

**MINUTES**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**ADVISORY COMMITTEE (CDBGAC)**  
**Tuesday, May 15, 2007**

The Community Development Block Grant Advisory Committee convened at 6:35 p.m. in the Community Development Conference Room, Kevin Davis presiding.

**Committee Members**

**Present:**

Kevin Davis, Chair  
Sunny Ugochukwu  
Carol Rooney  
T.J. Gilmore  
Mary Scruggs

**Committee Members**

**Absent:**

Doug Killough  
Barbara Judkins, Vice Chair

**Staff Members**

**Present:**

Jamey Kirby, Grants Coordinator  
Andrea Rincón, Grants Specialist  
Ron Carson, Streets Supervisor  
David Stocks, Public Works Manager

**Guests:**

Dan Leal, Director Children Adv Ctr.

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Item 1. The Committee Chairman, Kevin Davis, called the meeting to order and announced the presence of a quorum.

Item 2. Mr. Davis asked the committee to review the minutes of the last meeting, February 20, 2007. There being no corrections, T. J. Gilmore made a motion to accept the minutes as written. Mary Scruggs seconded and the minutes were approved by 5-0.

Item 3. Mr. Davis opened the meeting to presentations of proposals for CDBG, Category I funding. Jamey Kirby informed the committee that Social Service funding renewals would be on their June 19 meeting agenda. There will be a small cut in Category II funding. Also, CCA did want to submit a proposal but there was a misunderstanding regarding the timeline.

Dan Leal, Director of the Children's Advocacy Center gave a presentation on their proposal to construct a new facility in Lewisville. CACDC has been funded before for Land Acquisition and last year gave up a second grant for pre-construction costs (such as permits) when they could not guarantee dates for obtaining additional funds or for a groundbreaking. They are now returning to request the same amount, \$30,000 and are prepared to commit to a timeline for construction to begin by summer of 2008. They have recently received a commitment of \$60,000 in CDBG funds from Denton. The current facility has been too small for their needs for a number of years. The new facility would be 14,000 square feet and would include space for law enforcement and CPS workers as well as agency staff and facilities for forensic interviews and victim counseling.

Sunny Ugochukwu asked how funding changes at United Way affect the agency. Mr. Leal responded that when UW of Dallas dissolved its relationship with UW of Greater Lewisville, they gave funded agencies a two year guarantee that they could remain UW agencies, after which they will have to compete with other agencies in the greater Dallas area. T.J. Gilmore asked about past CDBG funding. Mr. Leal noted that their new total budget of \$2.5 million includes the funds already spent on land. It also includes an inflation factor. The agency has raised \$882,000 in "quiet phase" of its capital campaign. They need to get half way (\$1.25m) before some large foundations will allow them to apply.

They are about to kick off the “public phase” of the campaign with a fundraising consultant. They are prepared to consider obtaining a loan for gap financing if necessary to begin construction in 2008 to guarantee they can spend Lewisville and Denton CDBG funds. They also own their current building which potentially could be sold after the move to a new building in order to retire any debt from the project. However, most funders will not consider that asset as part of their committed funds to date.

Ron Carson presented a proposal to spend up to \$468,000 in CDBG funds on Street Improvements in the new TRAIN area between Edna and Charles south of Main Street. He gave the committee pictures of street conditions before and after asphalt and concrete rehab. He also pointed them to a prioritized chart of streets listed in order of Pavement Condition Index (PCI). The funding request is broken into two packages. The first priority package is for \$198,000 and the second package is \$270,000. However, the committee could recommend an amount more or less than the cost of the first package and certain streets can be added or taken out of the project as needed.

Mr. Gilmore asked whether there would be gains in efficiency if streets were grouped together. David Stocks answered that there could be some cost savings if the streets are contiguous but as long as they are grouped fairly close together contractors would not have problems with logistics. Mr. Kirby added that if the committee wishes, it can add wording to any budget recommendation to allow staff the flexibility for final selection of streets, although they will have to be specifically listed in the final draft of the Annual Action Plan.

Andrea Rincon presented a proposal to fund the First-time Homebuyer Assistance Program (FHAP) for an additional \$130,000. Funds would be used for down-payment assistance, closing cost assistance, and for low- and very-low-income clients, principal reduction assistance. A portion will also pay staff time spent in running the program. Current funding will hopefully last the rest of this fiscal year. While the program slowed somewhat last year, there are signs of it picking up again. Attendance at classes has been heavy and there have been more client inquiries and pre-approvals. Multiple clients are in the pipeline.

After presentations were concluded, the committee returned to the issue of CCA’s request to turn in a housing proposal for funding before the committee’s next meeting. Carol Rooney excused herself from the discussion because she is a client and board member at CCA. Mr. Kirby explained that the housing director and grants writer at CCA said they thought they had inquired about deadlines. They visited the city to follow up but it was past the deadline by that time. CCA does have a copy of the NOFA (Notice of Funding Availability) but still thought the application was due with renewals. While City staff released the NOFA widely, the Grants Coordinator did not specifically send CCA a copy of the Request for Proposals application packet. Also, they are funded from Category II social services, (for the Health Clinic) which is on the renewal timeline instead of the Category I timeline. The committee members all agreed that as long as any other agency who asks is afforded the same opportunity, they would hear a presentation from CCA at their next meeting.

Items 4 & 5. The committee discussed their timeline for recommendations and decided to take scoring sheets home and re-convene on June 5 for their next meeting to rank projects and consider a budget. They will then consider Category II CDBG and City Social Service Agency Fund renewals on June 19, and at that time handle distribution of a cut in funds of \$289 to those programs.

Item 6. Mr. Kirby presented a map to the committee with a staff recommendation that the McKenzie/Hembry TRAIN boundaries be redrawn to exclude the area from Willow Street to Red Bud. This area is now entirely commercial or vacant and zoned for Light Industrial use except for one remaining occupied house on Willow. Four others have been demolished in the last five years. One owner moved from Red Bud into a new Habitat house several years ago. T. J. Gilmore made a motion to accept the new boundary, Carol Rooney seconded. The motion passed 5-0.

Item 7. Mr. Kirby informed the committee that it could choose to table this agenda item. While staff has written a supplemental appropriation to transfer unspent funds to pay for extra costs on the Rolling Ridge Street project, it is not yet necessary to identify exactly where those funds will come from. It may not even be necessary to select another project to cut. If the Infill Housing Project does not move forward soon, (Council will consider sites in the near future) then it will be the default source of funds. If it does become necessary, staff can bring the item back to the committee at a later date. T.J. Gilmore moved to table the item indefinitely. Carol Rooney seconded and the committee voted unanimously to table.

Reports. Staff reports included a brief update on the HOME program: four of six houses are completed, one is underway and the reconstruction is falling behind schedule as the engineer is waiting for a dry spell to take soil samples before plans can be submitted. Also bids were accepted for the Rolling Ridge Street Project. Andrea Rincon reviewed the monitoring process and informed the committee that monitoring letters should go out in time to have responses in June.

Items of interest to the committee. Mr. Kirby informed the other members that Doug Killough sent his regards but would not be requesting re-appointment for another term. Andrea Rincon asked if there were any items that the committee was particularly interested in as she prepares to send renewal applications out. Kevin Davis said he would like to ask agencies to report on what they considered successes, setbacks or challenges in the first six months.

Adjournment. A motion was made to adjourn the meeting by Carol Rooney with a second by Sunny Ugochukwu. Mr. Davis adjourned the meeting at 7:56 p. m.

Respectfully Submitted,

Jamey Kirby,  
Grants Coordinator

Kevin Davis,  
Committee Chairman