

Boulder County CDBG-DR Collaborative

October 16, 2015 Meeting Minutes

Presenter: Kathy Fedler – City of Longmont/Boulder County Collaborative

Present: Heather Balsler, City of Louisville Chris Meschuk, City of Boulder
Rosi Dennett, Town Lyons Janine Kotre, Town of Lyons
Kathy Weiss, Town of Nederland Alisha Reis, Town of Nederland
Michelle Krezek, Boulder County Kyndra Daniels, City of Longmont
Victoria Simonsen, Town of Lyons Tara Schoedinger, Town of Jamestown (phone)

Staff: Hagerty Consultants: Chris David, Phuoc Lam, Yolanda Abram

State: Dave Bowman, Colorado Department of Local of Affairs

Kathy Fedler called the meeting to order and asked that everyone introduce themselves.

Agenda and Discussion Items:

1. Boulder County Workflow Data Management System (WDMS) Presentation-any ideas for a snappier name:

Kathy asked the Collaborative members to consider a snappier name for the system. She then introduced Chris David, Hagerty Consulting to present the Sales Force Workflow and Document Management System (WDMS). Chris provided a PowerPoint presentation and demonstration on the Cloud Based WDMS. He discussed the benefits of the system and how it will function to streamline and leverage best practices based on previous CDBG-DR programs. The presentation covered and explained:

- what the system is and its purpose;
- how the Collaborative can use and transmit program documentation electronically;
- how the system will impact the current functionality of the various components such as partner information, budgets, infrastructure and technical assistance requests; and
- planned functionality (timesheets module, procurement contracting, housing programs, QPR reporting, compliance monitoring and closeout). He explained that when complete, the BCC will be able to “red ribbon” or close out a project.

During the demo Chris explained that each partner will only see their own information, and everyone can see contracts but can only edit their own. He demonstrated where Phuoc had created a task that linked to a form that will allow a Partner to edit that form immediately. When all is completed the task will get a QC review and then it can move forward. Information is populated after it has been reviewed and approved. Kathy stated that she is already reviewing the infrastructure application. She explained that the presentation was just an overview and the partners will get on-site training. Chris explained that if there are other functions needed, more can be built in. On-site training can be customized based on need.

2. Boulder Contract/Agreement with the State Status/Update:

Kathy acknowledged that Dave Bowman, DOLA was present and stated that the agreement to accept funds between Longmont and the state was almost finalized and will need to get the release of funds from HUD. Dave added that the ball is in his court, he will have to modify and he needs to discuss project delivery.

The partners discussed the issues with grant agreements and making payments. Dave confirmed that when ready to make a payment, you can submit an advance request to payoff of invoices for both Rounds 1 & 2.

The Town of Lyons discussed their issues with the buyout program. They have 24 HMGP and 5 CDBG-DR properties for buyout and they are ready to close on them. They explained that the families are financially strapped and need to move forward. The town asked how long it will take to get sub-grantee contracts after the agreement with the State is approved. Kathy explained that they can't get an agreement until the city receives the contract with the state. She explained she will work to draft the Partner agreements and do all the internal reviews, and then once the Agreement with the State is approved the partners can take to their councils.

3. Additional Funding Coming Our Way:

Kathy announced that funding has been made available that was received back from Round 1. She explained that Steve Boand confirmed that in addition to the \$1.41 M in funds from Round 1 infrastructure that has to go into the sub-allocation, the Boulder County communities will receive \$1.25 million that does not have to go into the sub-allocation. Kathy passed out the priority list and discussed what we can move on such as Heron Lake and so forth. The contracts for the \$1.25 million should be speed projects as all funding has to be spent by 3/31/15 and submitted for reimbursement by then. She asked if the Lyons EDA match project would be able to spend the funds in 3 months. The town explained that it could not because there is a commitment problem. The town will have to get the contract for the match from the state before they can move forward. Kathy explained that for new money following the priority list straight down the line would fund: Heron Lake (\$800,000), Lafayette (up to \$374,000), and the balance for Boulder County buyouts with a possibility of picking up Longmont PA match and two other options, Lafayette and all of Nederland because they are already finished. She continued that we should save the LMI for our \$1.41 million in Round 2 and save the non-LMI for state. Alisha, town of Nederland explained that they are 2/3 done and that their project is a good one and they may exit the Collaborative then completely. The partners discussed how to move forward to make Lafayette and Nederland whole. Victoria stated that she does not see the state committing to closing next week. Michelle, Boulder County added, there is a need to show progress on acquisitions. The title company has said that they can meet the closing schedule by the end of November.

The discussion turned to the meeting attended by Harold, Leslie and Kathy who met with Molly and Ian from the state. The State asked what the county anticipates spending from Round 1; this information will be needed by the close of business on Tuesday. The data will be pre-populated to show DR grant agreement numbers, caps, and amount spent, how much will spend by October 31, November 31 through the end of February. The expectation is that this will show that Boulder County is spending the money and that HUD needs to approve the sub-allocation. The partners were asked to wait until Monday when the final form is sent out; go ahead and make any adjustments. A note section will be added for any extenuating circumstances, date of award and date the agreement came back from state. Dave asked to put in the environmental approval date to make sure the agreement wasn't held up by the environmental.

Lyons explained that people are on the edge. They have already missed closing dates. Dave, asked the town not to change closing dates, he will work with Steve, if have to borrow money from other programs, that might be an option. After the discussions the town's buyouts and issues relating to the inability to get contracts signed by the state, Dave stated that they will have to figure out how to make it happen. He explained that we have the \$1.25 million additional money from Steve and \$1.4M in the action plan; if they can find money in Round 1 will have to back flow from Round 2 or

state money. Kathy asked Dave if we show them how we will spend the \$1.4 and the additional \$1.25 are we still looking at 4 months? Dave stated that they should be able to throw new projects into the system; the match project contracting should go quickly. Dave asked for a list of Round 1 contracts not completed and the closing schedule. He also asked if the communities needed acquisition specialists to jump start projects for a short term. The partners explained that staff was not the problem, they are ready to go but need their contracts.

4. Project Delivery by Partner Community to date:

Kathy directed the partners to the colored handout sheet and briefly discussed the entries. She explained that it summarizes 5 communities expenses to-date.

5. Technical Assistance and Project Delivery Proposal/Discussion:

Kathy directed the partners to the TA proposal and asked the group to review it.

Meeting adjourned:

Outside of meeting business:

On October 20, Longmont sent the draft new construction housing prioritization letter for the upcoming DOH/CHFA funding process and asked the Collaborative Partners to approve or disapprove or submit comments. The letter:

- prioritized several public agency/non-profit housing projects and stated that the Housing subcommittee would be conducting a mini-application process, similar to last year's, in January/February timeframe to also pick up interested private sector development/projects and will reprioritize all projects at that time for final submission to the DOH/CHFA.
- set forth the Collaborative's request to the State to place Boulder County's Round 3 Housing New Construction funding into the suballocation for our distribution instead of having it administered by DOH.
- requested that the program income from the CDBG-DR new construction loan repayments be set-aside for the Lyons housing project should Lyons not be able to move forward with their project by the time all three rounds of CDBG-DR funding have to be spent.

All Collaborative partners unanimously supported submission of the letter which was submitted to the State and CHFA on October 28, 2015.