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Frederick E. Russell, Jr.

CITY PLANNING COMMISSION
MINUTES
JANUARY 26, 2023
5:00 PM

MINUTES

I. Opening

A. Call to Order - Chairperson Lauren Hood called the meeting to order at 5:30 p.m. (A quorum was not achieved until this time)

B. Roll Call Director Marcell Todd, CPC staff, called the roll; a quorum was present.

Attendees: Brenda Goss Andrews, Kenneth Daniels, Gwen Lewis, Melanie Markowicz, Frederick Russell, Lauren Hood and Donovan Smith

Excused: David Esparza, Ritchie Harrison

C. Amendments to and approve agenda

Commissioner Daniels moved to approve the agenda, second by Commissioner Markowicz. Motion approved.

II. Meeting minutes July 21, 2023 and January 5, 2023

Commissioner Markowicz moved to approve the minutes, second by Commissioner Smith. Motion approved.

III. Public Hearings, Discussions and Presentations

Without objection Chair Hood yielded the floor to Planning and Development Department Director Antione Bryant for a brief announcement.

Director Antoine Bryant announced the master plan update for the City of Detroit has been released today. The RFP is open. We (the City) will be accepting applications for the RFP. It will close on February 22, 2023. We are looking at having questions available until February 3, 2023, and we will have a highly suggested pre-proposal conference on February 8, 2023. It is live, and we are excited! We can do a longer presentation at your invitation later.

Commissioner Hood asked will this be up for a consultant team to respond to and lead?

Director Bryant responded that is correct.

Commissioner Hood asked if this has ever been done internally or is it always done by consultants?

Director Bryant the past two were internal. This one will be a joint effort. The team will

report directly to P&DD and will also support P&DD in meetings with other city departments and with the Planning Commission.

Commissioner Hood asks do they get more points if they are local and score higher for that? Are there extra points for people who have experience in diverse communities, and candidates of diverse backgrounds, women, and minorities?

Director Bryant responded yes, we are looking for that.

- a. **5:15 P.M. DISCUSSION** – Request of the Housing and Revitalization Department presenting the 2023-24 Community Development Block Grant – Neighborhood Opportunity Fund Program Award (HRD and CPC Staff)

(ACTION REQUESTED)

90 mins

Present: Chris Gulock, CPC Staff; Director Tamra Fountaine-Hardy, Neighborhood Services Division and Economic Development in the Housing and Revitalization Department and Gordon Pearson, Program Analyst, Neighborhood Services Division, Housing and Revitalization Department (HRD)

Director Todd requested that all commissioners disclose if they or any of their immediate family members have a relationship, with any of the applicant groups with monetary interest. Further, he admonished that if a commissioner is working for and getting paid by any of the applicant organizations, it is a clear conflict by U.S. Department of Housing and Urban Development (HUD) standards. Commissioners must recuse themselves from participating in voting on the category for that particular group. On the other hand, if a commissioner is a member or has some other type of relationship that is not of monetary benefit then they simply need to disclose it.

Commissioner Hood asked does anyone have any conflicts to declare?

Commissioner Markowicz announced that she serves on the Board of Directors for Greening of Detroit. She recused herself from voting on the education category.

CPC staff member Gulock gave a PowerPoint presentation. He provided an overview and shared an updated chart on the Community Development Block Grant (CDBG), Neighborhood Opportunity Fund (NOF) with HRD and the mayor's funding recommendations. NOF's main division is public service (PS). There are five NOF categories offered: public safety, senior, education, recreation, and health. The federal program awards, distributes, and monitors funds. HRD released their notes on every applicant organization. CPC staff member Gulock reviewed the threshold criteria used by HRD to score applicants. HRD estimates the reward will be approximately \$2.5 million. The consensus review process involves HRD, partnered with Office of Contracting and Procurement (OCP), Legislative Policy Division (LPD) and Office of Development and Grants (ODG) to review and score the applications. The city can make adjustments after the budget. This year there were 47 PS applications submitted, including ten new groups. 35 were recommended and 12 were not recommended for funding. HRD requests that the Commission make recommendations on the chart, so that it can be forwarded to City Council for review. The administration prefers City Council to review it before the budget review hearings start on March 7, 2023. City Council has a public hearing on CDBG tentatively scheduled on February 20, 2023, and at this time groups may appeal non-recommendations. The same week City Council will have deliberations to look at the chart and discuss appeals. Next, City Council may make a final decision on February 28, 2023, in resolution form. Finally, it will be added

to the budget later in the spring.

HRD Director Tamra Fontaine-Hardy expressed that Gordon Pearson will present federal regulations and advise more details around the organizations that are recommended for funding, and the rationale for those that were not recommended.

Gordon Pearson presented via PowerPoint presentation regarding applicant groups that did not meet threshold, a list of new groups, and those that scored an 80-point threshold. First, Gordon Pearson explained the FY 2023-2024 CDBG Public Service Proposal Ranking Summary. He mentioned several organizations that did not meet threshold criteria and were disqualified. Secondly, he reviewed the five organizations that did not meet the 80-point threshold. (They met the requirements, but they did not score above 80 points). Finally, he discussed the 10 proposals from organizations that have not been previously awarded. There were ten new organizations and four are recommended for funding. Pearson shared the funding matrix via PowerPoint. He explained for each category we fund on a system based on the higher they score, the more they will be funded. There were two groups approved for funding in the public safety category.

Motion to approve the public safety category. Commissioner Donovan Smith motioned to approve the public safety category for the 2023-24 Community Development Block Grant (CDBG) proposals; second by Commissioner Markowicz. Motion approved.

Mr. Pearson discussed the proposals contained in the senior category. He gave a detailed description of the six organizations that were recommended, and the rationale of the two organizations that were not recommended for funding.

Motion to approve the senior category. Commissioner Melanie Markowicz motioned to approve the senior category for the 2023-24 Community Development Block Grant CDBG proposals; second by Commissioner Daniels. Motion approved.

Gordon Pearson reviewed the proposals contained in the recreation category. He gave a detailed description of the four organizations that were recommended, and the rationale of the five organizations that were not recommended for funding.

Commissioner Hood asked if the organization comes within a couple of points of the 80-point threshold, do they get a chance to resubmit?

Mr. Pearson advised no, once the deadline closes for proposals, the organizations are not allowed to resubmit their proposals or resubmit any outstanding documents that were not previously submitted.

Commissioner Hood reasoned it seems unfortunate that agencies are not allowed to get funds because of missing only two points.

Commissioner Lewis asked if the Mosaic Youth Theatre received funding in the past?

Mr. Pearson responded yes, Mosaic Youth Theatre was awarded funding in 2021-2022 and previously.

Commissioner Lewis asked if the reason they did not receive an award is because they did not submit the annual report and other state documents? Will they be given another opportunity to come back to HRD to make an appeal? If so, would funding be available

for this organization? It seems unusual that an organization would forget those documents.

Mr. Pearson responded all applicant groups will be allowed to appeal during the City Council appeals process. They will be permitted to submit an appeal stating their reason for not providing documents, or if they say they did submit the documents, for whatever reason, they have that opportunity. HRD makes sure that all documents are received through our oracle system from the Office of Contracting and Procurement is accurate. He confirmed that they did a check on Mosaic Youth Theatre, since we agreed that it was odd, and they were missing the required documents.

Gordon Pearson elaborated that the day of the appeals hearing, organizations will not be allowed to appear during the appeals process and say we do have the missing documents. He added we again review to confirm that the required documents were missing, during the appeals process.

Commissioner Lewis did you reach out to the Mosaic Youth Theatre about the missing documents? Did they respond that the documents were submitted?

Gordon Pearson stated unfortunately while the application process is open we are barred from talking directly with our applicants regarding their applications.

Commissioner Hood asked if the organization goes through the appeals process, is there still enough money in the pot to cover them if they could prove that they submitted all the documents.

Gordon Pearson explained when there is an oracle error we typically adjust all funding for the organizations in that category. Subsequently, all the agencies recommended funds would be reduced to accommodate the adjustment.

Director Tamra Fountaine-Hardy added that the number of organizations who have received funding from us for the last five to eight years will forget a document and are not awarded funding as a result. We are required to follow the established HUD guidelines and procurement rules with the City of Detroit. The guidelines state that once the application closes, organizations cannot submit documentation after recommendations are determined. If the organizations are not recommended for funding, they would have to reapply the next year. Those are our procurement policies. If we were to go beyond our policies and let an organization in that was not recommended because they did not meet threshold, then we would be fined by HUD. We try our best to do everything we can to stay within the HUD guidelines. We will allow those organizations that did not meet the funding criteria to apply next year when the application reopens. This is why we cannot move outside of the procurement policies that the City of Detroit has established.

Commissioner Andrews commented formerly we did find that many long-time organizations do miss a document from time to time. Do we need to revisit this issue next year? Does this oversight need to be a reason and a disqualifier? For example, PAL is missing the annual report. Do you go view their website to see if the annual report or missing document is posted?

Director Tamra Fountaine-Hardy affirmed that HRD only reviews the documents that applicants submit as a part of their application. We provide resources online where they can just click on the link and get their annual report. We go through it three times. We discuss it at the best practice forum and two workshops that we have before the application opens and one before the application closes.

Motion to approve the recreation category. Commissioner Daniels motioned to approve the recreation category for the 2023-24 Community Development Block Grant CDBG proposals; second by Commissioner Smith. Motion approved.

Mr. Pearson reviewed the proposals contained in the health category of the grant. He gave a detailed description of the four organizations that were recommended, and the rationale of the two that were not recommended for funding.

Motion to approve the health category. Commissioner Daniels motioned to approve the health category for the 2023-24 Community Development Block Grant CDBG proposals; second by Commissioner Markowicz. Motion approved.

Mr. Pearson reviewed the proposals contained in the education category of the grant. Commissioner Markowicz recused herself and she left the table during the presentation for the education category. Gordon Pearson gave a detailed description of the 19 organizations that were recommended, and the rationale of the three that were not recommended for funding.

Motion to approve the education category. Commissioner Daniels motioned to approve the education category for the 2023-24 Community Development Block Grant CDBG proposals; second by Commissioner Andrews. Motion approved.

IV. Unfinished Business – There is no unfinished business.

V. New Business – There is no new business (beyond the announcement made at the beginning of the meeting by Director Bryant)

VI. Committee Reports – There are no committee reports.

VII. Staff Report

For the benefit of the audience members that may have missed it Director Todd reiterated the announcement made earlier by PDD Director Bryant

VIII. Member Report – There are no member reports.

IX. Communications – There are no communications.

X. Public Comment – There is no public comment.

XI. Adjournment

The meeting adjourned at 6:21 p.m.