



**LEWISVILLE**

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## **AGENDA**

### **LEWISVILLE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMITTEE MEETING**

**Tuesday, August 18, 2020  
6:30 p.m.**

#### **Via remote access**

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Due to the closing of all city facilities, the CDBG Advisory Committee meeting scheduled for Tuesday, August 18<sup>th</sup> will only be open to the public via remote access. \* To access the meeting, go to: Join Meeting <https://cityoflewisville.zoom.us/j/93461266473> Meeting ID: 934 6126 6473 or listen to the meeting by calling Toll Free 888.475.4499, Meeting ID: 934 6126 6473. Residents must sign-in to the event in order to comment. If you have a technical issue connecting to this meeting, or during the meeting, call Tiffini Hackett at 972.219.5026.

1. Call Meeting to Order, Announce a Quorum is Present
2. Welcome New Committee Members
3. Approval of Minutes of July 21, 2020 meeting
4. Zoom Grants training for Scoring Applications
5. Review the Request for Proposal process and Agency Presentations for CDBG-CV funded applicants
6. Adjournment

#### **NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS**

The City will provide appropriate auxiliary aids and services, including sign language interpreters and assisted listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight or speech impairments, unless doing so would result in a fundamental alteration of its programs or an undue financial burden. A person who requires an accommodation or auxiliary aid or service to participate in a City program, service or activity, should contact the sponsoring Department, or the Human Resource Department at 972-219-3450 or by Fax at 972-219-5005 as far in advance as possible but no later than 48 hours before the scheduled event.

## MEMORANDUM

**TO** Community Development Block Grant Advisory Committee

**FROM** Tiffini Hackett, Grants Specialist

**DATE** August 13, 2020

**SUBJECT** **August 18, 2020 CDBG Meeting**

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Attached is your agenda for the Tuesday, August 18<sup>th</sup> meeting. Please note we are continuing virtual meetings!

Join Meeting <https://cityoflewisville.zoom.us/j/93461266473> Meeting ID: 934 6126 6473 or listen to the meeting by calling Toll Free 888.475.4499, Meeting ID: 934 6126 6473.

As always, please RSVP to me.

### New Committee Members:

There are two new committee members to welcome to the CDBG Advisory Committee. To allow them to meet fellow members and experience a meeting, we will postpone officer/position voting until September's meeting.

### Zoom Grants Training

We will demonstrate a brief training so that members can have an understanding of the Zoom Grants scoring tab and how it functions. Please have a laptop so you can view the demonstration rather than call-in for this specific meeting. We will ask that you begin to score applications after the submission deadline of August 25, 2020. You will be given notice when applications are ready to be evaluated.

I will set up a user account for each committee member. You will be notified via email. I encourage you to set up your account and begin familiarizing yourself with the available tabs prior to the committee meeting.

### Request for Proposal (RFP) Process

We will review the RFP process including: how to score (methodology); how to prepare for agency presentations; and drafting recommended funding/budget. Agency presentations will take place during a special meeting scheduled for Tuesday, September 1 at 6:30. Included in your agenda packet is the memo submitted to City Council for their August 3, 2020 meeting which outlines how much funding is targeted for each service area.



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**MINUTES  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ADVISORY COMMITTEE (CDBGAC)**

**Tuesday, July 21, 2020**

The Community Development Block Grant Advisory Committee convened at 6:35 p.m. via Zoom Meeting, Jim Mustain presiding.

**Committee Members**

**Present:**

Jim Mustain, Chair  
Audra Smolinski, Vice Chair  
Chris Crawford  
Madison Collins  
Robyn Johnston

**Committee Members**

**Absent:**

**Staff Members**

**Present:**

Jamey Kirby, Grants Coordinator  
Tiffini Hackett, Grants Specialist

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**Item 1:** Jim Mustain called the meeting to order in the presence of a quorum at 6:35 p.m.

**Item 2:** The committee reviewed the minutes of the June 16, 2020 meeting. Chris Crawford moved to approve the minutes. Madison Collins seconded the motion. The minutes were approved unanimously.

**Item 3:** Mr. Mustain reviewed the agenda and acknowledged the public hearing. There were no citizens or non-profit staff in attendance. He asked Jamey Kirby to proceed with reviewing the 2020 Annual Action Plan. There were no questions or concerns from the committee. Next, Mr. Kirby presented a revised draft budget with two staff recommendations. The re-allocations the committee had been asked to make from Habitat for Humanity and the Housing Rehab program to the park project are no longer necessary as the park land purchase will not be made until next fiscal year when new funding is available. Additionally, PARD has requested that their 4B funds be used for the design phase instead of supplementing CDBG funds for land acquisition. The second revision would add \$50,000 to the Housing Rehab Minor Repairs program which still leaves \$449,769 for the park.

Mr. Mustain asked for two motions from the committee. One motion to approve the 2020 Annual Action Plan and recommend it to City Council. Audra Smolinski moved to approve. Ms. Collins seconded the motion. All were in favor. Another motion to approve the revised budget and recommend the presented budget to City Council. Mr. Crawford motioned to approve. Robyn Johnston seconded the motion. All were in favor.

**Item 4:** Tiffini Hackett reviewed the amendments to the 2019 Annual Action Plan and the Citizen Participation Plan. She explained the amendments are necessary to accept \$452,305 in CDBG-CV CARES Act funding and follow HUD guidance for faster processing. Ms. Hackett noted the public service areas of need outlined in the amendment and that specific allocations can be made later. These include internet connectivity, domestic and child abuse, mental health and childcare.

Ms. Smolinski expressed concern of funds being used quickly. While the causes outlined are important, it may be wise to hold on to some funding for potential future needs or for food and shelter if county relief funds were to run out. She asked that staff gather an understanding of how quickly county funds are being consumed for basic needs and what the projection is for how long they would last. Mr. Mustain reviewed the public service categories and stated how important the listed needs are in the community. Mr. Mustain asked for a motion to adopt the amended 2019 Annual Action Plan in order to receive CDBG-CV funding. Ms. Smolinski made a motion. Mr. Crawford seconded. All were in favor.

**Item 5:** Mr. Kirby updated the committee on the progress of CDBG Category I Brick & Mortar projects: Children's Advocacy Center of Denton County Courtyard project is complete, and the Morningside Sewer Line project is nearing completion.

**Item 6:** Ms. Smolinsky made a motion to adjourn. Ms. Collins seconded. All in favor to adjourn at 7:30 PM.

Respectfully Submitted,

Tiffin Hackett  
Grants Specialist

Jim Mustain  
Committee Chair

## MEMORANDUM

**TO:** Donna Barron, City Manager

**FROM:** Chris McGinn, Director of Neighborhood and Inspection Services

**DATE:** July 22, 2020

**SUBJECT: Public Hearing: Consideration of an Amendment to the Community Development Block Grant (CDBG) 2019 Annual Action Plan as a Means of Accepting “CDBG-CV” CARES Act Funding; and Authorization for the City Manager to Submit the Amendment to the U.S. Department of Housing and Urban Development; and Provide Direction to Staff to Designate Priority Needs.**

### **BACKGROUND**

This agenda item provides for the adoption of an amendment to the Community Development Block Grant (CDBG) 2019 Annual Action Plan. The amendment is an expedited method offered by the Department of Housing and Urban Development (HUD) in order to accept Lewisville’s allocation of \$452,305 in CARES Act funding designated as CDBG-CV. These funds come through the CDBG program but have certain flexibilities and opportunities for waivers, the most significant of which is removal of the usual 15% cap on spending for public services projects. Funds must be used to prevent, prepare for and respond to the coronavirus pandemic. The CDBG Advisory Committee voted 5-0 on July 21, 2020 to recommend adoption of the amendment.

### **ANALYSIS**

#### **CDBG-CV Funding**

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) includes \$5 billion in supplemental CDBG-CV funding. The first \$2 billion for formula grantees which resulted in a \$452,305 allocation to Lewisville. Another \$1 billion has been allocated to states and a third round of another \$2 billion has not yet been announced. The CARES Act directs HUD to devise a formula for the third round of funding based on coronavirus transmission rates and relative numbers of cases. It is possible that Lewisville will receive another allocation from this third round.

The CARES Act also offered certain waivers and flexibilities not usually afforded with CDBG funding. These include:

- lifting the 15% limit on public services spending,
- the ability to use virtual meetings to conduct public hearings,
- reducing the 30-day public comment period to 5 days,
- a 90-day extension on the deadline for Consolidated Annual Performance Evaluation Report (CAPER).

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- allowing for reimbursement of costs related to coronavirus response regardless of when the costs were incurred, provided that they otherwise comply with CDBG program requirements

City staff submitted a letter to HUD on July 2, 2020 to claim these waivers. Staff also revised the CDBG Citizen Participation Plan to reflect these changes per HUD guidance.

2019 Annual Action Plan Amendment:

The amendment was made available for public review during a 5 day public comment period beginning on July 27, 2020 and was advertised for a public hearing before Council on August 3. The amendment was also considered by the CDBG Advisory Committee at its meeting on July 21, 2020 when it voted 5-0 to recommend adoption of the amendment. Revisions to both the 2019 Action Plan and Citizen Participation Plan documents are highlighted in the attachments for easy review.

The amendment itself involved adding language to the 2019 Annual Action Plan to recognize the new funding source, formally apply for the funds, and identify in very general terms how the funds will be used. It is not required at this time to select and award funds to specific programs or activities. The amendment just sets up two projects: \$90,461 (20% cap) for administration and \$361,844 for public service programs which may include but are not limited to:

- Internet access for low- income students and families
- domestic violence and child abuse response and prevention
- childcare needs
- mental health services

These categories were identified through agency surveys and various discussions with the United Way and stakeholders. At first, staff and the CDBG Advisory Committee recommended funding basic needs for rent, utilities and food assistance. However, it was determined that Denton County would use its CARES Act funding to meet basic needs allowing the City to address these second tier needs with CDBG-CV funds. Staff is preparing a request for proposals with a streamlined, targeted application process to allow service providers to apply for funding.

Staff is requesting direction from Council to designate focus areas of priority needs and to set target funding amounts in order to guide the application process. The upcoming RFP could then specifically request applications for focus areas. Targeted funding by category can set expectations but still allow flexibility for the CDBG Advisory Committee to adjust its recommendations based on evidence of need and the strength of proposals. Staff recommends the following as a starting point for discussion:

- |   |           |
|---|-----------|
| 1. Internet access for low-income students and families | \$150,000 |
| 2. Domestic violence intervention/prevention            | \$130,000 |

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3. Child Care Needs	\$61,844
4. Mental Health Services	<u>\$20,000</u>
Public Services Sub-total	\$361,844

**RECOMMENDATION**

That Council approve the amendment to accept CDBG-CV funds; authorize the City Manager to submit the amendment; and provide direction to staff as set forth in the caption above.