.

**First speaker** – Jim Castleberry, representing Corner Stone Rescue Mission, stated he just wanted to provide a written statement. (see Attachment A)  
Ellen Farrar, a citizen attending, said that she would like to know what he had written in his statement. Barbara Garcia read his statement to the group. Jim also stated that he would be happy to answer any questions that Ellen had regarding his organization or their services. There were none.

**Second Speaker** – Ellen Farrar, resident of 12<sup>th</sup> Street. Ellen said that she wished to comment regarding the request submitted by the City Engineering Department for \$32,223.29 of the Community Development Block Grant money to be used to “construct an 8” sanitary sewer main, 4” sanitary sewer service lines and remove and replace street pavement as necessary for seven homes that currently are served by private sewer lines that are failing on 12<sup>th</sup> Street.”

Ellen stated that 1221 12<sup>th</sup> St burned down and that the owners have rebuilt the home and a garage. The house had to be moved 8 foot from the property line when it was rebuilt. The hill was graded and rain caused a mud slide. They had to open a ditch for drainage. 1221 and 1215 both changed hands (ownership). Now with the building of the new house, they had to get a variance to put in a garage and graded the lot so that now the water flows down hill. Ellen stated that it is unfair for her to pay for the new sewer because two houses on Clark St. don't meet the requirements (income requirements for CDBG funds). Another house is putting an apartment in the basement. Ellen has 2 houses on her lot, hers and a small apartment. If they change the sewer line it will disturb hers. If hers is disturbed, she will have to bring it up to code. She doesn't want to pay for the hook up or sewer line. Her property was grandfathered in and she doesn't want that to be affected by these changes. She gets Social Security and money from investments which put her over the income limits for CDBG funds, but she feels it is important to get the funding for the sewer project. So she is protesting. Ellen stated that she sees that the Community Development Corporation is getting \$90,000 to purchase property and build homes. Her renter would be low income. She would like the City to take the money needed for the sewer project from the CDC funds of \$90,000 on Page 8, Table 2 (of the FY2004 Action Plan) and use it for the sewer. She said that those seven houses need the new sewer line and that it will help their property values, but the money should come from the Community Development Corporation. She also stated that they are an applicant for funds also. Ellen continued by stating that she knows that Mr. Johnson, one of the other homeowners, is going out and speaking to the people occupying the seven houses included in the 12<sup>th</sup> Street project about providing their income information to see if they can meet the income guidelines for the program. Ellen stated that she wants to have the sewer but she does not want to pay anything for it and does not want her grandfather clause affected because of it. She stated that she is an older person, who wants to stay in her home and wants the City Community Development money should pay for it.

**Barbara Garcia, City CDS** - Clarified for Ellen and the attendees that the Rapid City Community Development Corporation referred to on Page 8, Table 2 is not the City of Rapid City's Community Development division, but a separate non-profit Corporation in the community that builds affordable homes. It is an organization started by the major lenders in the community who contributed money to the corporation to create a pool of funds to provide construction loans at 0% interest for low income homebuyers. They also receive CDBG funds to purchase lots or rehab existing homes for sale to low income buyers. She also clarified that the only way that the 12<sup>th</sup> Street Sewer project would be eligible for consideration is if at least 51% of the occupants of all seven houses meets HUD guidelines for low income households. The income information must be provided to the City for review before April 9<sup>th</sup> to prove that the people benefiting from the sewer will meet the income guidelines for eligibility. If the occupants do not provide the information then the council will not be able to reconsider their application.

**Ellen Farrar** then said, "Well then the City doesn't want to help an elderly person." Barbara Garcia told her that this program must be used to benefit low income people. It doesn't matter if they are young, old, female or male. They have to be low income, and to show that I must have documentation in the form of tax returns and pay stubs, since their census tract is not a low income census tract. She asked if it needed to be in writing and I responded that it is always best if the people involved put their situation

down in writing so that it is in their own words. This meeting recording will be transcribed and included in the file for review.

**Question** – Ellen Farrar – Ellen asked what criteria is used to determine eligibility for the program. **Answer** - Barbara Garcia went over the qualifying criteria. (See Attachment B) Barbara explained the HUD National objectives, the City High Priorities as stated in the Five Year Consolidated Plan, what types of activities are eligible and ineligible, the need to be a cost effective program and the additional guidelines for Public Service Programs.

**There were no other people requesting to speak, however several people wanted to ask some questions.**

**Jane O’Leary, Stepping Stones – LSS – Question** - When they were under Behavior Management they had purchased apartments for their participants. Does that affect their ability to apply for other funds from CDBG. **Answer:** No, they can apply for additional programs, new buildings or expansion of a program each year.

**Holli Vanderbeek, YFS Counseling Center – Question** – Does it mean that for us to receive more CDBG money that every in order for us to continue to receive the dollars for counseling we need to increase the number of persons that we serve? **Answer** – Yes, either that or it needs to be a new service or program that you are offering. If it is either a new program or substantially increasing the same program, it would be acceptable.

**Barbara Garcia, RC CDS** - For those agencies that do get funded this year, I will be providing a training session. I will be trying to get out to all the agencies to see how you operate and what your program is. That will help me knowing how best to monitor your program, what kind of documentation will be appropriate and they results that you expect to achieve. I will be auditing files on a quarterly basis.

- HUD will be monitoring my records in June, so I will be contacting anyone who still needs to get in their reports for me. HUD is requiring more accountability on these grants as the funding decreases. It is becoming a more competitive process. HUD funds that are awarded to us have gone down every year. This year’s award is \$18,000 less than last year. We were able to still fund at the same level as last year because of the program income that we received. HUD is more focused on results this year. We must say what your goals are right up front and we have to track those and we have to show that you meet them. The reporting has to be timely. You have to get your reports into me in a timely fashion, because I have to get my reports to HUD in a timely fashion.
- Reporting and timeliness will be one of the criteria used in evaluating applicants for future allocations. If we do not get our reports and results in to HUD in a timely fashion, we risk being awarded less money, and we want to do everything we can to make sure that we continue to receive as much as possible.
- I will be tailoring contracts to spell out the documents you need to keep in your files, and the reporting requirements.

- I will have a training session for all prospective HUD CDBG applicants before the next application deadline, probably in August, to cover what types of projects are eligible, what criteria is used to evaluate the applications and the documentation that should accompany the application. I will be happy to answer questions regarding a proposal so that each applicant can present a good, complete application for an eligible activity. This past year several people applied for grants for activities that are ineligible, and therefore could not be considered for funding.
- The next application deadline will be in November. It is usually around the 15<sup>th</sup> of the month, and I will be sending out notices and publishing the application deadline as a Public Notice in the papers.

**Leona Clubbs, Teton Coalition – Question** – Is there a time when you will look at them? Like some of our other grants, they will review them and send back statement saying what they are missing. Answer - Barbara Garcia, RC CDS– Yes, I would be willing to do that, but it has to be done in advance. I know many non-profits wait until the last week or two of the application period to even start working on the application and that is too late. I will not have the time to review applications and do my regular duties if 20 come in two weeks before the deadline. What I would really like to see is people starting the application in August, deciding “What do we want to apply for?” and then calling me to find out if it is an eligible activity, what kind of documents they should have and discuss goals. I would not review applications in November, I have too many other duties to try to provide assistance in those last two weeks before the deadline. I would do reviews in Aug, Sept. and Oct. I don’t make the funding decisions, but I am happy to help you submit the best application you can for the Committee to review. The more I know about you, your agency and what you want to do with the CDBG money, the better I can represent you at the Committee review when the Committee has questions about your application.

**Question – no one identified** – When will you be having the training? Answer - Barbara Garcia, RC CDS – Just as soon as the Council makes their decision...what was the date I put on that paper? I think that May 3 is the Council Meeting date. It could possibly go to Council two weeks earlier than that, but it is doubtful with the deadline dates for the agendas. It will probably go to the Council on May 3, then if approved, it will go off to HUD within two days and I will start working on the Contracts for those receiving funding. I will then schedule the training for recipients for the end of May or first part of June. HUD will have 45 days to review our submission. Once they approve it, then the funds can be drawn down. That is expected to happen somewhere around the second week of June. I will need to get the contracts done and the training done before that so that we are all ready to go when they release the funds.

I want to work with your agencies to make sure that what I am asking for is reasonable and works for you, so I want your feed back. But I also have to make sure that we are covering what I need to have when I get audited, because for HUD the bottom line is on my desk. I am the one they will come after if things are not right, and I want to keep getting funding and I don’t want to go to jail. Bottom line, I won’t go to jail for anyone, so we will do things right.

**Question – Ann Van Loan, WRDI, -** We have some specific questions about our program and funding. Should we bring those up now or later in private? Answer: If you

would like to stay, I can answer them now, privately for you if no one else has any comments or questions. Is there anyone else who would like to comment about the Action Plan, the CDBG Training or anything else?

Question – Ellen Farrar – Can I have that tape that you made? Answer – No, I can't give you the tape but I would be happy to provide you with a copy of the transcript that we type up from the tape. I will make a note on the sign-in sheet to send you a copy of the transcript when I get it finished.

Barbara Garcia, RC CDS – Does anyone else have any more questions or comments that they would like to have on the record? There were no more questions or comments.

**Meeting was adjourned at 1:00 pm.**