



# COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Quality Services for a Quality Community

## MEMBERS

Kristin Anderson  
Nakia Barr  
Jean Brisbo  
Troy Fassbender  
Jessica Flores  
Carla McWherter  
Andrew Quinn  
Dana Watson

**Staff Liaison**  
Amy Schlusler-Schmitt  
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## MINUTES

**January 9, 2018 - 6:30 PM**  
Court/City Council Conference Room  
101 Linden Street, First Floor

### 1) **Opening** A) **Roll Call**

Schlusler-Schmitt opened the meeting at 6:42 p.m. At the taking of the roll, Anderson, Quinn, and Watson were absent.

### 2) **Welcome & Introductions**

Schlusler and Fehrenbach explained their job responsibilities. Nakia Barr, Jessica Flores, Carla McWherter, Troy Fassbender, and Jean Brisbo introduced themselves.

### 3) **New Business** A) **Discussion of 2018-2019 CDBG, General Fund, and Mini Grant Review Process**

Schlusler explained the grant application review process and the history of the Community Development Advisory Committee. She said she would ask members to thoroughly read four of the applications. She indicated that Fassbender has volunteered to lead the meetings. She said that staff will provide recommendations for funding, but the committee members are free to disregard them. The committee is encouraged to critically review and determine their own funding recommendations for each grant application. Schlusler said a public hearing will be held in March, at which time the grant applicants respond to the recommendations. Then their recommendations go to City Council. She indicated the CDBG budget is \$413,150, and the budgets for the Mini Grants and the Human Services Grants are \$10,000 and \$30,000 respectively.

Schlusler said that City Council meets in May and must approve the budget by the third week in May. She explained we are guaranteed CDBG funds every year, because a certain percentage of the City's population is low to moderate income. She advised that anyone who receives assistance must be low to moderate income, and that they receive the assistance for free. She said the grantees must track their expenses. She said City Council decided to offer general funds to human service organizations. CDBG organizations must show how they will accomplish one of three goals—to create suitable living environments, provide decent affordable housing, or create economic opportunities.

## **B) Discussion of 2018-2019 Grant Requests and Funding Histories**

Schlusler indicated that HUD estimates we will receive \$413,150 in CDBG grant funds. She advised they can only spend 15% on public services, which would be \$61,972. She stated that 65% of the grant money goes towards public infrastructure; i.e. housing and improvements to public infrastructure. She advised the City is currently paying off a loan—the Section 108 loan, which is not negotiable, and 20% is spent on administration, which amounts to \$112,275. She discussed what would happen if HUD decides to not award as much money.

Schlusler advised that Human Service applicants can apply for \$10,000 grants. She said in the past organizations would apply for both CDBG and Human Service grants, so the most recent Council said an organization can only apply for one or the other. For General Funds, they can only apply for a \$10,000 grant or a \$2,000 mini grant. She explained that the big difference between CDBG and General Funds are that general funds are from the City; i.e. for a phone bank, in which they can do a survey and ask where a caller lives, but they don't have to prove that for 100% of the recipients. The City asks that we try to collect demographic information for General Fund grants. She said for CDBG grants, a participant must prove that they are low to moderate income and live within the city limits. Applicants must also sign a Citizen Participation Form. Schlusler said staff has to audit the agencies, except for those that receive mini grants. She advised we have to physically visit the agencies and verify their expenditures.

Schlusler reviewed the Section 108 grant application. She shared that 12 years ago the City took out a \$1.5 million loan for the Virginia Avenue homes, Avondale Square. She said now there are 26 total homes at the site, 10 of which were sold to low to moderate income individuals. She noted that the Consolidated Plan shows the goals of the program.

Schlusler said she would e-mail Council's Strategic Priorities and the Consolidated Plan, and also the link to the applications. She also provided a 10-year funding history.

## **C) Assignment of Committee Member Readers for Grant Applications**

Schlusler asked for volunteers, and two readers volunteered for each grant application. She advised for the public hearing on January 29, committee members should jot down questions for grant applicants, and she will send these questions to the agencies before that meeting. She said at the next meeting the grant applicants have the opportunity, if they are CDBG or General Fund applicants, to come in and answer your questions. She said after that meeting in February, committee members will critically discuss the applications at the meetings. She asked that committee members forward their questions to her by the 23<sup>rd</sup> of January. Schlusler indicated she will send a list of the assigned readers tomorrow, a list of last year's questions, and a reminder about the meeting on the 29<sup>th</sup>.

## **D) Discussion of Future Meeting Dates**

Schlusler will send out a Doodle poll to determine future meeting dates.

## **4) Adjournment**

There being no further business, the meeting was adjourned at 7:56 p.m.