



CITIZENS ADVISORY COMMITTEE

Department of Community Development
807 E. Main Street, Durham, NC 27701
Golden Belt Building 2, Suite 200



Minutes - Special Meeting 2012-2013 CDBG, HOME, & ESG Application Evaluation & Funding Recommendations February 4, 2012

The Durham Citizens Advisory Committee met on the above date and time with the following members present: DeWarren Langley (Chairman), SaKoyra Bullock (Vice Chairwoman), Clark Grundler, Will Sutton, April Johnson (Secretary), Delvin Davis, Roger Loyd, Dilcy Burton, Richard Fuqua, Paula Thomas

Others Present: Kam Stoll (FLS Interpreter) and Robin Dailey (FLS, Interpreter)

Subject: Call to Order

The meeting was called to order at 9:10am by Chairman Langley who welcomed everyone. He acknowledged the presence of a quorum. He explained that the purpose of the meeting was to complete the Committee's FY 2012-2013 CDBG, HOME & ESG Application evaluation and funding recommendations. Chairman Langley also thanked members for attending and their service.

Subject: Conflict of Interest Statement

Chairman Langley explained that he worked with Reginald Johnson, Interim Director of the Department of Community Development to develop a Conflict of Interest Statement in compliance with the Community Development Block Grant (CDBG) Application Process Audit Report [December 2011] of the Department of Audit Services for the City of Durham. The Report recommended the Department ensure that members of the Committee sign a conflict of interest form on an annual basis. He explained that members of the Committee would be required to sign a conflict of interest prior to the review of applications for funding recommendations.

Chairman Langley explained that each member of the Committee has an on-going duty to disclose to the full Committee any potential conflict of interest that is known or that may later become known. Each member of the Committee should strive to avoid even the appearance of conflict of interest. He noted that should a conflict of interest or appearance of conflict of interest arise, the member must disclose this knowledge in writing to the full Committee addressed to the Chairman and signed. The member must then be excused from participating from any discussion, deliberation, or decision-making regarding the applicant.

Chairman Langley distributed copies of the Conflict of Interest Statement for members of the Committee to read, sign and return. All members present read the statement, signed the statement and returned the statement to Chairman Langley.

Secretary Johnson disclosed a conflict of interest as it relates to her employer, Preservation Durham's relationship with CDBG applicant Historic Preservation Society of North Carolina. She noted that she disclosed the conflict of interest in writing to the full Committee and would be excused from participating from any discussion, deliberation, or decision-making regarding the applicant.

Subject: Report from Chairman

Chairman Langley reported that the Committee will not review CDBG applicants Builders of Hope and Historic Preservation Society of North Carolina as well as HOME applicants Habitat for Humanity and Durham Community Land Trustees. Chairman Langley explained that the Department notified him that the Committee did not have to review those applicants for federal funding because the projects were previously funded but not complete.

Subject: Action on Agenda

Chairman Langley asked the Committee to review the agenda and make any additions and/or modifications followed by action on the agenda.

Motion by Committee Member Fuqua and seconded by Secretary Johnson to approve the agenda. The motion was approved unanimously.

Subject: 2012-2013 CDBG, HOME & ESG Application Review & Funding Recommendations

Feed My Sheep of Durham, NC, Inc.

Vice Chairwoman Bullock provided a brief overview of the application for Feed My Sheep of Durham, NC, Inc.

The applicant applied for CDBG funding and requested \$106,193.65 with a total project cost of \$125,593.69. Vice Chairwoman Bullock noted that the application did not provide documentation of staff qualifications, community support or financial capacity thus maintaining funding level from FY 2011-2012.

Motion by Committee Member Burton and seconded by Committee Member Fuqua to recommend \$35,000 in CDBG funding for Feed My Sheep of Durham, NC, Inc. The motion was approved unanimously.

Durham Interfaith Hospitality Network (DIHN)

Committee Member Roger Loyd recused himself from the discussion of applicant DIHN. He disclosed that he is a former member of the Board of Directors for DIHN.

Secretary Johnson provided a brief overview of the application for DIHN.

Secretary Johnson commented that the application demonstrated capacity for carrying out the proposed project, effectiveness of the proposed project in addressing the need, cost effective yet weak ability to leverage additional resources. The applicant only matched mileage and a portion of the salary for the case management counselor. She noted DIHN successfully and consistently accomplishes its goals and has a positive reputation in the community. Secretary Johnson reported

the application received an evaluation score of 84.5.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to recommend \$40,000 in CDBG funding for DIHN. The motion was approved unanimously with Committee Member Loyd abstaining.

Chairman Langley provided a brief overview of the application for DIHN for ESG Funds.

Chairman Langley commented that the application demonstrated organizational capacity to deliver the program services, does not provide documentation that the organization is financially sound, the homeless population has been identified, the program budget is clear, reasonable and relate to the essential services, the applicant's mission is to serve homeless individuals and matches funds through an Annual Gala Fundraiser to raise \$15,000, however the commitment is not supported on letterhead or applicable source of documentation. He reported that the application received an evaluation score of 85.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to recommend \$15,000 in ESG funding for DIHN. The motion was approved unanimously with Committee Member Loyd abstaining.

Durham Crisis Response Center (DCRC)

Committee Member Burton provided a brief overview of the application for DCRC.

Committee Member Burton commented that application demonstrated capacity for carrying out the proposed project, effectiveness of the proposed project in addressing the need, cost effective and strong ability to leverage additional resources. She reported that the application received an evaluation score of 100.

Motion by Committee Member Burton and seconded by Committee Member Davis to recommend \$49,600 in CDBG funding for DCRC. The motion was approved unanimously.

Chairman Langley reported that the DCRC application for ESG funding was incomplete. He reported that the application received an evaluation score of 0.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to recommend no ESG funds for DCRC. The motion was approved unanimously.

Urban Ministries of Durham (UMB)

Committee Member Davis provided a brief overview of the application for UMB.

Committee Member Davis commented that the application demonstrated capacity for carrying out the proposed project, effectiveness of the proposed project in addressing the need, cost effective and strong ability to leverage additional resources. He reported that the application received an evaluation score of 91.

Motion by Committee Member Davis and seconded by Vice Chairwoman Bullock to recommend \$60,000 in CDBG funding for UMB. The motion was approved unanimously.

Operation Breakthrough, Inc.

Committee Member Fuqua provided a brief overview of the application for Operation Breakthrough.

Committee Member Fuqua commented that the application was incomplete, however recommendation for funding should be based on Operation Breakthrough's history of performance with the weatherization program versus the actual application. Past accomplishments were provided in place of proposed outcomes, no leverage evident and the application was unclear on the number of homes to be services thus the rationale to maintain the funding level of FY 2011-2012. He also reported that the application received an evaluation score of 37.

The Committee agreed that the difference between the application for Operation Breakthrough and the application for the Durham Crisis Center is that Operation Breakthrough had enough information in the application to ascertain a basic idea of the project and the application included a budget.

Motion by Committee Member Fuqua and seconded by Committee Member Loyd to recommend \$30,000 in CDBG funding for Operation Breakthrough. The motion was approved unanimously.

Development Ventures, Inc. (DVI)

Committee Member Grundler provided a brief overview of the application for Development Ventures, Inc.

Committee Member Grundler noted that the application demonstrated capacity for carrying out the proposed project, effectiveness of the proposed project in addressing the need, cost effective and good ability to leverage additional resources. He also reported that the applications received an evaluation score of 95.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to recommend \$22,317 in CDBG funding and \$204,777 in HOME funding for DVI. The motion was approved unanimously.

Genesis Home

Committee Member Thomas provided a brief overview of the application for Genesis Home.

Committee Member Thomas commented that the application demonstrated organizational capacity to deliver the program services, provides documentation that the organization is financially sound, the homeless population has been identified, however the applicant did not specifically identify the number of homeless families to be served, the program budget is clear, reasonable and relate to the essential services, the applicant's mission is to serve homeless individuals and matches funds. She also reported that the applications received an evaluation score of 95.

Motion by Committee Member Thomas and seconded by Committee Member Loyd to recommend \$20,000 in ESG funding for Genesis Home. The motion was approved unanimously.

Urban Ministries of Durham (UMD)

Chairman Langley provided a brief overview of the application for UMD. Based on discussions the application was well-written, concise, clear and the budget reasonable. Other comments and observations include the application demonstrated that the organization provided financial

documentation that demonstrates it is financially sound and the application provided good information about the population it will serve. He also reported that the application received an evaluation score of 100.

Motion by Chairman Langley and seconded by Committee Member Fuqua to recommend \$24,000 in ESG funding for UMD. The motion was approved unanimously.

Women's House of Hope

Committee Member Davis provided a brief overview of the application for Women's House of Hope.

Committee Member Davis commented that the application was incomplete and did not demonstrate organizational capacity to deliver the program services, lack documentation that the organization is financially sound, identifies the homeless population, the program budget is unclear yet the applicant's mission is to serve homeless individuals but does not match funds in a firm commitment on letterhead. The application indicates using the funds for "repairs" yet does not specify what will be repaired or maintained. He also reported that the application received an evaluation score of 35.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to recommend no ESG funds for Women's House of Hope. The motion was approved unanimously.

Subject: Announcements

Chairman Langley announced the State of the City Address by Mayor Bell and Needs Public Hearing on Monday, February 6, 2012. Chairman Langley requested that members of the Committee forward their respective comments for inclusion in the Committee statement to the City Council during the Needs Public Hearing.

Chairman Langley reminded the Committee that there would be a card to sign later to honor Dr. Dorcas Bradley for her service to the Committee and community as an affordable housing advocate.

Lastly, Chairman Langley announced the Committee would hold a regular meeting on Monday, February 27, 2012 at 6pm.

Committee Member Grundler noted that the Herald Sun reported on the CDBG Application Process Performance Audit Report and asked whether the Committee would respond to the article. Chairman Langley responded that the Committee would not provide a comment on the article because the Committee was not referenced in the article.

Subject: Adjournment

With no further business to come before the Committee, the meeting was adjourned at 11:58am.

Respectfully Submitted,
April Johnson, Secretary

Minutes approved February 27, 2012.