

CITY OF KALAMAZOO
COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
ANNUAL REPORT
2007

Introduction

The primary responsibility of the Community Development Act Advisory Committee (CDAAC) is to assist the City Commission in determining the appropriate utilization of Community Development Block Grant (CDBG) funds received from the U.S. Department of Housing and Urban Development (HUD). CDAAC accomplishes this by reviewing City needs and eligible proposals and making funding recommendations consistent with the objectives of the federal government, the priorities identified in the City's federally-mandated Consolidated Plan, as amended, and with other locally adopted priorities such as the City Commission goals and objectives and the Strategic Plan, as applicable. The recommendations of CDAAC in 2007 were consistent with the City of Kalamazoo Consolidated Plan 2005 – 2009 which prioritizes how entitlement funds may be used by the City of Kalamazoo.

It is also the responsibility of CDAAC to actively participate in the community and citizen participation process. Examples of CDAAC membership participation include, but are not limited to, presence at the Annual Action Plan Public Hearing, the Consolidated Annual Performance and Evaluation Report, the CDBG Budget Public Hearing, the CDBG Application Pre-Submission Workshops, and other special meetings, as applicable.

Membership

2007 was the third full year that CDAAC operated under its new bylaws, which changed the membership from 15 to 13. David Kinsey served as Chairperson, and Shirley Coleman served as Vice-Chairperson of CDAAC. Mr. Kinsey is the elected representative of the Edison Neighborhood Association and Ms. Coleman is the elected representative of the Stuart Area Restoration Association. Six neighborhood associations were encouraged to recommend representatives to serve on CDAAC. Those six associations were: Eastside, Edison, Fairmont, Northside, Stuart, and Vine. The other seven members are selected at-large for potential expertise that will contribute to CDAAC's work.

A special effort was made to fill all seats on CDAAC, and by the end of 2007, CDAAC had filled all available seats. Its membership consisted of:

<u>Name</u>	<u>Position</u>	<u>Term Expiration</u>
David Kinsey (Chair)	Edison Representative	March 31, 2010
Mark Fricke	At-Large	March 31, 2008
Doris Jackson	At-Large	March 31, 2008
Susan Oakes	At-Large	March 31, 2008
Pegg Osowski	Vine Representative	March 31, 2008
Mildred Smith	Northside Representative	March 31, 2008
Kathryn Steppenwolf	Eastside Representative	March 31, 2008
Shirley Coleman (Vice Chair)	SARA Representative	March 31, 2009

Charley Coss	At-Large	March 31, 2009
Jennifer Mills	At-Large	March 31, 2009
Mike Bracy	Fairmont Representative	March 31, 2010
Wade Allen	At-Large	March 31, 2010
Kris Kronlein	At-Large	March 31, 2010

Due to term limits for six long-term committee members, the CDAAC Nominating Committee anticipates significant turnover in 2008 and will continue to seek qualified representatives from neighborhood associations and the general public. CDAAC expects to bring recommendations for appointments and reappointments to the City Commission for approval in early 2008.

Consolidated Plan

2007 was the third full year for CDAAC to follow the City's Consolidated Plan 2005 – 2009. This five-year planning process is a requirement of HUD and helps determine through current demographic and economic information what the City's investment priorities will be for the stated five year period. These priorities help determine how the City will use its federal entitlement funds for each of those five years. The City Commission adopted the current five-year plan on 02/07/05 which identified the City's highest priority needs, in no particular order, as:

- A commitment to use a substantial amount of funding for affordable housing;
- Infrastructure rehabilitation to accommodate special needs populations, including easier access to sidewalks, ramps, and other public rights of way;
- Maintenance, rehabilitation, and weatherization for income eligible home owners;
- Neighborhood based economic development, micro enterprise development, community development, and retail development; and
- Focus on youth recreation programming and crime prevention programming.

These priorities serve as programmatic guidelines in CDAAC's recommendations of CDBG funding.

Meetings

CDAAC held a total of 11 full committee meetings, 2 training sessions, and 3 public hearings during 2007. The CDBG-funding allocation process for the HUD Program Year 2008 (06/01/08 – 05/31/09) began with a public notice of availability of funding, published in the Kalamazoo Gazette on 09/28/07. Following the public notice, CPD staff held two CDBG presubmission training workshops (10/10/07 and 10/11/07), distributed application packets, and set a 12/03/07 receipt deadline for applications. CPD staff screened all applications for completeness and eligibility prior to CDAAC review. During December 2007 and January 2008, CDAAC subcommittees reviewed and recommended awards in the categories of Housing, Public Services and Fair Housing/Capacity Building. The proposal review and deliberations concluded on 01/10/08 when CDAAC finalized its funding recommendations for City Commission approval based on information presented by the subcommittees. Funding recommendations totaling \$941,549 were presented during a Public Hearing at the regular City Commission meeting on 03/03/08.

New responsibilities for CDAAC during 2007 included a review of proposals under the City Commission Initiatives Funds, and HUD-funded Emergency Shelter Grants. 10 of the 15 applications for City Commission Initiatives funding were recommended for funding by CDAAC on 11/08/07, with City Commission approval anticipated on 03/03/08. Five ESG projects totaling \$80,734 were recommended by CDAAC and approved by the City Commission on 08/20/07.

During 2007, CDAAC also updated the City of Kalamazoo 1998 Citizen Participation Plan to more accurately reflect the current CDAAC membership and to identify new technologies available for citizen input and participation. The updated Citizen Participation Plan was slated for adoption by the City Commission on 02/18/08.

Monitoring

All 2007 CDBG projects are monitored monthly by CPD staff as reimbursement requests are submitted. All CDBG projects also receive an annual monitoring review for compliances with all applicable federal, state and local requirements. HUD staff out of Detroit last monitored the City of Kalamazoo's CDBG and HOME programs from 05/15/07 through 05/18/07.

Plans for 2008

CDAAC will continue the process of assisting in the implementation of the Consolidated Plan 2005 – 2009 recommendations. The Nominating Committee will be active during the early part of 2008 to seek qualified candidates to fill six seats that will become vacant due to term limits. In addition to its recommendations for CDBG funding to the City Commission on 03/03/08, CDAAC will host public hearings on the Annual Action Plan and the Consolidated Annual Performance and Evaluation Report during March and August, respectively. CDAAC is interested in finding ways to assist in the ongoing development of the City of Kalamazoo especially in terms of augmenting population and tax-base, and in dove-tailing efforts to assist in marketing and assisting the Kalamazoo Promise.