

CITIZENS ADVISORY COMMITTEE ON HOUSING AND COMMUNITY DEVELOPMENT

January 10, 2023 at 6:30 p.m. | *Meeting called to order by Teri Marquantte*

In Attendance

Members: Lynn Bittel, Christopher Boyd, Jaime Carolina, Vince Chowdhury, Teri Marquantte, Erica Ponder, Jason Schneider, Charlene Wisner-Howard, Mohammad Faisal, Judy Donovan, Richard Berge, Joshua Thaete

Members Absent: Rose Armstrong

Staff: Sarah Carroll, Jeffrey Hancock, Alicia Montoya, Connor Taub, Billye Dee Williams

Approval of Agenda

Lynn Bittel motioned to approve the agenda as presented. Jaime Carolina seconded the motion. The motion passed unanimously.

Approval of Minutes

Judy Donovan motioned to approve the minutes as presented from the December 13, 2022 meeting. Lynn Bittel seconded the motion. The motion passed unanimously.

Public Comment

None.

Committee Election Nominations

The committee members used an online tool called Mentimeter to vote for leadership over the board in 2023. The voting went as follows: 3 of 10 members voted for Jaime Carolina as Second Vice Chair, 3 of 9 members voted for Jason Schneider as First Vice Chair, and 3 of 9 members voted for Teri Marquantte as Chairperson.

Communication from Housing and Community Development Division

Division Updates (Alicia Montoya – Manager of Housing and Community Development)

- Personnel
 - Senior Housing Counselor, Kathy Sawyer-Snow, is retiring from the city after 32 years of service. Her last day will be January 31, 2023.
 - Housing Program Supervisor position is open. The position involves housing counseling, Emergency Mortgage Assistance Program (EMAP), rental assistance, first time homebuyer education classes, and more.
 - Announced new staff liaison, Connor Taub, to the committee. Alicia mentioned he received his HUD and reverse mortgage certifications within two months.
- Housing Strategy
 - Timeline and updates for David Paul Rosen & Associates (DRA) were provided on an electronic spreadsheet. DRA was hired by the city to do a

housing needs study. Details included: project initiation (10/2022), market/need summary (11/2022-12/2022), residential prototypes (01/2023), affordability gap (01/2023-02/2023), existing local resources (12/2022-01/2023), new local resources (12/2022-01/2023), initial recommendations / Council input / community outreach (02/2023-03/2023), residential Nexus analysis (03/2023), non-residential Nexus analysis (03/2023), capital planning / production goals (02/2023-03/2023), select priority actions / implementation strategy (02/2023-03/2023), administrative review draft report (02/2023-03/2023), public review draft and final report (TBA). Lynn asked if the tasks on the timeline matched the 11 goals in the housing strategy. Alicia confirmed the housing feasibility study is part of the housing strategy goals 1-6 and 11. Alicia mentioned the deadline to meet all the goals is December 31, 2025.

- 2023 Division Focus

- Each team has been tasked to identify four goals to work towards this year. Alicia presented an electronic visual to give members a brief overview. (1) City of Aurora Housing Strategy Implementation: recommendations for goals 1-6 and 11 of Housing Strategy. (2) Housing and Community Development Core Programs: Community Investment Financing Rounds, Home Repair Programs, HUD Counseling Programs/Navigation of Housing Resources, Small Business Non-Profit Lending/Grant Program, Finance & Compliance Monitoring Programs, HUD Planning and Reporting, continue to increase CHD Committee involvement (Survey coming in February). (3) New and Upcoming Projects: small business and non-profit grants/lending programs, initiative 108, Homeless Housing Navigation Center. (4) HCD Team Development: goal 12, training and development. Teri asked about the increase in community meetings and Alicia responded it will be determined in early February.
- Lynn inquired about having at least two committee members at those meetings and Alicia responded she hoped for more. Vince asked if meetings will be held in each ward and Alicia replied she liked the recommendation. Meetings will be held at the Aurora Municipal Center until further notice.
- Proposition 123 is now Initiative 108, a written statute in Colorado that states .01% of local funding is allocated specifically to affordable housing. Four or five programs will be administered through Initiative 108. The city will seek to bring that funding for development, investment in low to moderate income communities, debt finance options for developers and non-profits, down payment assistance, mobile home parks, and more. More information to come in the summer of 2023. Chris asked if the city had to opt-in and Alicia confirmed the city will need to submit a commitment to the administrator hired by the state. Funding will come through the Office of Economic Development and International Trade (OEDIT). Affordable housing support fund through Colorado Department of Local Affairs (DOLA). The OEDIT will receive 60% of funds and DOLA will receive 40%. The first year (2023-2024) 81 million allocated to OEDIT and 54 million allocated to DOLA. The second year (2024-2025) 162 million allocated to OEDIT and

54 million allocated to DOLA. Alicia clarified that the funds are not federal but general funds from the state. Aurora is hoping to receive a portion of the funding, approximately 135 million between to the two agencies in 2023-2024. The state still needs to put the program requirements in place and hire the program administrator.

- In November 2022, the creation of a Homeless Navigation Center went through resolution by Mayor, Mike Coffman. The Center will provide support to the region, not just Aurora. The Housing Development Supervisor, Sarah Carroll, is the project manager. Her team is currently seeking funding sources. Lynn asked if the funds for this project will be taken from another area. Alicia clarified that funding sources will be new because the other areas have already been allocated funds for the divisions core programs. Chris asked if the Aurora Housing Authority (AHA) is collaborating with the city. Alicia stated the AHA is supportive as well as others in the community. Being in the early stages, partnership with external agencies is still in progress.
- Goal 12 of the Housing Strategy identifies that the division is looked at internally for restructuring and programming needs. As a result, the job description and title for the Housing Development Supervisor was updated. The creation of a Housing Development Officer position was added. The focus is to continually realign and make sure the positions are up to date. Lynn pointed out that the biggest obstacle will be funding. On a side note, Chris asked Alicia about the city's decision to administer EMAP rather than the AHA. Alicia replied to have it as an additional funding resource but mentioned the AHA can administer the EMAP funding too.

Finance and Compliance Monitoring (Jeff Hancock – Financial Supervisor)

- Loan Write-Offs
 - December 2022 write-off total: \$0
 - December 2022 program gain: \$69,901.22
 - Program income received from loan repayment November 2022: \$80,280.16
 - HOME: \$59,155.00
 - CDBG: \$10,746.00
 - NSP1: \$0
 - NSP3: \$0
 - Year to date 2022 program income:
 - HOME: \$1,680,817.69
 - CDBG: \$432,503.97
 - NSP1: \$0
 - NSP3: \$0
- 2023 Finance and Compliance Monitoring Focus
 - (1) Audits – in February by the city's external auditors and most likely later this year by HUD, the funding agency. External auditors will look at large grants the city receives (ex: CDBG and HOME) and review criteria (ex: meeting national objectives, helping low-to-moderate income individuals,

proper documentation of files). (2) Grants – in 2020 the city received a one-time grant from HUD, the Emergency Solution COVID Grant (ESG-CV). Spend deadline is later this year. HCD is on track to spend all the money by year end, close out the grant, and report full accomplishments to HUD. (3) Expansion of compliance staff – due to turn over/fewer employees, adding two new grants/more grants coming, and internal discussions about program needs, the Compliance staff will request new staff for 2024 budget year. The RFP will be presented to city management in a few months.

Housing Development (Sarah Carroll – Housing Development Supervisor)

- Community Investment Finance
 - 2023 winter round near opening. Bianca Lopez is working with Neighborly System to finalize the online application. Finishing an RFP for the city-owned land and meeting with Public Works. Sarah asked for volunteers for the review committee, expect to begin the first week of March.
 - Chris Boyd, Jaime Carolina, Jason Schneider, Josh Thaete, Judy Donovan volunteered to be on the review panel.
- Hiring
 - Open position formerly Intake and Compliance Specialist (Paulette Fulmer) has been renamed to Development Officer Associate. This position will help Bianca administratively (ex: contracts for City Council) and continue intake for the rehabilitation program. Sarah asked the members to help spread the word to help fill that position.
 - Request For Proposal in progress to find either a General Contractor or non-profit willing to help the city with minor home repairs projects in 2023.
- 2023 Housing Development Focus
 - (1) Core focus is development of new affordable units, (2) staff development, (3) increase of rehabilitation projects, (4) identifying more affordable housing to land bank for future development, (5) document standard operating procedures to preserve institutional knowledge, (6) incorporate HUD monitoring handbook into the policy and procedures for HCD. HUD monitors the city every 2-3 years. The division will implement the federal regulations as part of staying in compliance. (7) Homeless Navigation Center project, which includes community engagement, partnerships, and move through planning process.
 - Sarah informed members that there is only one Housing and Commercial Development Specialist on staff.

Housing Programs (Alicia Montoya – Interim Supervisor)

- 2023 Housing Programs Focus
 - (1) EMAP – finalized agreement, agreement has been signed, city made first draw, team training in-progress including certifications for HUD counseling and reverse mortgage counseling. Targeting early February to release the online application for EMAP. (2) ERAP – finalizing reporting, accomplishments and closing out the program. (3) Core Housing Programs – general housing counseling, first time homebuyer education courses,

down payment assistance, foreclosures, reversed mortgage assistance, and adding small business non-profit lending program. (4) Team Development and Training – HUD counseling certification, HECM certification, CHFA training and development, EMAP training, ongoing training, and development opportunities.

- 2022 Highlights
 - The two audits that were conducted in 2022 went well. One was done by external auditor and the other was done by HUD.
 - Jeff's team has worked to create more structure for managing homelessness grants. The city funds some homeless services with sales tax revenue earned from MJ sales. Used to have one person running entire program, but now have a more formal process in place.
 - The city purchased a vacant piece of land that will eventually be used to construct affordable housing.

Communication from Citizens Advisory Committee

Committee Member Briefing

- January's volunteer was Christopher Boyd. He gave a brief presentation about his personal background, professional background, and his interest in joining CHD.
- February's volunteer will be Jaime Carolina.

Volunteer Opportunity

- Point-in-Time Count – will be conducted on January 31st. Teri explained that once a year (usually in January), HUD determines a date as a nation to count individuals experiencing homelessness. Volunteers were encouraged to sign up on the city's website. Chris stated there is an app to capture the individual's information. Teri explained the different places volunteers may go to find/meet unhoused individuals. Chris mentioned its important for funding.

2022 Housing Legislation Summary (Teri Marquante – Chairperson)

- In 2022, the state legislature passed four house bills. One bill promotes flexible funding opportunities and incentives for developers to build affordable housing. House Bill 1228 expand low-income housing tax credit (nearly double previous amount). House Bill 1245 allocates vendor fees charged for the state by dividing them between affordable housing development and health care funds to reduce cost of individual care. House Bill 1322 expands the supply of affordable housing (inclusive of giving more funds to the division of housing, more training (ex: developers toolkit), land preservation and acquisition.

Calendar Information

Next Meeting

- Tuesday, February 14, 2023, at 6:30 p.m. at the Aurora Municipal Center

Adjournment

Lynn Bittel motioned to adjourn the meeting. Jason Schneider seconded the motion. The motion passed unanimously. The meeting ended at 7:58 PM.

Minutes taken by:

Billye Dee Williams 2/14/23
Billye Dee Williams Date
Administrative Specialist, Committee Liaison
Housing and Community Services Department

Minutes reviewed by:

Martha A. Montoya Feb 15, 2023
Martha Alicia Montoya Date
Housing and Community Development Manager
Housing and Community Services Department

Minutes approved by:

Teri Marquante 2/14/23
Teri Marquante Date
Committee Chairperson






01 - CHD Minutes 01.10.2023 (with signatures)

Final Audit Report

2023-02-15

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