

**HOUSING AND NEIGHBORHOOD ECONOMIC
DEVELOPMENT FUND COMMITTEE
(UDAG)**

Tuesday, April 25, 2023

2:00pm to 3:30m

Meeting was held solely via Zoom

Members Present:	Members Absent:	City Staff:
Armijo, Frances (Chair)	Colonel, Gwen	Herrera, Jessica
Lopez, Jesse	Vigil, Deacon Robert	Krantz, Yolanda
Lopez, Margaret		Lujan, Anna Marie
Nelson, Robert		Montoya, Monica
Nordhaus, Richard		
Plaza, Andrea		
Senye, Kelle		
Guests:		
Elena Gonzales	Catherine Mexal	Christina Rodgers
Catherine Heyne		

Quorum for meeting was met.

I. Call to order

Meeting called to order at 2:05 PM.

II. Welcome

III. Changes/Additions to the Agenda

- ❖ Kelle Senye motioned to approve the agenda as presented. The motion was seconded by Robert Vigil and approved unanimously.

IV. Approval of Meeting Minutes

A review of the Minutes from the March 28, 2023 meeting was conducted.

- ❖ Margaret Lopez motioned to approve the March 2023 minutes as presented. The motion was seconded by Kelle Senye and unanimously carried.

V. Committee Business

- a. HNEDF Home Rehabilitation Program Presentation/Discussion

- i. City staff stated that if anyone in attendance is associated with a nonprofit that may be interested in bidding on the RFP when it is released to excuse themselves from the meeting, as it may create a conflict and deem the agency ineligible to bid when the RFP is released.
- ii. Home Rehab document presented lists \$50,000 per home rehab. Qualified applicants will need to qualify at or below 80% of the AMI. The agency who successfully applies for an RFP will have to determine the qualification method used and will have to be approved by the City. The agency must also verify that the applicant lives in the home and has lived in the home for a year prior to the application date and the home is located in the pocket of poverty. The agency would need to develop and provide policies and procedures and will need to be approved by the City. The homeowner will need to live in the home for a specific amount of time after receiving the funds. A lean would be placed on the property for a reasonable amount of time. The nonprofit agency would also need to promote energy efficiency.
- iii. Richard Nordhaus states 3. A. does not make sense and should be reworded. City staff states it can be reworded to state that 100% of homeowners served will be low to moderate income homeowners located in the pocket of poverty.
- iv. The City states that the agency will need to demonstrate how they will market the program and will be added to the RFP.
- v. Andrea Plaza asked that tools and procedures be available to ensure non-English speakers be aware of the opportunity and they could also submit applications in languages other than English. Andrea would also like to give preference to organizations who serve the entire pocket of poverty.
- vi. Frances Armijo asked how the program will be monitored to ensure the agency is doing the work. City staff states safeguards will be put in place to ensure work is being completed; homeowner will verify work has been completed, home inspection will be conducted, verification the contractor is in good standing and the program will be monitored by the City (compliance review, site visits, etc.).
- vii. Margaret Lopez would like to have an additional specification if a home is being sold within five years to a family member that the loan could be assumable. Would like to prioritize applicants by need and help people who need it the most.
- viii. Richard states one of the issues with the program is that it does not provide long term affordability.
- ix. Margaret asked if ramps and retrofit can be included. City staff states that it can be included.
- x. Richard states there should be guidelines in regards to critical issues being fixed first.
- xi. Richard asked what the next steps are. City staff states that a draft of an RFP incorporating the comments from today's meeting will need to be developed.
- xii. Richard asked if it would be possible to view the RFP for the rehab the City has.
- xiii. City will send out the ARPA RFP if it is allowable.

VI. Announcements

- i. Margaret Lopez and Richard Nordhaus terms have ended and this will be their last meeting. City staff and Committee members thank them for their membership.
- ii. Two neighborhood representatives have applied and waiting on approval.
- iii. Committee member term expiration dates:

Frances Armijo	4/15/24
Gwen Colonel	2020
Robert Nelson	4/15/23
Jesse Lopez	4/15/20
Andrea Plaza	4/15/24
Kelle Senye	2015

iv. Lisa Huval is no longer with the City.

VII. Public Comments

None

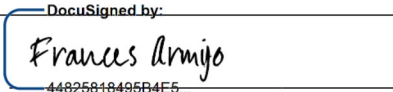
VIII. Summary of Decisions and Assignments

City Staff will share the RFP for the ARPA funded program, if allowable, and will work on developing the HNEFD fund RFP.

IX. Adjournment

With there being no further business, the meeting was adjourned at 3:13pm.

Next Meeting Date: May 30, 2023 at 2:00pm

<p>Chairperson's Signature:  <small>DocuSigned by: 44825818495B4E5...</small></p> <p>Prepared by: <u>Jessica Herrera</u></p>
